

**Disclaimer-** This handbook contains general information regarding the Calvary Christian Academy (CCA) administration procedures and fees. CCA is not bound or limited to the content of this handbook and CCA reserves the right to change items contained in this handbook. Effective dates for all changes are at the discretion of the Academy and may apply to each student enrolled at the time. All decisions pertaining to the school are made in the agreement and approval of the School Administration Staff, and our Principal, Pastor Ken Pledger. This handbook is the standard to be followed by the parents and students of Calvary Christian Academy.

**Admissions-** Calvary Christian Academy (CCA) is primarily a ministry to the members of Calvary Baptist Church. We support, promote, and follow any position held by Calvary Baptist Church. We are a Baptist school, and as such we teach Baptist doctrine. However, **CCA is willing to accept children who are not members of Calvary Baptist Church if they are willing to abide by the spirit of the rules and keep up with the required payment schedule.** 6<sup>th</sup>-12<sup>th</sup> grade students are asked to sign our "Standards of Conduct" form. (Back of handbook) We are the ministry of a local church and are committed to the educational and spiritual development of every student.

CCA has a racial nondiscriminatory policy and, therefore, does not discriminate against members, applicants, students, and others based on race, color, gender, or national or ethnic origin. **Enrollment in CCA is a privilege**, and CCA reserves the right to suspend or expel any student without a refund, in accordance with the official policies determined by CCA.

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### ***General School Information-School Hours***

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**Staff/Office Hours:** Monday-Friday 8:00 AM- 3:15 PM

**Classroom hours:** Monday-Friday 8:30 AM- 3:00 PM

Students may arrive no earlier than 8:00 AM and must be picked up no later than 3:15PM. See *Parent/Student Pick-Up & After-Care* for rules & procedures.

Instructional hours for students in Kindergarten -3<sup>rd</sup> grades are at least 5 instruction hours per day for 174 days = 870 net instructional hours.

Instructional hours for students in grades 4-12 are at least 6 instructional hours per day for 174 days = 1,044 net instructional hours.

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### ***Mission Statement:***

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The purpose of CCA is to provide the children of our church and community with a safe and controlled environment in which we can encourage them to find out what God has planned for their lives and educate them to a level from which they can take the next step in following His plan.

- Our desire is to train the students in the knowledge of God, the Christian way of life and to give them an excellent education.
- Our commitment is to demonstrate a caring concern for each student's well-being in these 4 areas: Mentally (wisdom), Physically (stature), Spiritually (favor with God), and Socially (favor with others) this is based on the Bible verse Luke 2:52 in reference to Jesus Christ.

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*Registration/Tuition & Fees*

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## Scholarships

Calvary Christian Academy accepts the Florida Tax Credit (FTC) *Step Up for Students (SUFS)* scholarship, *Family Empowerment Scholarships (FES-EO)* and the *Family Empowerment Scholarship for students with Unique Abilities (FES-UA)*. Visit the websites below to learn about these opportunities and see if you are eligible to receive up to 100% of your child's tuition, books, and some other fees:

[www.stepupforstudents.org](http://www.stepupforstudents.org)

[www.floridaschoolchoice.org](http://www.floridaschoolchoice.org)

*CCA strives to provide a high-quality education at an affordable cost. Our tuition structure is comparable and/or competitive with other private schools in our area. Tuition may be paid in full or monthly (10 payments) for those families that choose to pay out of pocket.*

CCA will charge a \$25 fee on all returned checks. This fee will automatically be charged to the student's account.

There is a non-refundable **\$120.00** registration fee per student. If a student is awarded a scholarship (listed above), the school registration fee is covered, and his/her AWARD ID number must be received by the CCA office on or before **the enrollment deadline announced by SUFS**. If the letter of acceptance or confirmation of the scholarship award ID is late, or past the deadline for enrollment with the EMA portal, the registration fee & book fee must be paid by the first day of school in order to attend classes. Once the scholarship payment is distributed and received by CCA, reimbursement of payment will be made.

## Payment Schedule Non-Scholarship Families

### **See attached form- Tuition/fee schedule**

This tuition/fees amount is divided into 10 equal payments due on the 15th of each month starting on August 15th and ending on May 15th. If the 15th falls on a weekend, then payment is due the following Monday. If payment is not made by the 20th of the same month, a \$10 late fee will be applied to the bill per student. If payment is not made by the 15th of the following month, the student will be financially withdrawn until the full amount has been paid. ***Please note that records, transcripts, report cards, diplomas, or other vital information will not be released when there is a balance owed on a student's account.***

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*Book Fee*

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The book fee must be paid in full for the student to attend the first day of school.

All students in Kindergarten- 12<sup>th</sup> grade will have a **\$325 Book Fee** due on or before July 31st.

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### *Advertising and social media*

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CCA is a Christian school that may advertise and promote the school through online social media to attract quality Christian families and share special days & events going on throughout the year. While students' personal information will never be divulged, the academy reserves the right to **photograph and/or video students and use their faces, likenesses, voices, and/or appearances** in connection with publicity, advertising, and promotional materials for the school. **Please inform the administration if you do not wish for your child's pictures to be used or published.**

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### *Waiting room*

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A "waiting room" will be held in Rager Hall each morning for our Kindergarten-6<sup>th</sup> grade students. (Kindergarten students will sometimes "wait" in their classroom.) Our 7<sup>th</sup> -12<sup>th</sup> graders will meet & wait in the church auditorium. There will always be at least 2 staff members assigned to watch the children while they are waiting for school to start. The waiting room will be open 30 minutes before school in the morning (8:00 AM). All school rules apply to students in the waiting room as in the classroom.

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### *Attendance Policies*

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#### Tardiness

School starts at 8:30 A.M each day. Please make it a habit to have your students to school on time each day. Please note that just because you dropped off your students early, but for whatever reason they are not present in their classroom at 8:30 A.M they are considered tardy. Parents, please stress the importance of this to your kids. Everything we do here at CCA is for their benefit and not only are we working to develop them in their academics, but we're also trying to help them build good character traits.

Tardies are tallied/counted against them regardless of whether they are excused or unexcused. Examples of excused tardies are: dr appts; traffic accidents, etc. Examples of unexcused tardies are: overslept, stopped for breakfast, etc.

Once the pledges have begun (at 8:30 AM) on the school-wide intercom system, the main inner door will be locked. Parents are not permitted to enter the halls or to walk into the classrooms. Students must be signed in and dropped off at the Receptionist's office. Younger students will be escorted to their classroom if necessary.

