

CANON CHRISTIAN ACADEMY

STUDENT/PARENT HANDBOOK

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BELEN, NM 87002

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CANON CHRISTIAN ACADEMY
STUDENT/PARENT HANDBOOK
2026-2027

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Canon Christian Academy

This handbook is your guide of the distinctives of Canon Christian Academy. It is intended to give you an understanding of what we believe and how we operate.

To best serve our students, we reserve the right to amend, revise or update policies and guidelines as needed.

CCA will give notice to parents of any changes by sending home supplements or other information.

WELCOME STATEMENT

Welcome to Canon Christian Academy (CCA), a ministry of Calvary Chapel Rio Grande Valley (CCRGV). We at CCA are truly grateful to the Lord for allowing us the privilege of being partners in ministry with our parents to their children. As we all commit the school year to prayer, we look forward to an outstanding year of spiritual and intellectual growth for your family. If you have any questions, or if we can be of service, please call the school office. May God richly bless you in the knowledge and grace of our Lord Jesus Christ.

OUR DISTINCTIVES

Canon Christian Academy is a unique learning environment that can be marked by three key distinctive, these are:

- **Christ Centered.** The primary difference between CCA and other learning institutions is God! We are convicted a Christ centered academic approach makes math purposeful, history accurate, science true, and literature meaningful.
- **Superior Academics.** At CCA we strive to go beyond imparting and retrieving knowledge to developing the critical and analytical skills necessary to excel academically.
- **Student Discipleship.** Discipleship addresses the whole student. Jesus explained the most important commandment is to love God with all your heart (emotion), soul (spirit), mind (intellect), and strength (character). We are focused on raising adults who are emotionally secure, spiritually mature, intellectually equipped, and strong in character.

OUR PHILOSOPHY

The philosophy of education is only as strong as the worldview it is founded upon. Much of modern educational philosophy is based on human psychology and cultural opinion. An educational philosophy should transcend the ephemeral views of the world and be built on the immovable foundation of truth. For this reason, Canon Christian Academy's educational philosophy is founded upon the standard of all truth, the Bible.

The Bible is clear, the responsibility for educating children belongs to parents.

These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. (Deuteronomy 6:6-7).

To meet this responsibility, parents select teachers for their children. The fourth chapter of Galatians refers to parents placing their children under tutors and governors until they reach adulthood. Where are parents to find these teachers? The Bible refers to prophets, priests, men of God, and disciples as teachers (Deut 4:10, 2 Chron 15:3, Judges 13:8, Matt 11:1, 2 Tim 2:2). Paul explains,

"And He (God) gave some as... teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ." Eph 4:11-12.

The Bible directs parents and people of God to be the teachers of children. The philosophy of CCA is to support believing families with qualified Christian educators to disciple children.

Academy Identity

(Who We Are)

Based on this philosophy, the identity of Canon Christian Academy is a community of Christian parents, pastors, and educators dedicated to following Jesus in our call.

For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand so that we would walk in them. (Ephesians 2:10)

As a Christian educational community, CCA is dedicated to using our God given talents to fulfill our purpose and mission.

Academy Purpose Statement

(Why We Exist)

The Purpose of Canon Christian Academy is the same as for all believers, to glorify God.

Everyone who is called by My name, and whom I have created for My glory, Whom I have formed, even whom I have made.” (Isaiah 43:7)

The Academy is called to glorify God through educating and equipping our children for the Kingdom.

Academy Mission Statement

(What We Do)

The Mission of Canon Christian Academy comes from the Great commission given by the Lord Jesus Christ Himself, which is to make disciples.

Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.” (Matthew 28:18-20)

As an Academy we fulfill this mission by teaching all subjects according to God’s Word and the intention of God’s redemptive plan.

Academy Vision Statement

(What We Produce)

The Vision of Canon Christian Academy is taken from the greatest commandment as described by Jesus.

You shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength. (Mark 12:30)

The Academy seeks to train children to be spiritually mature, intellectually equipped, emotionally secure, and strong in character, thoroughly equipping them for their destiny.

All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work. (2 Timothy 3:16-17).

To summarize, the Philosophy, Identity, Purpose, Mission, and Vision of Canon Christian Academy is:

Canon Christian Academy is a community of Christian parents, pastors, and educators who glorify God by making disciples of Jesus who are spiritually mature, intellectually equipped, emotionally secure and strong in character.

Academy Values

(What defines us)

It is the goal of Canon Christian Academy to teach and support the following values as an extension of the Christian family in the process of educating our children.

- Salvation We believe salvation through personal acceptance of Jesus Christ as Lord and Savior is our supreme value. (John 3:3)
- Biblical Worldview We believe all knowledge is to be interpreted from a Biblical perspective. (2 Tim 3:16)
- Respect for Authority God works through authority and all believers must submit to God's established authority. (Romans 13:1)
- Respect for Others Jesus has directed us how to treat one another, it is key to our identity as Christians. (Luke 6:31)
- Personal Integrity Honesty and truth are to be upheld at all times. (Mathew 5:37)
- Productivity We should always desire to do our best and have a strong work ethic in life. (Colossians 3:23)
- Family Structure We believe Jesus defined marriage as between one man and one woman for one lifetime. (Matthew 19:5-6)
- Christian Witness We believe we should train our children to courageously stand for the cause of right and declare the gospel of Jesus Christ to a world in need. (Matthew 28:19-20)
- Moral Purity Our bodies belong to God; therefore, we must refrain from any act that would defile them. (1 Cor 6:19-20)

- Patriotism Love, respect, and prayer for America as a country founded on Biblical principles as a nation under God is the foundation of our identity as Americans. (2 Chronicles 7:14)

Academy Objectives

(How We Do It)

The following practical objectives are used to fulfill our purpose, mission, and vision.

To raise *spiritually mature* disciples of Jesus we will:

1. Impart the truth that Jesus Christ is the center of all things.
2. Teach the Bible clearly and accurately.
3. Train students to apply Biblical truths to their daily lives.
4. Develop in the students a trust in God instead of a dependence upon their own strength.
5. Lead our students in a saving relationship with the living God.

To raise *intellectually equipped* disciples of Jesus we will:

1. Promote academics through the use of excellent curriculum and well qualified teachers.
2. Equip the student with language skills (reading, writing, speaking, and listening) to support life-long learning.
3. Provide the student with math skills necessary for life application of math.
4. Train the student to think critically, creatively, and constructively.
5. Teach the student accurate history from a providential perspective.
6. Develop a strong grasp of the sciences based on facts and the scientific method.
7. Engender an appreciation of the arts while equipping the student to evaluate the meaning of the arts.
8. Encourage the development of logic, analytical thought, and problem solving.

To raise *emotionally secure* disciples of Jesus we will:

1. Teach students to respect and protect all human life.
2. Train students to develop and maintain healthy relationships.
3. Promote a Biblical view of work, recreation, time, and material possessions.
4. Develop responsible citizenship and encourage active participation in their community.
5. Encourage students to develop a healthy Biblical concept of identity and self.