#### Elementary (Kindergarten-6<sup>th</sup> grade)

Every time a student is tardy (excused or unexcused) it is tallied/counted and tracked in the Mychoolworx database.

Every 10 tardies (unexcused & excused) will result in detention, served after school and students will be required to write out the tardy policy from the handbook, as well as the **loss of field trip privileges for the quarter if tardies are excessively unexcused.**

*\*Example: 10 tardies total=detention, 20 tardies total=detention, etc..*

## **Jr/Sr High-**

Every increment of 10 tardies (unexcused & excused) will result in 5% taken off final grade for the class. Teachers will assign homework for the student to copy the tardy policy from the handbook. **This is per class, not just late to school in the mornings.**

*\*Example: 10 tardies total in Bible= 5% taken from final grade for the quarter, 10 tardies total in Science= 5% taken from final grade for the quarter, etc... 20 tardies total in Math=10% taken from final grade for the quarter and so on.*

\*\*\*\*Total accumulation of tardies will be reset after each semester; however they will remain on their academic record. When we send out mid-term reports, parents will also receive a Tardy/Attendance report.

**Parents can also set up to get "Alerts" in Myschoolworx every time their student is marked tardy.**

## **Early Dismissal**

If a student needs to leave early, the parent/guardian must come to the reception office and check the student out for the day by signing the dismissal/arrival log sheet and confirming with the school receptionist. **Students must be in school for a minimum of 3.5 hours to be counted present for the day.**

## **Absences**

*Florida Statute 1003.24 establishes that the parent/legal guardian of a child of compulsory age is responsible for the child's daily school attendance. School staff, parents and students are expected to work together to ensure that all applicable school attendance laws are obeyed. **Absenteeism excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process.** CCA follows the attendance policies outlined by the Clay County School Board in their *Code of Conduct for Elementary and Secondary Students*.*

Although truancy legal action is not available to private schools in Clay County, CCA reserves the right to intervene and may contact other local authorities (Department of Children & Families, Sheriff's Department, etc.) to check on those students/families who are classified as a habitual truant.

**No student can miss more than 20 days per year. This includes excused or unexcused absences. Once a student has reached 30 or more absences, regardless of their GPA, it will be a mandatory requirement to attend summer school to make up for the days of school missed.** Please be aware that being out of compliance with CCA's attendance policy may also jeopardize the eligibility of the students' scholarship, if applicable.

## **Missed Quizzes/Tests**

When a student misses a quiz or test, they have the number of days they are absent to make-up that quiz or test.

*Example: Student misses 2 days and has a total of 4 quizzes/tests that were missed during those days. That student then has 2 days from the time they return to school to make up all 4 of those quizzes and/or tests.*

Any missed "Pop Quizzes" can NOT be made up, so if student is absent, they'll receive a minimum grade of 50% F. The lowest grade is often dropped at the end of each grading period.

**If a student has more than the 20 absences allowed for the school year, they will not be permitted to make up any quiz or test and will receive a 0% F, unless a signed doctor's note is provided for excuse.**

Teachers will notify parents if their child has missed any quizzes or tests on a day of absence, and how many days they will have to make it up.

## Medical Guidelines

Florida law requires that all children who enter a public or private school for kindergarten must have a certain level of immunization for various illnesses. **Parents must provide this information upon enrollment. The current form for this information is DH680.** Students in the 7th grade are required to have a booster shot for Tdap vaccine. Transfer students whose shots are delinquent will be required to get the proper immunizations before they attend classes at CCA.

*Form DH 681, Religious Exemption from Immunization*, is issued if immunizations are in conflict with the religious tenets and practices of the child's parent or guardian. This exemption is issued by the County Health Department (CHD) and based on established religious beliefs or practices only.

In instances where a student needs emergency medical attention, a CCA staff member will call the parent/legal guardian. If they cannot be reached, the next person designated on the student's information sheet will be called. If neither can be reached, the student will be transported to the nearest medical facility, and a CCA staff member will continue to try to contact the parent/legal guardian. **In the event a student has a minor medical need, such as a common illness, the parent/legal guardian will be called to come and pick up the student. All student injuries, whether major or minor, are to be reported to a staff member, who will record the incident in an Accident Report which is kept in the school office.**

**It is vital that the school can contact parents/guardians in the event of an emergency. Therefore, if your contact information changes during the school year, please contact the school office immediately.**

## Illness

For the well-being of our students & staff please do not allow your students to come to school with a fever, vomiting, diarrhea, poison ivy, lice, or other contagious diseases. If a student becomes sick during the school day and begins to run a fever or is vomiting, the parent/guardian will be contacted by the school receptionist or secretary. Upon notification from the school, the student must be picked up within 1 hour. **The student must be fever free without use of medication for at least 24 hours before returning to school.**

When lice are detected, the student may not return to school until their hair/scalp is bug & nit free.

## Medications/Prescriptions

All student prescriptions and other medications must be checked into the school office upon arrival. **Only prescriptions that are in a bottle with a pharmacy label that includes the doctor's name, student's name and dosage will be accepted. Other medications such as aspirin, ibuprofen, etc. must be accompanied with a parental note which includes directions.** The school receptionist can keep some over-the-counter medications if provided by the parents with the student's name clearly displayed on the bottle/package. Please fill out the "Authorization for Administration of Non-Prescription Medicine" form, which is available in the school office. Each time the medication is dispensed it will be indicated in the school medical logbook. The logbook will record the date, time, name of the student and dosage administered. **If a student requests medication more than 3 times a week, a parent will be notified.**

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### *Student Vehicles*

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CCA Students who drive a vehicle to school must park in the front parking lot of Calvary Baptist Church. **Students will NOT be permitted to go out to their car during the school day without permission-** please be sure to bring everything inside with you that you will need for the day.

**Senior Lunch Program:** Only students in 12<sup>th</sup> grade will be permitted to leave campus for lunch (with parent permission & good discipline standings) once a week. Girls will be allowed to leave on Thursdays, and boys will be allowed to leave on Fridays. The Administration reserves the right to revoke this privilege based on the behavior and/or grades of the student. There will be a looseleaf form in the back of the senior family handbooks giving parent permission for your student to leave property for lunch on his/her designated day.

No student may be in the vehicle of any other (non-related) student at any time.

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### *Parent/Student Pick Up After School*

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**Parents must drive through the parent pick up line to pick up their child after school is dismissed. PLEASE DO NOT PARK AND WAIT.** Teachers will be outside at the parent pick up line to assist students into their parents/guardians' cars. If a student is not picked up by 3:15 PM the student will be transferred into our *After-school Care Program* (ASCP). See our after-school program guidelines below for the fees charged.

If your child(ren) has been moved to the ASCP, please park, and come inside to pick them up. Please do not pull into the parking lot and blow your horn as we will not be sending students out into the parking lot without supervision. This is for the safety of our children and parents.

### After-School Care Program

CCA realizes that some parents need to take advantage of after-school care and as a result we offer a program from 3:15 pm -6:00 pm.

The cost is **\$10.00 per child for the first 30 minutes regardless of minute increments** (3:15 –3:45 pm) and **\$12.00 per child for every hour thereafter regardless of minute increments.** All students **MUST** be picked up no later than 6:00 pm.

The parent/guardian picking up the student must sign the logbook each day when they pick up their child. Payment is required on a weekly basis. **Payments should be made directly to the aftercare teacher during school hours (8 AM-3 PM).** If your payment is not made in a timely manner, the student will not be permitted to come to school until the balance is paid.

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### *Entrance Assessment/Diagnostic Tests*

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All transfer students are offered diagnostic testing for academic placement. CCA provides each student with an entrance assessment test prior to placing an order for the needed curriculum. Since each grade level's curriculum is unique, diagnostic testing will detect any learning gaps a student may have acquired so that an accurate performance level can be prescribed. Please contact the school office to schedule an appointment for the test.

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### *Transferring High school Credits*

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CCA reserves the right to accept or deny credits as the administration deems necessary. Generally, most, if not all credits from the previous high school(s) are accepted and recorded on the student's permanent transcript. The student must then complete the minimum required course of study to receive a CCA diploma. CCA does not offer high school credit simply by examination.

### Summer School

CCA offers Summer School for any student who is currently enrolled at CCA. Summer school costs \$100 per session per child. There are several sessions scheduled through June & July. **Scholarships do not cover the summer school fees.**

If a student (Kindergarten-8th grade) has an overall **"D" average** in either/both Math or Language (English) that student will be promoted to the next grade level, however, CCA *strongly recommends* that the student attend Summer School for reinforcement of missed concepts.

If a student (Kindergarten-8th grade) has an overall **"F" average** in either/both Math or Language (English) that student will either be required to:

1. Attend summer school to try and raise their class average to a passing grade by completing the designated supplemental work.

OR 2. Will be retained back into the same grade level.

As educators, CCA will give a recommendation as to which option above would best benefit the student the most, however, the parent reserves the right to make the final decision based on the options listed. If a mutual agreement cannot be made between the parents and the school, then that student will not be permitted to return to CCA the following school year.

If a student in **9th-12th grade fails ANY class** in a given **semester**, they will NOT earn the required credit for that course and will be required to re-enroll in that course again the following school year.

**Summer School due to excessive absences: Once a student has reached 30 or more absences, regardless of their GPA, it will be a mandatory requirement to attend summer school to make up for the days of school missed.**

Please plan with the school office staff if you are interested in participating in Summer School.

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### *Standardized Testing*

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CCA uses one of the finest achievement tests available, **Iowa Tests (ITBS/ITED)** This is a technically advanced, valid, and reliable assessment tool that can provide the data to evaluate and guide your student's progress toward meeting academic standards. It also provides a means of measuring academic growth from year to year. **More information will be provided when testing dates get closer.**

There will be no class work, or a chapel service scheduled during the week of standardized testing and school will be dismissed at noon on each of the test days. See the school calendar for our annual testing dates.

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## *Parental Involvement*

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Because of the awesome responsibility parents have entrusted us with to help with their child's education, we ask that the parents pray for the school, the students, and staff daily.

Orientations, parent-teacher conferences, and school-wide meetings promote a good understanding between parents and school personnel. We encourage you to meet with your child's teacher as often as possible to discuss anything that concerns you. **There are two scheduled meetings that all parents and students are expected to attend:**

The first meetings are early in August (**Orientation**) right before school starts and are required for **all returning and new parents and students**. The book fee payments are due at this time, if they haven't already been paid, or scholarship enrollment has not been completed.

The second meetings are **the Parent/Teacher/Admin. Meetings**, and they are scheduled for twice a year- once in **October** & again in **February**.

**\*Students should always wear their CCA uniforms to these events, unless instructed otherwise.**

The more feedback we receive from you, the better we will be able to make our school. To schedule a meeting, call the school office and your child's teacher will return your call with an appropriate scheduled meeting time. If there is an irresolvable concern after meeting with the child's teacher, please feel free to schedule a meeting with the school administration. Staff members are not to be detained before or after school unless they have a scheduled meeting. We also ask that school matters not to be discussed with faculty away from school. It is important to make appointments ahead of time with the school office to ensure the availability of the school staff.

**To increase the overall effectiveness of CCA, we ask parents, relatives, and other guests to dress modestly (no short shorts, low-cut shirts, etc...) when coming to school and/or school related activities.**

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## *Field Trips*

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There will be approximately 3 to 4 field trips taken by the students of CCA each year (once per quarter). The dress code is our school approved PE uniforms for all students. Any chaperone that attends the field trip with the school must also be dressed according to school standards. At least two weeks before the scheduled trip a letter will be sent home with a permission slip, and it must be signed by a parent/guardian granting permission for the student to attend the field trip and it should be returned to school on or before the date of the field trip. **Any student/family that has an outstanding balance owed for tuition, books, fees, fundraisers, etc.. will NOT be permitted to attend the field trip until the overdue payment is made.** If a permission slip is not received and the student attends class on that day, he/she will be required to remain at the school to complete schoolwork with one of the CCA staff members or be asked to stay home if there are no staff available.

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## *Senior High Mission Trip*

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Pending specific travel restrictions, every year, our senior high students have the opportunity to take about a week-long, mission trip in the Spring semester of the current academic year. Communication/Announcements regarding this trip will be sent home near the beginning of the school year (costs, fundraising, place of trip, etc.) Each student who travels with our school on the scheduled trip will receive a .5 credit (elective) on their transcript.

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*Awards Assembly*

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At the end of each quarter, and at the completion of the school year, the parents and students are asked to participate in an Awards Assembly. This event will be held during a school chapel service, and various awards will be given out such as: Honor Roll, Character Awards, and other special recognitions. Announcements about the scheduled date will be given when the time draws closer.