6. Provide students with the purpose, love, joy, hope and truth found in Jesus Christ.

To raise disciples of Jesus who are *strong in character* we will:

1. Teach respect for the human body as the temple of the Holy Spirit.
2. Develop gross and fine motor skills.
3. Train in proper hygiene and first aid.
4. Dissuade the use of alcohol, tobacco, and drugs, as well as destructive and immoral behavior.
5. Engrain fairness, honesty, and good sportsmanship
6. Promote physical fitness and health.

OUR STATEMENT OF FAITH

We believe:

- In one God, the creator and sustainer of the universe, eternally existent in three persons: Father, Son, and Holy Spirit.
 - In the divine inspiration, infallibility, and final authority of the Bible as the Word of God.
 - In the uniqueness of man, by virtue of his special creation in God's image, and his responsibility to understand and master the world to the glory of God.
 - In the unique Deity of the Lord Jesus Christ, the incarnate, virgin-born Son of God.
 - In the representative and substitutionary death of our Lord Jesus Christ as the necessary atonement for our sins.
 - In the resurrection of the crucified body of our Lord and that blessed hope, His personal return.
 - In the power of the Holy Spirit in the work of regeneration and His continuing work in the heart of the believer.
 - In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
 - In the spiritual unity of believers in our Lord Jesus Christ.
 - That marriage is exclusively the legal union of one genetic male and one genetic female sanctioned by the state and evidenced by the marriage ceremony.
-

GENERAL INFORMATION

School Colors

The school colors are royal blue, gold, and white.

School Nickname

"CCA" is the school nickname.

School Mascot

Our school mascot is the Warrior. As Warriors of the Lord, we must put on the armor of God. Each fully equipped "Warrior" wears the helmet of salvation, the belt of truth, the breastplate of righteousness and the shoes of the preparation of the gospel of peace; each holds the shield of faith and the sword of the Spirit, which is the Word of God (Ephesians 6:14-17). When we are equipped, we will stand against the difficulties of this world and know "the Lord is with you, Mighty Warrior" (Judges 6:12).

SCHOOL HOURS

Office Hours:

8:00 am -3:30 pm: Regular Office Hours (Except school holidays and summer)

8:00 am -12:30 pm: Minimum Day Office Hours School Hours:

7:45 am – 3:15 pm: Grades 7th-12th

8:00 am – 3:15 pm: Grades K-6th

8:00 am- 12:15pm: Grades K-6th Minimum Day (see your school calendar)

7:45 am- 12:15pm: Grades 7th-12th Minimum Day (see your school calendar)

Students may arrive as early as 7:30 AM

A student will be considered tardy if not in class by 7:45am (7th-12th)
or 8:00am (K-6th grades).

ADMISSIONS POLICY

CCA does not discriminate on the basis of race, color, national or ethnic origin. Enrollment at CCA is a privilege, not a right. At CCA, we seek to bring to our campus, students and families who are committed to spiritual, intellectual, and personal growth. Families selected to attend CCA are expected to exhibit a consistent godly testimony during the course of the school year. The Admissions Committee of CCA carefully and prayerfully weighs each application for enrollment based on the following criteria:

- Willingness and desire to follow Jesus Christ
- Regular involvement in a Bible-teaching church
- Student's grades, standardized tests, and conduct

- Interview(s) with students and/or parents or guardians
- CCA assessment results
- Signed commitment to uphold all school policies and procedures

The Admissions Committee of CCA reserves the right to determine whether or not our school is able to meet the spiritual, social and academic needs of each applicant. In certain cases, it may be in the best interest of the school and/or the student that the Admissions Committee declines an enrollment request for a prospective student.

GRADE PLACEMENT

Based on your child's assessment results, prior report card grades, standardized test scores, and/or outside professional evaluations, the administration determines the appropriate grade placement within our program.

K through 1st grade must meet our age requirements as follows:

- K4- Child's 4th birthday must be before September 15 of that school year.
- K5 – Child's 5th birthday must be before September 15 of that school year.
- 1st – Child's 6th birthday must be before September 15 of that school year.

CLASSROOM ASSIGNMENTS

CCA does not accept requests from parents or students for specific teachers or to match up one particular child with another. Many factors are taken into consideration before the class lists are published. Our administration and faculty pray fervently each year for God's divine direction in the placement of your child (ren).

ATTENDANCE

DEFINITION

As defined by New Mexico law, attendance is defined as students who are in a class or in a school approved activity.

ABSENCES

An absence is defined as any time a student is not present in the classroom for a minimum of one-half of any scheduled school day. New Mexico law requires students to be in regular attendance at school.

We understand absences for reasons of illness or family emergencies are unavoidable, but even if absences are excused, they can still take a toll on your child's progress. The following procedures apply:

1. Parents are to call the school office **by 9:00 a.m.** if their child will be absent.
2. A child should NEVER be sent to school if he or she has a cold or a fever of 100 degrees or above. If a child begins to run a fever of 100 degrees or above while at school, the child will be sent home.
3. Students leaving before 12:00 noon and remaining out for the remainder of the school day are marked as absent the entire day.
4. Requests for make-up work should be made directly through their teachers by 9:00 a.m. for pickup at the end of that school day. Students have one day for each school day missed to make up class work and homework. This does NOT apply to Projects/Reports. (See section on INSTRUCTION Make-Up Work and Projects/Reports).

EARLY PICK-UP

Please make every effort to have your child (ren) at school for the whole day. We do understand that there may be instances where an appointment must be scheduled during the school day; however, remember if your child misses more than one half of the day's instruction, they will be counted as absent for the entire day. A student with two (2) unexcused early pick-ups will result in one (1) unexcused absence.

An early pick-up is defined as excused ONLY in cases where the school office has been notified a minimum of one day in advance of a doctor/dentist appointment, a memorial/funeral service, or extenuating circumstances as pre-approved by the administration. Any other reason for an early pick-up will not be excused.

EXCUSED/UNEXCUSED ABSENCES/TRUANCY

An absence from school is considered excused for sickness, death in the family, or participation in a pre-approved off-campus activity (e.g., missions trip, school related club activities, etc.). Although excused, these absences are included on your child's overall attendance records and affect their yearly status. A physician's note may be required to verify an absence due to illness.

Absences for other reasons are counted as unexcused. Note: In accordance with the New Mexico Compulsory Attendance Law, a student with five or more unexcused absences within a twenty-day period is considered truant, a student with ten or more unexcused absences within a school year is considered habitually truant. According to NM Statute 22-12-7, habitually truant students must be reported to the Judicial District. A warning letter will be sent home after five unexcused absences. At five unexcused absences the student will be placed on behavioral probation and will not qualify for academic/attendance awards. A mandatory parent meeting will be required after ten unexcused absences.

No student shall be absent from school-sponsored extracurricular activities in excess of fifteen (15) days per semester, and no class may be missed in excess of fifteen times per semester. Participation in state and national competitions is exempt. Non-school sponsored extracurricular activities such as 4H and FFA, which are approved by the headmaster, will be treated the same as school sponsored interscholastic extracurricular activities.

TARDINESS

A student is considered tardy if he or she is not in their classroom by the 7:45 AM tardy bell or in their next class before the 5 minutes passing tardy bell for grades 7th-12th or 8:00 AM tardy bell for grades K-6th. A tardy student:

- Disrupts the class.
- Misses valuable academic time.
- Develops poor habits.
- Must report to the office for a tardy slip.