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*Electronic Device Policy*

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In our efforts to provide an environment that fosters and supports learning, CCA finds that the use of personal electronic devices during school hours is unrelated to the learning experience and causes a distraction to the student using the device, his/her neighbors, and the teachers. Additionally, this usage is viewed as disrespectful of all others engaged in the teaching/learning process. The quality of the learning experience suffers when these distractions occur. Therefore, the following policies have been established:

**If you want your child to bring his/her cell phone to school each day you must sign and return the Parent Cell Phone Agreement/Acknowledgment Form.**

All electronic/battery operated devices, including all cell phones, tablets, digital recorders, digital cameras or laptops, are **NOT permitted** during class or school hours unless the teacher authorizes their usage for a class-related purpose. **If a student carries an electronic device to school, it must be turned off and dropped off at the school office before going to class.** The school receptionist will keep it in a secure cellphone locker, with an assigned number slot for each user. Items may be picked up once school is dismissed or when a student leaves school for the day.

**\*Apple-watches/smart watches, etc... are permitted to be worn, however they are NOT permitted to be used during class.** If a student is caught texting or using their watch for any other reason than checking the time, the watch will be confiscated by the teacher, turned in to the office, and may be retrieved at the end of the day.

**Listening to music, accessing social media sites, or playing videos on any electronic device is strictly prohibited while on school grounds (before or after school). No earbuds or headphones are permitted.**

\*If the student is going on a field trip, attending a basketball, volleyball, or football game, phones will be permitted by the coach or assistant coach while the group is travelling to and from CCA. The use of cell phones will be permitted to contact parents and take pictures; however, the **use of the internet, videos or music will not be permitted.**

### Procedures and Reactions:

Students enrolled in CCA are expected to comply with the acceptable use policies for personal electronic devices. Students found using such devices without teacher approval and appropriate authorization are subject to the following disciplinary actions:

If a student is found with any electronic device in their possession (turned on or off) during school hours for an activity not related to the learning experience, or without instructor authorization, he/she will receive a verbal warning for the first offense. The personal electronic device will be confiscated from the student and held by the school office secretary until after school. This warning will be documented in writing in the student's

academic file, and a letter will be sent home to the parents **which must be signed and returned to the school.**

If a second offense occurs, the personal electronic device will be confiscated from the student and held by the school office secretary. **The device will only be released to a parent/guardian of the student, and the parent/guardian must come in and personally pick up the device.** If the parent requires that the student continue to attend school with the device, then **the parent must sign in the electronic device each morning in the school office and sign it out each afternoon.** A copy of the second warning will be placed in the student's academic file.

If a third offense occurs, **the student will be suspended from school for three days and they will be counted as unexcused absences.** The student will receive no credit for any activities or assignments scheduled for those days. He/she will receive a written warning. A copy of the third warning will be placed in the student's academic file.

A fourth offense will result in the removal of the student from the classroom and may result in expulsion from the school for the remainder of the academic year.

### Use of Electronic Devices during a Test or Exam

Anyone caught using any electronic device other than those authorized and approved by the teacher during an quiz, test or exam will be considered to have committed an act of academic dishonesty. The student will be dismissed from the testing session and receive a grade of 0% and retesting will not be permitted. **If the teacher determines that the student was using the device intending to cheat the student will be suspended for three days and they will be counted as unexcused absences.** The student will receive no credit for any activities or assignments scheduled for those days.

### Emergency Contact

CCA realizes that there are times when students face personal emergencies and may need venues to receive pertinent information while they are attending school. In the event an individual faces an urgent situation he/she should follow these steps.

1) Inform those who may be trying to contact you as to your school schedule. Coordinate times outside of your school schedule which you will place and receive telephone calls.

2) **Students who attend classes between 8:30 am and 3:00 pm Monday through Fridays, who anticipate that an emergency might arise may provide the school telephone number (904- 282-2068) as the contact point.** The office can receive the call and inform the teacher of the need for the student to leave a class so he/she may respond to the personal situation without disturbing the learning of others.

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### Social Media

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CCA students are responsible for all social media content in any form that is posted, shared, liked, connected with, or linked to their account(s). A student's social media must not violate scriptural commands that forbid abusive, slanderous, complaining, profane, irreligious, blasphemous, or dishonest speech, immorality of any kind, sensuality, promiscuity, overly secular themes, or murderous or needlessly violent actions. **Since each student bears not only the testimony of the academy, but also of the Lord Jesus, any material that violates the principles of scripture or standards of conduct at CCA is considered inappropriate.** Inappropriate material connected to a student's social media account(s) may lead to

expulsions. **Social Media accounts will not be monitored by CCA staff**, however if something is brought to the attention of the administration, that is deemed inappropriate, discipline actions will be taken.

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### *Boy/Girl “Dating” Relationships*

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Today’s society has made it the expectation of teens to be involved in a relationship while they are in junior high, (sometimes upper elementary) and high school, when in reality, **they are still kids**. As leaders of CCA we want you to know that each of our staff members will be diligent and do our part to keep this under control while at CCA, but we also need your help as parents.

Students of the opposite sex that are found isolating themselves from the crowd, or found alone together in a classroom, or out along another side of the building, or any other location from where they are supposed to be at any given time, or out of sight of a teacher, will be given **5 demerits on the first warning**, and **10 demerits for the second warning**. Further incidents may result in suspension or expulsion. A note will be sent home each time an incident occurs. **CCA does not allow or tolerate any acts of homosexual, or transgender activity or lifestyle expression. This policy is based on CCA’s Biblical convictions and standards of conduct, and it will be enforced in accordance with school policy as found in our discipline section of this handbook.** Please note that this will be enforced regardless of whether there was any physical contact between the students.

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### *School Property*

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Students are not to damage, tamper with, or borrow anything on the school/church property. Students will be charged for any damage, whether willful or accidental. Students are not to slam doors or climb through windows or tamper with school/office computers and/or other equipment or furniture. Appropriate demerits will be issued if necessary.

### *Lunchroom-*

Students should bring their own packed lunch to school each day, as we do not serve meals. Parents are responsible for making sure their child has enough food/snacks & a drink. Microwaves are available for use. There are also various snacks and drinks available for purchase in our vending machine. Students are expected to be polite and eat their own food. They will be expected to help clean up their own mess around their table area. Older students may be asked to help take out the trash bags to the dumpster if needed. We have staff ladies supervising each lunch rotation.

Because our lunchroom (Miller building) is used for our Spanish church ministry, there is a guitar, piano and other ministry items stored away and set up in the room-these items are off limits to students.

### *Off-Limits Areas*

There are several areas that are off limits to students without proper authorization. These include, but **are not limited to**:

Unoccupied buildings and/or staff offices, Teacher’s desks and/or personal belongings, other student’s desks or personal belongings, Staff or other student’s vehicles, or the church & school buses/vehicles.

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### *Lost and Found*

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PLEASE make sure ALL of your student's personal items have their name on them. Items that are placed in Lost and Found may be claimed by the owner or the owner's parent ONLY. **Unclaimed Lost and Found articles will be discarded or donated to charity after a 2-week period.** This policy has been established to teach our students personal responsibility. Lost and found is in the school receptionist's office and is available each school day. CCA is not responsible for replacing any lost or stolen items. Items in Lost & Found that have a student's name indicated will be returned to that student that same day. **We advise that students DO NOT bring anything (including valuables, toys & sports equipment) to school that you don't want to be lost, stolen, or damaged.**

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### *Uniforms /Dress Code*

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#### **Class Uniforms**

All students must be properly dressed each day when they arrive at school. If a child comes to class without being in proper uniform, demerits will be issued, parents will be called, and he/she may not be permitted to remain at school. Uniforms must be neatly kept, CLEAN, pressed, and properly worn.

CCA approved polo shirts and other uniform items (for boys & girls) are available (but not required) to be purchased on Amazon. Items required for our uniform can be purchased **at any store** as long as they meet the required colors and styles.

#### **BOYS-KINDERGARTEN- 12<sup>TH</sup> GRADE** **(DAILY UNIFORM)**

Shirts- Navy Blue or Gray Polo (short or long sleeve) with CCA iron-on Patch (patch purchased from CCA office for \$3.00 each or 5 patches for \$10.00) All young men should keep their shirts tucked in during the school day.

Pants- Navy Blue or Khaki with Belt [NO SHORTS] **No denim, skinny jean style or cargo type pant or material.** A Brown, Navy Blue, or Black belt should be worn daily.

Shoes- Casual sneakers or casual shoes (**NO** slides, sandals or flip flops or **Crocs**)

Undershirts- any solid or neutral-colored long-sleeved shirt may be worn. NO patterns or designs will be permitted.

**Students are not permitted to change into "street" or "work/casual" clothing before leaving school premises.**

**HAIR** must be tapered and not touching the collar or ears and stay above the eyebrows. Sideburns must not be below the middle of the ear. **No long, shaggy, or extreme hair styles will be permitted. 3 inches maximum length if combed/styled properly.** Wild, bold hair colors (non-natural hues) are not permitted. Students will have 24-36 hours to remedy a hair violation, or they will be given an In-School Suspension (ISS).

**JEWELRY** -Necklaces, chains, earrings, or bracelets, (including bracelet substitutes like string and rubber bands) are NOT allowed. Young men may wear a maximum of two rings on their hands, as well as medical ID bracelet if warranted.

**FACIAL HAIR** is not permitted. Students must be clean shaven.

## **GIRLS-KINDERGARTEN-12<sup>TH</sup> GRADE**

### **(DAILY UNIFORM)**

Shirts- Navy Blue or Gray Polo (short or long sleeve) with CCA iron-on Patch (patch purchased from CCA office for \$3.00 each)

Skirts- Items must be ordered from <https://modestyinmotion.com/> or the Amazon Link below.....

Please select **Navy Blue, or Gray** for use for PE & Sports. Hip and length measurements are required for ordering.

The length should be at the middle of the knee or below for ALL ages (NOT THE TOP of the knee or above) this will allow for growth and extra modesty while running/ jumping around.

There is a skirt-style option, and you can also order the **Khaki color** for daily uniform use.

Use the following links to order for girls in **lower elementary (Kindergarten-3rd grade)** Please note measurements in **size menu:**

These will be used for field trips, casual dress days, & Daily activities as these students do not have PE class yet.

<https://modestyinmotion.com/collections/junior-collection/products/juniors-skirt-style-culottes-core-solids>

Use this link for **upper elementary, Jr/Sr high (3rd-12th grade)** Please note the measurements in **size menu**- These will be used for PE, Sports, field trips, casual days, activities, etc... Again, the SKIRT Style will be used for the daily uniforms as well. (Navy & khaki) Gray is for PE and other activities depending on what color PE shirt you purchase.

<https://modestyinmotion.com/collections/misses/products/skirt-style-culottes-core-solids>

Here is a **Plus-size** option:

<https://modestyinmotion.com/collections/womens-plus/products/plus-skirt-style-culottes-core-solids>

You can also use this link on Amazon- PLEASE MAKE SURE TO ORDER THE CORRECT SIZE- Not too short or too tight! Navy, Khaki or gray is permitted. (These links have been emailed to parents from [ccaoffice@calvarycares.net](mailto:ccaoffice@calvarycares.net))

[Amazon.com: Girl's A-Line Skirt with Built in Shorts Charcoal Gray Medium : Clothing, Shoes & Jewelry](#)

[ANIVIVO Women Long Knee Length Skirt with Capris Leggings, Skirted Leggings with High Waisted Zipper Pockets \(All Navy Blue, M\) at Amazon Women's Clothing store](#)

Navy Blue, Khaki or Gray **Polo-style dresses** are permitted for our girls in **Kindergarten-2<sup>nd</sup> grade only**, and as long as the dress is below the knee when sitting and standing.

No maxi skirts, tube skirts, mermaid or trumpet skirts are permitted. If a student's skirt does not meet dress code requirements the student will receive demerits, parents will be called, and she may be required to go home for the day, and it will be considered an unexcused absence.

**NO PANTS, OR SHORTS are permitted to be worn by girls at school or at school activities. All clothes must be modest and fit properly.**

**Leggings (neutral, solid colored- Navy blue, gray, black or white) may be worn during cold weather but are not to be worn to make a dress or skirt appear longer than it is naturally.** NO patterns or designs on the leggings will be permitted.

**Jeans, sweatpants, or pajama pants may not be worn under skirts or dresses.**

Shoes– Casual sneakers or casual shoes, nice sandals, or open-toed shoes are permitted as long as toenails are clean and well kept.

**NO** slides, flip flops or **Crocs**.

Undershirt– Any solid or neutral-colored, short or long-sleeved shirts may be worn. NO patterns or designs will be permitted.

**Casual & church attire modesty standards apply in every area of school activity and on school property. Students are not permitted to change into “street” or “work/casual” clothing before leaving school premises.**

**HAIR** Girl’s hair must be long enough to cover their ears and back of their neck. No boy-cut, shaved styles should be worn. Wild, bold hair colors (non-natural hues) are not permitted. (NO bright colors allowed) Students will have 24-36 hours to remedy a hair violation or they will be given an In-School Suspension (ISS)

**JEWELRY** Girls are permitted to have pierced ears, (2 per ear on the lobe). Body piercings (including the nose or anywhere else on the face) are NOT permitted. Tasteful necklaces and bracelets may be worn if they are not distracting or bear inappropriate emblems.