EXCUSED/UNEXCUSED TARDIES

Please plan accordingly and make every effort to have your child(ren) at school on time. An excused tardy is allowed ONLY in cases when approved by the administration. Tardies resulting from traffic delays, oversleeping, etc. are unexcused.

EXCESSIVE TARDINESS

Four unexcused tardies will be counted as one unexcused absence.

The following consequence will be initiated for students who have already met the “four unexcused tardies” thresholds. If a student who drives themselves is tardy, * they will be given a warning fine of \$15 to be paid by the student. The fine can be redeemed by showing up the following day at Zero hour. Zero hour begins promptly at 6:45 a.m. The student will stay in a supervised room where they can work on homework until 7:30 a.m. at which time they will be released to go to the front office and be reimbursed. If a student fails to show up to a Zero-hour suspension, they forfeit the fine. Our hope is these consequences will help train our students to be respectfully on time.

If a student who is driven to school is tardy, * they will be given a warning fine of \$15 to be paid by the driver. The fine can be redeemed by showing up the following day promptly at 7:30 a.m. If the student is at the Academy by 7:30 a.m. the driver will be reimbursed with the fine. If the student is not at school by 7:30 a.m. the fine is forfeited. Our hope is that these consequences will keep our classes on schedule. A notification

of a tardy student will be reported daily on RenWeb to keep parents informed of the attendance status of their child.

*Secondary Students who are Tardy for class periods will result in lunch detention, per teacher's discretion.

**Tardiness for extenuating circumstances such as having a flat tire, severe weather, or other unavoidable situation, will not incur the fine.

PRE-APPROVED HOMEWORK REQUEST

A "Pre-Approved Homework Request" does not excuse the absence". The absence will still count against your child for awards and truancy. The request must be submitted for class work/homework to be counted toward a child's grades (work due during an absence that is not approved will be docked 20%.) If the request is approved, work is due on the students' first day back at school. Please remember pre-approved homework request still count as unexcused by N.M. law. Pre-approved homework requires a **minimum of 48hrs notice.**

Please plan family outings whenever possible around the school scheduled vacation times. Students' miss valuable teaching time and can easily end up significantly behind in their academic program.

The administration must be made aware in advance of absences during the school year. A teacher cannot release homework for absence without administrative approval. Work missed is required to be made up.

GENERAL POLICIES/PROCEDURES

DISPLAYS OF AFFECTION

Demonstrations of outward physical affection between students are not permitted. This includes holding hands, kissing, claiming ownership, etc.

BIRTHDAY CELEBRATIONS

Each teacher will advise parents whether student birthdays will be celebrated individually or on a monthly basis in the classroom. In addition, many parents have outside parties as well. We certainly understand it is not always possible to invite all of your child's classmates. However, in order to not cause hurt feelings, the school urges parents NOT to distribute invitations at school unless you are able to invite the entire class or all those of his or her gender.

If you wish to send cake or other birthday foods to the classroom to celebrate your child's birthday, first make arrangements with the teacher.

FUNDRAISERS

At CCA, we are committed to keeping tuition affordable and we make up the difference through efficiency, good stewardship and fundraising. We have 2 main fundraisers per year to help make up for the financial need of the school and make our yearly budget. Parent involvement is crucial in the success of these events.

Fundraising is mandatory for CCA students in either participation of the specified event or opting out and paying the fee in its place. The opt out fee is \$375.00 per fundraiser per student. If a family receives tuition assistance opting out is NOT an option.

CHAPEL SCHEDULE

Elementary Chapel will be every Wednesday and Secondary Chapel is on Thursdays (**starting the second week of school**) and parents are welcome to attend. Chapel is an important part of life at CCA. Students are required to attend Chapel, and it is considered part of their class time.

CHILD ABUSE REPORTING

The state of New Mexico requires all childcare providers to report any suspected incident of possible child abuse and/or neglect; which may include injuries, listlessness, poor nutrition, disruptive behavior, absenteeism, or depression. Administrators, teachers, and other school personnel are mandated reporters who are obligated under law to comply with the guidelines established by the State of New Mexico.

VISITORS

All parents and visitors must report to the school office and obtain a visitor's badge prior to visiting a classroom or any other part of the campus.

If your child forgets a lunch/snack, article of clothing, permission slip, or school work, please take it to the school office. This helps limit the number of interruptions during critical learning times.

Due to liability and proper supervision of those on our campus, permission for school-aged friends or relatives of your child to attend for a day is not allowed.

Children who are not registered CCA students are not allowed in the classroom during school hours unless prior approval has been obtained from the administration for observation purposes only.

CUMULATIVE FILES

Parents or guardians (with joint or full legal custody) of currently enrolled or former students have the right to see any and all student records related to their child (ren). The editing or withholding of such records is strictly prohibited. Therefore, the parent or guardian (with joint or full legal custody) should please notify the office one day in advance, and the office will pull the cumulative file and have the parent review the contents with administrator or designated office personnel. Any questions concerning these records should be directed to the administrator.

COURT ORDERS

CCA **MUST** have on file all current court orders, signed by the judge, that make reference to school related enforcement. Proper identification must be presented before accessing the student's records to uphold the Right to Privacy laws of this state. Requests for information cannot be made over the phone because identity cannot be verified. Written request for information including verification of identification (copy of current driver's license and social security card) will be requested by the school before releasing any and all information. A written request of this nature can be either mailed or faxed to the school office. If a parent wishes to access the information in person, he or she should notify the school office at least one day in advance and an appointment will be scheduled for perusal of the student's records.

At no time will CCA or its members provide supporting information requested by either parent or their attorneys to be used in a custody case to enhance or detract from either party's claim unless subpoenaed by the courts. CCA will also not act as a liaison between parents and their children for the purpose of side-stepping court orders. This includes, but is not limited to delivering telephone messages, notes, cards, etc.

TOYS, GAMES & DEVICES

We desire to maintain a godly academic atmosphere. Students are to bring items pertinent to class directed activities. No iPads, tablets, toys, radios, Apple Watches, iPods, lasers pointers, electronic games, etc. are to be brought by the students to the academy without the teacher's prior approval.

Parents must use discretion in allowing students to bring personal items for sharing. The school will not be responsible for the replacement or repair costs of items brought from home.

INTERNET POLICY

Canon Christian Academy will not allow students to visit social networking sites at school. Social networking is public, and students should be held accountable for what they place on the internet therefore an Administrator must be able to access student's online accounts. A student should not "block" any member of the administration from their page. Any student who "posts" inappropriate pictures and/or comments in a public forum via the Internet and/or sends them to others (this includes pictures or information displaying illegal activities,) is subject to school discipline.

SNOW DAYS

Standard practice is to reach a school closing decision by 5 a.m. However, understand that weather conditions may change rapidly in the early morning hours, which could cause a decision to be delayed until a later time. Unless weather conditions are severe, announcements regarding school closings for the next school day will typically be made during the early morning hours for that day. It is our practice not to dismiss school on the basis of a weather forecast, but on actual conditions. Should we experience an actual inclement weather event, CCA parents will receive an email closing alert message informing them of school closure or delay. CCA school closings will be determined by the administration. When the decision is made to close the school, an administrator will immediately call the media outlet. KOB Channel 4 will be the fastest and earliest announcement to the public if our school is closed due to weather or for any other emergency event. Please join the KOB school closing alerts at www.kob.com for early warnings of school closings.