## PE/Sports Uniforms

### **Boys PE Uniform 3<sup>rd</sup> -12<sup>th</sup> grade**

Shirt– CCA Shirt (purchased from school office \$8.00 each)

Pants/Shorts– Navy blue, black, or dark gray athletic (track) pants or Basketball Shorts (**to the knee or longer**) or navy blue, black, or dark gray sweatpants are permitted. Navy blue & dark gray, knee length, loose basketball-style shorts are available for purchase in the school office. Various sizes to choose from. (\$6 each)

Shoes - Sneakers/tennis shoes. Socks must also be worn.

### **Girls PE Uniform 3<sup>rd</sup>-12<sup>th</sup> grade**

CCA PE t-shirt (purchased from school office \$8.00 each) & an athletic skirt

**\* When choosing a size, please make sure the athletic skirts aren’t too tight.**

The approved athletic skirt styles are listed below.

While we don't require you to purchase uniforms from a specific shop, here are some options that would be within our dress code. Please keep in mind when picking out your sizes that the length has to be **below the knee when sitting and standing**. Not too tight or form fitting, and it would be best to have some kind of underneath coverage. (built in leggings or knee length shorts)

Lower Elementary/Junior girls: Khaki or Navy Blue (check sizes available)

<https://modestyinmotion.com/collections/junior-collection/products/juniors-skirt-style-culottes-core-solids>

Upper Elementary/Misses: Khaki or Navy Blue (check sizes available)

<https://modestyinmotion.com/collections/misses/products/skirt-style-culottes-core-solids?variant=32131647995976>

Plus size option: (check sizes available) Khaki or Navy Blue

<https://modestyinmotion.com/collections/womens-plus/products/plus-skirt-style-culottes-core-solids>

There are a variety of "athletic skirt" options available online.... Feel free to shop for the best deals but keep our dress standard for length and modesty in mind. Here's an example...

[https://www.amazon.com/dp/BoC88HZZY2?psc=1&ref=product\\_details](https://www.amazon.com/dp/BoC88HZZY2?psc=1&ref=product_details)

Don't forget to check thrift stores and Facebook marketplace.

**We also have a small amount of "hand-me-down" gently used skirts in the school office in various, but limited sizes.**

Please pay close attention to the size chart and purchase the appropriate size and length to avoid tight, form fitting apparel. If the athletic skirts do not meet dress code requirements the student will not be required to participate in P.E. or the field trip activity and may be sent home for the day and will be considered absent.

No skirts should be rolled up at the waist to be made shorter. Demerits will be issued.

Shoes– Sneakers/tennis shoes. Socks must be worn.

Each student is required to dress in PE uniform during the scheduled PE time. If the student is not properly dressed in their entire PE uniform, he or she will receive points deducted from their PE grade and possibly will not be permitted to participate in PE on that day.

## Miscellaneous

Tattoos are not allowed.

**Jackets or sweaters must be tasteful, appropriate and of course, modest. Navy Blue or Gray Zip-up jacket style hoodies with no designs or large logos are permitted to be worn during class time**, especially if weather permits or the classroom temperature is "too cold". If the hoodie becomes a distraction or is used to cover up, to "take a nap", especially during class instruction time, students will be asked to remove it.

Jackets, sweaters, hoodies may be worn over their uniform shirt. Students may be asked to show their uniform shirt/patch or school emblem if dress code is in question. If the jacket has a hood on it, the hood part of the jacket is not permitted to be worn on their head during class or in any of the school buildings. The hood part may only be worn when outside during cold weather for an extended time- like waiting during parent pick-up or during sporting events.

**Students are not permitted to wear hats, beanies, dew rag caps, sweat bands, bandanas, or any other head coverings during school hours. We will have special theme dress-up days during Spirit week or other days throughout the school year.**

Teachers/Staff will conduct random dress code & hair checks. Demerits will be issued for violations. If the violation can be corrected, and isn't, more demerits will be given, and parents will be asked to come pick up their child from school until the violation is corrected.

## Academic Projection

Each enrolled student in 9<sup>th</sup>- 12<sup>th</sup> grade will receive a printed “Academic Projection” each year. The students’ academic projection will be based upon one of the courses of study offered by CCA and will determine what type of diploma the student will ultimately earn. The decision regarding the course of study will be established by the Administration, parents, and the student, while adhering to the academic requirements of the academy and the State of Florida. (See the *High School Graduation -Diplomas offered/Course Requirements* listed in the back of the handbook). Vocational Course of Studies (18-20 credits) may also be available for students with learning gaps or disabilities. See school office for further information.

## Report Cards

Report cards will be given out the following week after the end of each 9-week grading period. **Report cards are to be reviewed, signed, and returned to the homeroom teacher within one week or acknowledged on the Myschoolworx portal.** Cumulative, appropriate averages will be shown unless incomplete.

The report cards show how many days the student has been absent and/or tardy during that quarter. All of this information, including discipline occurrences, can be seen in real-time via MYSCHOOLWORX during each grading period as well.

## ABeka Book Curriculum Information– (Kindergarten-12th grade)

You want methods and materials that work. That’s what you’ll find with ABeka Book—comprehensive, quality curriculum and materials written from a Christian perspective. Now more than ever, each child needs a strong foundation in both academics and character; ABeka Book helps Christian schools of all sizes give their students the knowledge and skills they need.

For over sixty years, schools and homeschooling families have trusted ABeka Book to provide materials using the traditional approach proven successful throughout education’s history. Professionally illustrated textbooks and teaching aids, hands-on activities, challenging exercises, purposeful repetition, and the reinforcement of concepts from subject to subject give you all the tools you need to make learning interesting and memorable.

At CCA, we have chosen ABeka Book with confidence; each subject’s content comes from the work of skilled, dedicated scholars who have conducted primary research. See your students achieve the academic excellence and moral character that leave them equipped for life, just like over one million children developing into lifelong learners with ABeka every year.

## Academic Grading Scale

|              |   |
|--------------|---|
| 89.5%--100%  | A |
| 79.5%--89.4% | B |
| 69.5%--79.4% | C |
| 59.5%--69.4% | D |
| 0%--59.4%    | F |

## Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons.

1. **For reinforcement:** We believe that most students require adequate review to master material essential to their educational process.
2. **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed. **Failure to complete homework (7<sup>th</sup>-12<sup>th</sup> grade) will affect the student's daily grade as it is a percentage of their class average. Repeated incomplete/missing homework (elementary) will result in loss of student privileges (recess) and parents will be notified.**

## Patriotism

*"Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one's life to a cause. Where and when those feelings begin, we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living."* (Excerpt from *Planned Patriotism*.)

Students are expected to show respect to our nation, military personnel, veterans, and the American Flag. Our school recites the Pledge of Allegiance to the American Flag, the Christian Flag, and the Bible each morning, and students are asked to stand, and respectfully participate appropriately.

## Athletics

CCA is a member of the "Sunshine Christian League". This league is a local league of Christian Schools, of like faith and size. The league offers Girls Volleyball and Basketball, Boys Flag Football, and Basketball.

There is a **\$150 sport fee for each sport in which the student participates**. This fee covers uniform rental, travel expenses to and from the games, rental of gymnasium, etc. Each athlete must have a permission form signed by the parent or guardian, and proof of a recent physical which is found in our "Sports Packet".

The administration of CCA requires that all students participating in school athletics meet their academic goals as assigned by the teacher in each subject and meet specific attendance requirements. Academic grades will be checked prior to the game season and three to four times throughout the sport season by the administration staff. If the administration deems the student to be falling behind academically, the coach will be notified of the student's temporary suspension from participating in upcoming games. Each athlete **must maintain a passing grade in all their classes** to participate in the athletics program of CCA.

If a student is absent from school on **the day of** a scheduled game, they are not permitted to play in the games that evening. On occasion, special permission may be granted by administration staff based on the reasoning of the absence.

If a student athlete is absent from school **the day after** a scheduled game (especially an away game) he/she will not be permitted to play in the next scheduled game. Exceptions may be made if the student returns with a doctor's note or in the event of an emergency determined by the administration staff.

CCA athletes are to be responsible, accountable, and strive to be good examples to our other students.

### Behavior at Athletic Events

Athletic games can be opportunities to develop skills, teamwork, and Christian character. However, when participants and/or observers lose control of their actions and emotions (booing, name-calling, negative cheering, and publicly questioning official's decisions), these opportunities lose their wholesomeness. Players or spectators who do not conduct themselves in a Christ-honoring manner will be restricted from attendance.

### Music

Each week our students will have a Music/Choral class. They will learn basic music theory, songs and parts that they will perform at the Christmas and Spring Music Programs (Elementary) and also during our chapel services.

Private Instrument lessons are offered in piano, trumpet, violin, guitar, and more! The lessons are for approximately 30 minutes, once a week, every week that school is in session.

**The fee for each lesson will be per student and will be required to be paid in full, weekly or at the very least monthly, directly to the instructor.** No refunds will be given if the student does not attend their music lesson. If for some reason the teacher is unable to complete the lesson that week, credit will be given to the student.

Specific questions about fees, and specific instruments should be directed to our instructors:

Allen Weaver (352-672-5173) -Piano, Trumpet

Dan Askins (630-200-5759) - Various instruments

### Discipline System

Effective classroom discipline is a necessary key ingredient for a good learning environment. Developing students into Christlikeness involves discipline. The teacher is responsible for maintaining appropriate classroom behavior. We expect our students to conduct themselves appropriately, and follow the Bible principle, "Do unto others as you would have them do unto you." **CCA is committed to being a safe and harmonious working environment in which every student and staff member demonstrates the love of Christ, one to another, in all circumstances. (Ephesians 4:32)**

**Certain behavior is not acceptable and will not be tolerated.** Consequently, at CCA we use a **demerit system** to aid in this process. A demerit is a negative mark earned by a student for infractions to school rules. Each time a student breaks a rule, the teacher at his/her discretion may choose to issue demerits as punishment and the appropriate number of demerits will be placed against the student. **Demerits will remain on the students' record for the entire school year for discipline check points, but they will be refreshed back to Zero at the start of the 2<sup>nd</sup> semester.**

**CCA does NOT exercise corporal punishment** on any student for any reason to enforce a rule. Parents that request corporal punishment be exercised are welcome to come to the school to issue punishment to their own child.

### Discipline Checkpoints:

Once a student reaches a certain total number of demerits the following consequences will occur:

**10 demerits** (accumulated) = **Detention** - 1 hour (3:00pm - 4:00pm) the following Monday (or Tuesday if there is a holiday) that school is in session or at the teacher's availability. A **\$10 detention fee must be paid to the school office for the teacher before returning to class the next day**. When a Detention is served, the accumulated demerit count will start over. However, the following benchmarks will also be followed:

**25 demerits** - Conference will be scheduled with the teacher, parent, student, and administration to discuss the student's behavior.

**50 demerits**- The student will have an In-School Suspension ("ISS") for one day. The student will not be permitted to attend any extracurricular activities that day and will be placed in another classroom for the day to complete all the required schoolwork. A conference will be scheduled with the teacher, parent, student, and administration to discuss the continued behavior concerns of the student.

**75 demerits** - The student will have an Out of School Suspension ("OSS") for 3 days. The student will be counted absent each day. A conference will be scheduled with the parents, teacher, student and administration to discuss the student's misbehavior and further concerns.

**100 demerits**- The student will be expelled from the school. The length of expulsion will vary based on the most offenses (academic or behavioral). If the expulsion is for the rest of the semester, he/she will receive a 'W' (withdraw) in all his/her classes. If the expulsion is for the rest of the academic year, he/she will receive a 'W' (withdraw) in all his/her classes. The administration will determine the student's eligibility to re-enroll in the next semester or next academic school year.

**Offenses carrying automatic suspension/expulsion are binding for students both on and off school property.**

The following is a list of offenses /demerits that may be given to a student. Please note that the teachers, staff, or administration have the authority to issue demerits for different reasons other than what are listed below based on the severity of the offense.

## Offenses & Demerits

Guidelines of the discipline system are not bound or limited to these listed offenses:

**1 Demerit**- Dress code (school uniform or PE), or hair cut/style violation, demerits double if another violation occurs during the same week.

**1 Demerit**- Classroom disruption (talking w/out permission, throwing things, passing notes, out of seat w/out permission, etc.)