CALENDAR

CCA will distribute a yearly school calendar with vacations days and other information. You can also view the school calendar online at our school website at ccabelen.com. Calvary Chapel uses Google for their online calendar.

HOLIDAY POLICY

The way a family chooses to celebrate holidays outside of school (e.g., Halloween, Christmas, Easter, etc.) is a personal choice. Christian parents often vary a greatly in what they view as be acceptable. The primary focus of all our school celebrations is to glorify our Lord and Savior Jesus Christ. Please do not bring, distribute, or display holiday traditions such as merchandise, clothing or treats that depict such things as witches, ghosts, jack-o-lanterns, Santa Claus, the Easter Bunny, etc., which may be offensive to others. Your cooperation and sensitivity are deeply appreciated in this area.

[FACTS SIS \(RENWEB\)](#)

FACTS SIS Parents Web enables teachers, staff, parents, and students to review information from home. Parents can sign in to monitor their child's class grades and assignments. Students can go online to check their list of assignments at any time.

At www.factsmgt.com you can:

- Monitor child's progress, grades, attendance, and behavior
- Keep up with homework assignments and announcements
- Review class schedules and class calendars
- Students can check grades received on a recent test or project and view homework assignments

[LEAVING THE CAMPUS](#)

Students are not permitted to leave campus during the school day with anyone other than a parent, legal guardian, or those adults whose names are on file in the office. For your child's safety, we do not allow him/her to leave the school grounds to meet you in another location (i.e., parking lot, in front of the school, etc.). Students with written permission (on file in our school office) to walk home, ride a bike, etc., will be dismissed directly from class. (For information on Student Drivers see the STUDENT DRIVER POLICY)

If you have given your child permission to go home with someone else (another student or parent, etc.) other than those authorized on the Parent Student Information Sheet, you need to telephone the office or send in written permission

[MATERIALS & FACILITIES](#)

The materials and facilities at Canon Christian Academy are dedicated to God and His service. Each individual is responsible for what he or she has been issued and must return them in acceptable condition. The child's parent(s) or legal guardian must pay for any misuse, damage or loss of school property, equipment, books, and materials. Book replacement fees are non-refundable even in the event the book is eventually found.

[TELEPHONE USE](#)

The telephones in the school office are for the use of the faculty and staff of CCA. Parents and students may use the school phone with permission. If you need to get a message to your child, please call the school office and the message will be delivered to

the classroom. To speak with your child's teacher, please do the same and the teacher will return your call at his/her earliest convenience. Teachers are not permitted to use cell phones during school hours, so please call the school office.

CELL PHONE POLICY

Students are not permitted to use cell phones during school hours. All student phones **must** be turned in. Any violation and/or disruption of the learning process will result in the confiscation of the item. Return of the confiscated cell phone will be granted upon the payment of a \$10 fine for the first offense. Each subsequent offense will increase the fine in \$10 increments (i.e., the fifth offense will incur a \$50 fine). The Administration reserves the right to review all text messages, photo images or electronic data on confiscated cell phones or other electronic devices. The school is not responsible for loss or theft of any items whether confiscated or in the student's possession.

CLASSROOM OBSERVATIONS

CCA desires for its teaching faculty to achieve the highest degree of efficiency and quality within their areas of responsibility. To assist in achieving this goal each CCA Faculty will be evaluated on a regular basis.

1. The Headmaster or Headmaster's designee will conduct at least two formal classroom supervision visits for each CCA Faculty every school year.
2. A copy of the evaluation will be kept in the CCA Faculty's personnel records.
3. A copy of each evaluation will be given to the CCA Faculty for their personal use.

The Headmaster will conduct a Dreams and Goals interview with each CCA Faculty, at which time pertinent information regarding overall evaluation of the CCA Faculty will be shared.

DISCIPLINE

Discipline at CCA includes three components: preventative, corrective and restorative.

PREVENTATIVE

Each teacher devises his or her own system of motivation on an individual and class level. This plan can consist of verbal praise, awards, privileges, treats, and/or class parties. The purpose is to encourage and reward proper behavior.

CORRECTIVE

It is our goal that the teacher, administration and parents work together in addressing inappropriate behavior. Since the teacher and administration work closely with the children during class time when parents are usually not present, they need to handle discipline when a child displays inappropriate behavior.

RESTORATIVE

In order for discipline to be complete, the final component needs to ensure restoration of relationships. As appropriate, a student may be encouraged to apologize to a classmate, teacher, or other individual. A student may also be led in prayer for forgiveness and even prayer for one another.

CONDUCT ACCOUNTABILITY

At CCA we believe that behavior is an indicator of character. As we are dedicated to developing our student's character, we hold their behavior accountable. There are no double standards; unacceptable behavior is unacceptable behavior, so students are accountable:

- When: 24 hours a day, 7 days a week, 365 days a year
Students are accountable to God, their parents, and the school for their behavior 24 hours a day, 7 days a week, and 365 days per year.
- Where: On Campus / Off Campus
On campus is defined as coming to or leaving from any school activity, the time spent in transit, and any time spent on the school campus proper or extended campus such as sporting event, field trip, retreat activity, etc. Off campus is defined simply as the time during which the student is neither going to or from school nor involved on campus nor a CCA sponsored activity.

K – 6TH GRADE DISCIPLINE

The teacher will use the “Card System” that is based upon the four characteristic types of persons as portrayed in the book of Proverbs (see below). The student will begin in the wise column but will be moved to the next envelope for each subsequent infraction. This will be done on a daily basis with students starting the day with a clean record. The teachers will use the following sequential protocol: (1) Close proximity (2) Verbal warning (3) In class discipline.

CARD SYSTEM

The Wise:(Green Card) <i>Scripture: Proverbs 4:7, Luke 2:52, James 1:5, Psalm 51:6, Ecclesiastes 2:26</i>	Thinking God's thoughts and acting God's way We become wise by consistently making wise choices Acting as Jesus would act Thinking as Jesus would think
The Simple: (Yellow Card) <i>Scripture: Proverbs 14:15, 13:20, 22:3, 19:25, 21:11, 9:4-6</i>	A follower... a very gullible person Is easily deceived by others Can't see the trouble or consequences that are coming God's Word makes this person wise and helps them not to believe all they see or hear
The Foolish: (Red Card) <i>Scripture: Proverbs 10:23, 17:25, 10:1, 19:13, 15:20, 29:11, 14:16</i>	Doesn't see anything wrong with what they are doing Enjoys getting into mischief.... must be corrected Brings grief and sorrow to their parents Quick to quarrel... quick tempered Does not flee temptation... they think what they are doing is right
The Scorner/Mocker: (Blue Card) <i>Scripture: Proverbs 15:12, 13:1, 22:10, 24:9, 14:6</i>	Bad attitude, angry, disgusted Sometimes passive aggressive in the use of body language Dislikes and does not listen to those who correct them Causes quarrels and strife Wants to solve problems themselves.... not God's way

ACADEMIC INFRACTIONS DEFINED

Academic infractions include but are not limited to:

- Lack of class work
- Unprepared for class
- Missing or incomplete homework
- Failure to complete make-up assignments (test, quizzes, etc.)
- Academic performance substantively below student's capacity

MINOR INFRACTIONS DEFINED

Minor infractions include but are not limited to:

- Disruptive talking/blurting out
- Gossip, slander, or teasing
- Passing notes

- Lack of respect
- Not following directions
- Dress code violations

MAJOR INFRACTIONS DEFINED

Major infractions include but are not limited to:

- Repeated minor infractions
- Fighting or physical aggression
- Encouraging inappropriate behavior in another student
- Lying
- Stealing or cheating
- Bullying, intimidation, or harassment
- Foul language
- Vandalism or graffiti (includes destruction or trespassing of personal/private property)
- Direct defiance, disrespect or insubordination
- Drug or alcohol involvement
- Sexual misconduct
- Weapons of any kind
- Any illegal activity

Student Drug Testing Policy

1. Purpose and Philosophy

At Canon Christian Academy (CCA), we are committed to fostering a safe, healthy, and morally responsible learning environment. As a private institution, we believe that physical, emotional, and spiritual health are essential for academic and personal growth. Our drug testing policy is designed to promote wellness and personal integrity, deter the use of illegal or harmful substances, support early intervention, and uphold the values and standards of our school community. This policy is grounded in care and accountability—not punishment—and aims to guide students toward making healthy, ethical choices.

2. Applicability

This policy applies to all students in grades 7th-12th, regardless of extracurricular participation, as a condition of enrollment at CCA. Enrollment or continued attendance constitutes consent to this policy and its procedures.

3. Substances Screened

Testing may include but is not limited to: Marijuana (THC), Cocaine, Opiates, Amphetamines, Benzodiazepines, Barbiturates, Synthetic drugs (e.g., K2, spice), Alcohol, Nicotine, and Steroids.

4. Types of Testing

1. Reasonable Suspicion Testing: Based on observable behavior, symptoms, or credible reports.
2. Follow-Up Testing: Required after a positive test.
3. Voluntary Testing: May be requested by students or parents.

5. Testing Procedures

Students will be escorted discreetly and respectfully. Privacy and dignity are preserved at all times. Positive results will be reported to the parents.

6. Confidentiality

All results are confidential and shared only with the student, their parent/guardian, the Head of School, and authorized personnel on a need-to-know basis. Test results will not be part of academic records.

7. Consequences of Positive Tests

First Positive: Notification, counseling, follow-up testing, and possible suspension from activities.

Second Positive: Possible expulsion or withdrawal.

Refusal or tampering is treated as a positive result.

8. Policy Review and Updates

This policy is reviewed annually and revised as necessary by school leadership to ensure legal compliance and effectiveness.

METHOD OF DISCIPLINE

Logical consequences addressing inappropriate behavior must be implemented when natural consequences of the action are deemed unacceptable. Logical consequences will be administered progressively based upon the frequency and severity of the infraction. The methods of discipline employed are as follows:

- (Phase 1) Classroom consequences are the first line of addressing minor infractions and are administered by the teacher as they prescribe and have communicated to the class.
- (Phase 2) A Disciplinary Warning will be submitted by the teacher directly to the parent to address repeat minor infractions or concerns.
- (Phase 3) A Disciplinary Report will be initiated by the teacher and completed by an Administrator when previous actions have proven unsuccessful or to address major infractions.
- Lunch Suspension is a mandatory academic session occurring during lunchtime to address academic infractions.
- Academic Probation is a condition where a student is unable to participate in extracurricular activities, rewards, and/or group lunch. Academic probation will be invoked when a student receives an “F” at the conclusion of a grading period or has a serious academic problem.
- Behavioral Probation may be initiated by the parents and Administrator via a Behavioral Contract to address major infractions. The contract will be written with clear consequences and be signed by all present. Progress reports will be issued as prescribed in the contract. Behavioral probation will also be issued to address truancy or excessive tardies.
- Cheating-Zero Grade a Zero will be issued to any student who is **cheating** or **assisting** in cheating. There will be **NO** opportunity for redoing the assignment, test or quiz.
- Corporal Punishment may be used to maintain proper discipline as authorized and with the consent of the parent(s). Corporal punishment must be administered by or in the present of the Headmaster or Headmasters Designee and witnessed by another adult staff member. Only female staff shall administer corporal punishment to female students.
- Suspension is a disciplinary action that results in the student’s loss of privilege to attend classes for a determined amount of time. Suspensions can be conducted in school or home from school to address major infractions. Suspended students are also suspended from after-school extracurricular activities. All missed class work and assignments must be made up and ready to turn in at the time of reinstatement but no credit will be given.
- Expulsion is a consequence resulting from behavior deemed hazardous to the life and or health of any student at CCA. Expulsions run for the remainder of the school year.

Students desiring to return to Canon Christian Academy must go through the full admittance process and receive approval from the administration.

The following is the policy of CCA for students returning to the Academy after a separation due to suspension, expulsion, or dissension.

The Bible is filled with accounts of God using imperfect people to accomplish His will. Perfection is never the qualification for following or serving God, if that were the case, no one would qualify. The Bible is clear no one is perfect.

For ALL have sinned and fallen short of the glory of God. Romans 3:23...They have together become corrupt; There is none who does good, No, not one. Psalm 14:3 To follow and serve God requires humility and repentance. Humble yourselves in the sight of the Lord, and He will lift you up. James 4:10 As many as I love, I rebuke and chasten. Therefore, be zealous and repent. Revelation 3:19

The Bible uses several words to explain the idea of repentance. In Hebrew the word *nahal* often translated as repent means to lament and grieve. The Greek word *metano-eyo* used for repenting in the New Testament denotes changing the way you think about something. Finally, the Hebrew word *shoob* for repent expresses the idea of turning around or returning. Taken together repentance is described in the Bible as changing the heart, mind, and body. To repent means to grieve in heart, change the mind, and correct behavior. In order to return to the Academy, the first step a student must take is to express repentance. An expression of repentance is known as an apology. The word apology is from the Greek word *apologia* which means to give a well-reasoned reply. A true apology will incorporate five parts:

1. Confession – An admission of guilt such as; “I was wrong”.
2. Explanation – A description of the wrong actions, expressions, and/or perspectives engaged in.
3. Remorse – An expression of regret communicating understanding the harm of their action. Such as “I am truly sorry”
4. Supplication – A request for forgiveness such as; “please forgive me?”
5. Reconciliation - A commitment to acting in a manner worthy of repentance and seeking an opportunity to restore trust. It could include an offer such as; “What can I do to make amends?” A simple example of an apology would be: I was wrong for (explanation.) I am truly sorry as I understand my actions violated your trust and hurt (names of those affected.) Please forgive me. I am committed to make

it right and promise it will not happen again. What can I do to make amends? The second step a student must take is to express a sincere commitment to follow CCA policy. The Bible explains:

Can two walk together unless they are agreed? Amos 3:3

Attendance at CCA is a voluntary contract, freely entered into by both parties. Our model of education is relationship based on mutual respect. Every family signs a contract of agreement with the Academy upon enrollment. When the contract is broken, CCA requires a written apology and commitment statement in order to return. The written submittal will be reviewed upon completing the duration of suspension/expulsion or upon the next enrollment period. An interview of the student and family will be required to review the submittal. If approved the student may return to CCA. The last step in the process is a repentant lifestyle. Students who are allowed to return to CCA must walk in a manner consistent with their apology. Any discussion with other students contrary to their apology or behavior in blatant violation of the apology will result in permanent termination of any and all participation with CCA.