**1 Demerit**- Unprepared for class (incomplete homework, no book, unreturned forms- parent signature)

**5 Demerits**- Being in an "off-limits" location

**Up to 5 Demerits-** minor horseplay/rough housing

**10 Demerits-** student is found out to be involved or participating in drug, cigarette, or vape use or possession, alcohol use, immoral gestures or acts, vulgarity, cursing, racial slurs, bullying, etc. **Students who know and fail to report that another student is involved in these activities will also be issued demerits.**

**10 Demerits-** Dishonesty (lying, stealing, cheating, etc.)

**10 Demerits-** Improper social conduct (immoral gestures or acts, vulgarity, cursing, racial slurs, bullying, etc.)

**10 Demerits-** Disobeying a teacher or other CCA staff member, (defiant attitude, disrespect, insubordination, etc.)

**10 Demerits –Bullying, persistent aggravation, taunting, or intimidation that produces fear, harm or damage.**

**Bullying, harassment, and intimidation will NOT be tolerated at CCA. Suspected acts of bullying should be reported to any staff member immediately. Administration will conduct a thorough investigation and respond with the appropriate measures and disciplinary action.**

**Up to 10 Demerits/Possible Suspension-** Touching the opposite gender

**15 Demerits/Possible Suspension-** Holding hands w/the opposite gender, embracing, kissing

**15 Demerits/Possible Suspension-** Fighting, major horseplay

**15 Demerits/Possible Suspension-** defacing or damaging school/church property

## **Suspensions/Expulsion**

**1 day Out of School Suspension-**any racially motivated comments/slurs directed toward another student for any reason. The student will be sent home immediately, will serve an Out of School Suspension the next day, and the Administration will determine if any further punishment will be given.

**3 day Out of School Suspension-** 1<sup>st</sup> act of vulgarity, foul language, obscene gestures, viewing of inappropriate material or videos, violation of our electronics policy.

When a student has been issued an out-of-school suspension (for any number of days), they will be responsible for the assignments & homework given for each of their classes. **They will not be permitted to make up any quizzes or tests missed during their suspension and will receive a 0% F.**

**Expulsion-** Repeated acts of vulgarity, any amount of immorality, **acts or lifestyle choices involving homosexuality or transgender identity**, any use of drugs, vapes, alcohol, or smoking (on or off school property)

**Up to Expulsion-** Threatening harm to themselves, the school, other students, or a teacher.

**Expulsion-** possession of a deadly weapon on school premises.

**Determined by Administration-** Inappropriate social media content, or posts.

**Determined by Administration-** Any criminal offense (including but not limited to shoplifting or gambling).

**Determined by Administration – 2<sup>nd</sup> use of racially motivated comments/slurs**

**Determined by the Administration-** Repeated acts of bullying

## High School Graduation – Diplomas Offered at Calvary Christian Academy

### **Standard Diploma –**

**24 Credits w/ 2.0 GPA** (required by FLDOE, but CCA grads usually finish with 26+ credits)

**Depending on course/staff availability:**

4 Credits Bible (considered elective credit)

\*Or 1 credit per year enrolled at CCA

4 Credits: Math

Algebra I

Geometry

Algebra II

Consumer Math or Business Math

4 Credits: English

English III

English IV

English V

English VI

3 Credits: Science (2 with Laboratory Component)

Science: Matter and Energy

Biology

Chemistry

3.5 Credits: History

World Geography (.5 Credit)

World History

US History

Government / Economics

2 Credits: Foreign Language \*Both

Credits taken in same Language.

Spanish I & II

ASL I & II (Sign Language) online

FLVS- alternate online foreign

language course

1 Credit: Physical Education

.5 Credit: Health

1 Credit: Fine & Performing Arts, Speech,  
Career and Technical Education, or  
Practical Arts from the following choices:

#### **Speech (required .5 credit)**

Typing/Keyboarding (.5-1.0 credit)

Document Processing (.5 credit)

Choral (.5-1.0 credit)

Culinary (.5 credit)

Life Skills (.5 credit)

Yearbook (.5-1.0 credit)

7.5 Credits in Electives from list above  
and list below & Bible:

Teacher's Aide (.5 credit)

Phys. Educ. II (.5-1.0 credit)

International Missions Trip (.5 credit)

Intramural Sports team (.25 credit)

**.5 credit of Personal Financial Literacy**

# High School Graduation – Diplomas Offered at Calvary Christian Academy

## **Scholar (Honors) Diploma – 28 Credits w/ 3.0 or higher GPA**

**Depending on course/staff availability:**

4 Credits: Bible (considered elective credit)

\*Or 1 credit per year enrolled at CCA

4 Credits: Math

Algebra I

Geometry

Algebra II

Consumer Math/Business Math

OR \*1 credit of any academically rigorous

Math course (FLVS or Dual Enrollment course)

4 Credits: English

English III

English IV

English V

English VI

3 Credits: Science (2 with Laboratory Component)

Science: Matter and Energy

Biology

Chemistry

3.5 Credits: History

World Geography (.5 Credit)

World History

US History

Government / Economics

2 Credits: Foreign Language ~Both

Credits taken in same Language.

Spanish I & II

\*ASL I & II (Sign Language)

\* FLVS- alternate online foreign language course

1 Credit: Physical Education

.5 Credit: Health

**.5 Credit of Personal Financial Literacy**

1 Credit: Performing Arts/Career and Technical Education Elective

**Speech (required .5 credit)**

Typing/Keyboarding (1.0 credit)

Document Processing (.5 credit)

Choral (.5 credit)

Culinary (.5 credit)

Life Skills (.5 credit)

Yearbook (1.0 credit)

7.5 Credits in Electives from list above and list below & Bible:

Teacher's Aide (.5 credit)

Phys. Educ. II (.5 credit)

International Missions Trip (.5 credit)

Intramural Sports team (.25 credit)

**At least 1 academic credit earned through an online class with Florida Virtual School (FLVS) must be an Honors or AP class OR credit earned through Dual Enrollment at St. John's River State College**

**Things to remember:**

**Myschoolworx** - your login is your email address as given on your child's registration form, and the default password is **1234@cca!**

**<https://portal.myschoolworx.com>**

**Please turn in any important documents (signature required) to the office as quickly as possible.**

**NOTES:**

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# Parent/Student Handbook Agreement

We have read the CCA Parent/Student Handbook in its entirety and agree to follow and abide by the rules and policies found within the current year’s edition. Please sign and print your name below.

*(Please sign & remove this page and turn it into the school office.)*

/

Parent Signature

Printed Name

Date

Parents, please print Student Names (if in grades K5-3rd)

Students in 4th- 12th grades please write/sign your name below.

I DO NOT give permission for my child to be photographed for promotional materials or have their image posted on any type of social media accounts.