To ensure this final stage is met, the student and their family will meet with the Headmaster after a probationary period. This meeting will review the behavior of the student as observed by the faculty and staff. The sincerity of the apology and commitment will be evaluated at that time. The intention of this policy is to restore relationship with separated students while protecting the entire student body of the Academy.

FALSE ALARMS AND ARSON

- Any student who sets off a false alarm or causes a fire will be suspended immediately and referred to legal authorities when appropriate.

SELF-REFERRAL

A student may refer him/herself under our Honor Code for assistance with any type of sinful behavior. Specifically, students may refer themselves to the school without administrative consequences under the following guidelines:

1. The student's self-referral must be prior to any contact by the administration regarding the area of concern.
2. The student, school appointed counselor, and parents will set up an assistance program.
3. The student must continue with the assistance program until released by the school appointed counselor.

4. Contingent upon professional approval regarding health, safety and progress towards recovery, the student may continue to participate in school activities. Final decisions on student participation will be made by the Administration.
5. Students may use the Self-Referral one time during their career at Canon Christian Academy.

STUDENT AWARDS& ACTIVITIES

K – 6TH GRADE AWARDS

ELEMENTARY ACADEMIC AWARDS

At the end of the year teachers may award academic awards to their students. To qualify for academic awards students must not be on academic/behavioral probation and must achieve GPAs listed below. At the end of the school year we will hold one school-wide award ceremony for the students and their families.

Gold

3.5-4.3 GPA

Silver

3.0-3.49 GPA

Bronze

2.5-2.99 GPA

ELEMENTARY BIBLE AWARD

The award is for a student that exhibits knowledgeable participation in Bible class and shows respect for God's image in others. They must set a Christian example of service to others.

ELEMENTARY COL 3:17 AWARD

And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him.

As a way of rewarding good Christian character the Col 3:17 awards are awarded to one student per grade level to students who go out of their way to exhibit Christian character.

ELEMENTARY FRUIT OF THE SPIRIT AWARD

The Fruit of the Spirit award is given to students who exhibit the attributes shown in Galatians 5:22-23 - asking the Lord to help this fruit grow in their lives.

ELEMENTARY HEADMASTER'S AWARD

Awards are given to one student per grade level who has exemplified what a Canon Christian Academy Warrior represents. These students have shown positive behavior, helpful attitudes and outstanding Christian character.

SECONDARY HONOR ROLL/ACADEMIC LETTER

Honor Roll will be compiled at the end of each academic year. To qualify for the Honor Roll students must achieve:

A 3.500 GPA or above for every quarter of the school year

OR

A 3.750 GPA overall for the school year

AND

Complete 16 hours of satisfactory community service for the school year.
(Community service projects must be approved by the Headmaster.)

Students, grades 10-12, who qualify for the Honor Roll, will also receive an Academic Letter for the school year.

Valedictorian

1. The student with the highest overall grade average shall be the Canon Christian Academy Valedictorian. Selection to this position of honor will be based upon the following criteria:
 - a. Candidates must meet or exceed graduation requirements and have a minimum of a 3.0 GPA.
 - b. Candidates must have been enrolled for two full school years prior to the date of graduation.
 - c. Grades used to compute the final average will be taken from all classes taken in the 9th— 12th grades
2. In the event that the above criteria fails to identify the Valedictorian and Salutatorian, eligibility shall be determined by the highest average in common courses in high school math and science.
3. Grades in all affected classes shall be computed at face value.
4. The standing of the candidates shall be computed on a numerical basis through the end of the second semester's first grading period of their senior year.

PERFECT ATTENDANCE

For any student (K through 12) who does not have any absences or more than 3 tardies (includes excused absences) for the year.

DRESS CODE

DRESS CODE

Here at Canon Christian Academy, we are dedicated to training and preparing our students for life and our dress code has been established to develop godly character.

You younger men, likewise, are subject to your elders; and all of you, clothe yourselves with humility toward one another, for GOD IS OPPOSED TO THE PROUD, BUT GIVES GRACE TO THE HUMBLE. 1 Peter 5:5

The final say on clothing resides with the Headmaster and students judged in violation of the dress code will have to change prior to attending classes.

OUTER WEAR

Hats, Coats and Hoodies are allowed outdoors only. All outerwear must be clean and avoid stains or tears. All logos must be approved by Administration.

CCA is a climate-controlled facility, but we understand students differ in what is considered “cold”; therefore, **ONLY** CCA branded sweaters, fleece and jackets **without hoods** are allowed in the classrooms. All outerwear must be able to show students are always in dress code.

BOYS (ELEMENTARY K-6)

Elementary boys may wear uniform pants in black, navy blue, or khaki. Denim pants (jeans) are not permitted. Belts are required. Boys may wear solid color polo shirts which must be tucked in. All clothes must be clean and void of stains or tears. Boys shall wear closed-toed shoes. Sandals, Flip Flops, and Crocks are not permitted. Sport shoes such as tennis shoes are allowed. Socks must be worn with shoes.

YOUNG MEN (SECONDARY 7-12)

Secondary young men shall wear uniform dress pants in black, navy blue or khaki. Denim pants (jeans) are not permitted. Belts are required. Young men shall wear oxford or dress shirts in white or black which must be tucked in. Young men shall wear CCA issue ties. All clothes must be clean and void of stains or tears. Young men shall wear closed

toed shoes in black or brown. Sandals, Flip Flops, and Crocks are not permitted. Socks must be worn with shoes.

GIRLS (ELEMENTARY K-6)

Elementary girls may wear uniform pants, skorts, skirts, or dresses in black, navy blue, khaki, or pink. Denim pants (jeans) are not permitted. Girls may wear solid color polo shirts. All clothes must be clean and void of stains or tears. Girls shall wear closed-toed shoes. Sandals, Flip Flops, and Crocks are not permitted. Sport shoes such as tennis shoes are allowed. Socks must be worn with shoes.

YOUNG WOMEN (SECONDARY 7-12)

Secondary Young Women may wear uniform pants, skorts, or skirts in black, navy blue or khaki. No tight-fitting stretch fabric or denim pants (jeans) are permitted. Skorts and Skirts must be knee length. Young women shall wear oxford or dress tops in white or black. Young Women shall wear CCA issue scarves or ties. Young Women shall wear closed toed shoes in black or brown. Sandals, Flip Flops, and Crocks are not permitted. Heels must be no higher than two inches. Black or white tights may be worn under skirts.

SPIRIT DRESS DAYS

Spirit Dress is allowed on Mondays. Students may wear plain proper fitting boot-cut jeans or knee length shorts. No Jeggings or pants which fit tight between knee and waist are permitted. Students may wear T-shirts with a Christian theme (Bible verse, cross, etc.) Students must dress modestly.

STUDENT COUNCIL DAYS

Student Council will have special dress days (e.g. Ritz Week, Spirit Week, Ditch Dress Code, etc.) Instructions will be sent out for these days. Administration may also downgrade the dress code on designated days which will be communicated through *Remind*.

CULTURAL DECORATION

- Culture is constantly changing and the illusion of “cool” is always being reinvented. CCA is not concerned with staying current with cultural trends. The administration reserves the right to refuse “styles” viewed as unnecessary or immodest. Consequently, the following guidelines are in place at the Academy.
- Students’ hair color should be of a natural color (blond, red, brown, black). Brightly colored hair in unnatural hues is not permitted in part or whole. Temporary spray in hair color is allowed for student council theme days.

- Additionally, costume or costume accessories are *Not permitted*.
- Ladies may have their ears pierced. Dangling jewelry should not be worn for physical education, labs, trades, and other classes employing mechanical, chemical, or physical hazards. Young women may only wear “no-see” posts in piercings other than ears. Young men may only wear “no-see” posts in any piercings.
- Jewelry should not include ammo, cultic themes (ying-yang, dharma, ankhs, hamsa, pentagrams, alchemy, etc.), or promotion of products or teams.
- Tattoos and skin markings must be covered while at school.
- Symbols, words, or designs are not to be cut into hair.
- These guidelines are not intended to judge every fashion as “good or evil”, they are intended to provide an atmosphere free from cultural pressure to conform to fads, and avoid unbiblical ideologies included in fashion trends.

PHYSICAL EDUCATION DRESS

All students will be required to "dress out" for PE classes. Sweatshirts and pants are allowed. No leggings or yoga style pants are permitted. Shorts must be knee length and loose fitting (e.g. basketball style shorts). Regular and sleeveless T-shirts may be worn. No tank tops, camisoles, or spaghetti straps are permitted. All clothing must be clean and in good repair. All clothing is to be void of team or company logos larger than 2" in diameter. Socks must be worn with sport shoes. No sandals, flip flops, or open toed shoes are permitted. The coach and headmaster retain the right to refuse any clothing that is deemed immodest or unsafe.

HEALTH & SAFETY

HEALTH

CCA does not employ a school nurse. CCA does assign a medical team of the three most qualified faculty and staff members to respond to accidents and illness on school grounds. All accidents involving the medical team will require an accident report form to be completed and sent home to the parents describing the incident and aid rendered. If the accident involves a perceived threat to life or limb, CCA will call 911 for paramedic support.

EMERGENCY & HEALTH

ILLNESS

Students who are currently infected with live (active) viruses from illnesses of a communicable nature should not come to school. A physician's note indicating the student is no longer affected or contagious may be necessary for re-admittance. Parents (or other designated adults) must respond within 30 minutes to a call from the school to pick up a sick child. A child should not be sent to school if he or she has a new cold or a fever of 100 degrees or above.

IMMUNIZATIONS

Any student, regardless of grade level, must meet the current immunization requirements of the Board of Health and the State of New Mexico. Consult with your physician or local health department. Proof of Immunization (including dates) or certificate of exemption form must be presented at time of enrollment. A student will not be permitted to attend school if their immunization record is not up-to-date with the CCA administration as per NM State Law.

LICE

Any student sent home for treatment of head lice will be readmitted upon receipt of a note from the parent stating that proper treatment with a prescribed remedy has been completed and a head check conducted by the school's administration or other authorized official confirms that a student is free of lice and/or nits. The student must be checked by the school's Administrator or designees each morning for a full 7 school days to be sure re-infestation has not taken place.

PRESCRIPTION MEDICATIONS

CCA is not permitted to give medication to any student. If your child needs prescription medication, the parent must make arrangements to come to the school and give the medications directly. The only exception is a child is allowed to carry and administer an inhaler. A "Self Administration of Medication" form must be on file with the school office for any inhaler or antibiotics.

OVER THE COUNTER MEDICATIONS

Please do not send any over the counter medications with your child to school. It may pose a danger to other students if lost or shared. School staff will not administer over the counter medications to any student.

VITAMINS AND SUPPLEMENTS

As beneficial as these may be, vitamins and supplements may not be taken at school unless a parent comes to school and administers them at the desired times. Please do not send any vitamins or supplements to school with your child (ren). They may pose a danger to other students if they are lost, shared or traded.

SCHOOL LUNCH

FOOD SERVICES

CCA provides hot-lunch as an option for families. Hot lunches can be purchased for \$4.00 through the front desk. The hot-lunch menu is available on RENWEB. Payment options include: cash, credit card, or check at the front desk. Payments should be provided before placing orders. Orders are taken at the beginning of the day through the student's homeroom teachers.

SNACKS & LUNCHES

For safety, no glass containers are permitted at school. Be sure to include a spoon or fork if necessary. We do not have refrigeration. To keep lunches from perishing, include an ice pack, frozen juice box, or non-perishable items.

School Policy: No Energy Drinks Allowed on Campus

Purpose:

To promote a healthy and safe learning environment, this policy prohibits the possession and consumption of energy drinks on school property. Energy drinks contain high levels of caffeine (100 to 300mg per serving) and other stimulants that negatively affect students' health, behavior, and academic performance.

Policy Statement:

1. Prohibited Items: Energy drinks, including but not limited to those containing high levels of caffeine, taurine, guarana, or other stimulants, are not allowed on school grounds, during school-sponsored events, or on school transportation.
2. Possession and Consumption: Students are not permitted to bring, consume, or distribute energy drinks while on campus or at school-related activities.
3. Enforcement: Any energy drinks found will be confiscated, and students may face disciplinary action, including but not limited to warnings, parent

notifications, or further consequences as deemed appropriate by school administration.

Implementation: This policy will be enforced by all school staff and reviewed annually to ensure its effectiveness in maintaining a healthy school environment.

LUNCH

School lunch calendar is listed in RenWeb. Keep the calendar for your records and send payment to the front office. In the event your child forgets lunch, we will provide one and your account will be billed accordingly. You need to have a credit on your lunch account before students can order lunch.

EMERGENCY CHILDCARE

- Students will be signed in for emergency childcare if they have not been picked up within 15 minutes of their regularly scheduled class dismissal time. Please be aware that any portion of the hour used will be billed at the current minimum wage.
- It is important to note that this will be a regular procedure here at CCA, students and parents cannot opt out of this procedure.

HOLIDAYS/SCHOOL BREAKS

There will be NO CHILDCARE available for any school holiday including but not limited to Labor Day, Thanksgiving Break, Christmas Break, Presidents Day, Spring Break, or Memorial Day.

PICK UP/DROP OFF

TRANSPORTATION

CCA does not provide bus service. Families are responsible for dropping off and picking up their students to and from school. CCA does utilize a bus for athletic and field-trips. Parents will be notified by an approval form prior to any student riding on the bus for school activities. CCA utilizes only CDL licensed drivers for vehicles holding over 12 passengers. When carpooling is utilized CCA will only use drivers who have their license and insurance on file. Students will be assigned to a vehicle and switching is not allowed. If parents opt out of bus or car pooling service, they are responsible for transporting their child outside the responsibility or liability of CCA.

BICYCLES

Students permitted by their parents to ride bicycles to school must store and lock them in a designated area. The school and church are not responsible for any loss or damaged items.

Parents: Please use the parking area if you need to help your child into the school building. We need to keep the cars in the drop off area flowing properly and this cannot happen efficiently if cars are parked for long periods of time in the drop off lane. Thank you for your help in this matter.

PICK UP POLICY

Students are to be picked up by a parent or carpool driver from the designated pick up area within **15 minutes** of dismissal time. Teachers are not permitted to dismiss students to anyone not authorized on the "Pick Up Authorization" information sheet, without written permission, from the legal guardian.

STUDENT DRIVING AND PARKING

Driving a personal vehicle to school, and parking on school property is a privilege, and not a right. It is the student/parent responsibility to register with the front office before driving to school.

Regulations are as follows:

- Students must have a valid New Mexico driver's license and the vehicle must be insured as per state law. The students are expected to comply with all NM state laws completely.
- Loitering in the parking lot is not permitted.
- The parking lot is off limits to students during the school day unless a pass is received from the office.
- There is to be a strict adherence to the 5 MPH speed limit on all areas of school property.
- Students are not permitted to drive other students to/from school unless both sets of parents have written a letter requesting this permission. Per NM State Law 66-5-8, any student with a provisional driver's license will only be allowed to drive with one other student who is not an immediate family member.
- If a parent would like their student driver to drive siblings to and from school, the name(s) of the sibling(s) must be listed on the vehicle registration form filled out at the front office.

- Drivers are required to keep their vehicles locked at all times.
- All vehicles parked on school property are subject to search by school officials if there is reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others.
- Students may only park in the designated student parking area, as instructed by the administration.
- ANY violation may result in loss of driving privileges.
- Students do not have permission to leave the school grounds in their vehicle during school hours.

Note: At the discretion of the administrators, requirements may be waived or amended.

INSTRUCTION

CURRICULUM

Students need to be balanced spiritually, intellectually, socially and physically. For these reasons we integrate the Bible and God throughout the entire curriculum. Our curriculum is available for parents to review in the school office.

FIELD TRIPS

Field trips are scheduled as an integral part of our academic plan. Attendance on field trips is expected. Students missing field trips will be offered an alternate assignment to be completed for credit.

For each field trip, every student must have a school approved permission slip signed by a parent or legal guardian. Field Trip expenses are NOT covered by tuition.

Chaperones are based on a first come first serve basis. The number of chaperones required for each trip is determined by the student/adult ratio necessary and is not to be exceeded. Due to the increased liability, siblings may not accompany our classes on their field trips.

If a parent or guardian wishes to serve as a driver, the following items must be completed and approved through the school offices.

- Submit a completed Volunteer Form with background check authorization.
- Submit a copy of your valid driver's license.
- Submit a copy of your current proof of insurance.

Students NOT turning in a signed permission slip or money by the date indicated will be excluded from the trip and MUST stay home which will result in an unexcused absence.

Students must ride on the bus to and from the fieldtrip to ensure student safety.

ASSESSMENTS

CCA uses several assessment measures. Upon admission application, students are given assessments in reading and math. Students in grades Kindergarten through Second grades are given the ISIP Reading and the ISIP Math assessments. Students in grades third through twelfth are given the NWEA MAPS screening assessments. These assessments are used to make grade level determinations and early educational decisions. These assessments are typically not used to deny entrance to CCA except in rare cases where the needs of the student are greater than the resources at CCA.

CCA uses benchmark assessments in reading and math for all students. Benchmark assessments occur monthly for grades Kindergarten through second grades. Older students, grades third through twelfth, are given benchmark assessments three times a year: Fall, Winter, and Spring. Parents are given copies of all assessment reports.

Students who struggle in academic content may be referred for additional testing/assessments. Referrals are made to the office. Parental permission is obtained before any testing outside the regular curriculum is given.

GRADING KEY

Report cards are sent out every nine weeks. (See your school calendar for dates.)

Letter Grades are defined as follows:

- A = Excellent-Mastered The Material
- B = Above Average-Comprehended The Material
- C = Average-Grasped The Material
- D = Below Average-Confused With The Material
- F = Failure-Failed The Material
- I = Incomplete
- SI = Shows Improvement

A+= 98 – 100	A= 93 - 97	A-= 90 – 92
B+= 88 - 89	B= 83 – 87	B-= 80 – 82
C+= 78 - 79	C= 73 - 77	C-= 70 - 72
D+= 68 – 69	D= 63 - 67	D-= 60 – 62
F= 0–59		

HOW GPA'S ARE CALCULATED

A+ = 4.333	A = 4.00	A- = 3.667	
B+ = 3.333	B = 3.000	B- = 2.667	
C+ = 2.333	C = 2.000	C- = 1.667	
D+ = 1.333	D = 1.000	D- = 0.667	F = 0.000

GRADUATION REQUIREMENTS

In order to receive a high school diploma from CCA a student must earn the following credits:

- 4 credits Bible*
- 4 credits English Language Arts
- 4 credits Math
- 3 credits Science (2 must include labs)
- ½ credit Health (May be transferred up from 8th grade)
- 2 credits History/Geography (US and World)
- ½ credit NM History
- ½ credit Israel Course
- ½ credit Government
- ½ credit Economics
- 1 credit Physical Education
- 2 credits Foreign Language (Spanish 1, Spanish 2)**
- 1 credit Distance Learning
- 1 credit Senior Studies*
- 1 credit Mock Trial**
- 2 credits Internship/student aide/work-study (1 elective). **
- 28 ½ credits Total

Note:

*May be substituted for other credits for transfer students for each year they did not attend CCA.

**May be substituted for offsite or other credits at the Headmaster's approval

CANON CHRISTIAN ACADEMY COMMUNITY SERVICE HOUR PROGRAM

The Bible teaches service is a Christlike characteristic.

For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many. Mark 10:45

Across the country both public and private schools rely on community service to provide students with opportunities for: real-life learning, character building, community awareness, compassion, and direction for future life choices.

Community Service ranked in the top 4 most important factors to consider along with SAT/ACT score, GPA/Class Rank, and other extra-curricular activities for college admissions.

The majority of admissions offices from hundreds of Public and Private Colleges and Universities indicated community service was deciding factor when selecting qualified applicants.

For these reasons Canon Christians Academy has community service requirements for our students. High School students are required to secure 25 community service hours per year. The goal for CCA Students is to have 200 service hours by graduation.

Students must complete a Service Hour Implementation Plan (SHIP) by the second week of each academic year identifying where they plan to secure their hours. The plan is to be signed by the student, their parents, and the administration. This is to ensure the safety of students and value of the service hours.

Students cannot receive compensation for community service hours.

[GUIDANCE SERVICES](#)

CCA does not have a guidance counselor as a position, but all Seniors are required to attend Senior Studies. This class focuses on identifying optional career tracks following graduation. Students hear presentations from universities, military, and local businesses. They research options, apply for scholarships, take and review an ACT practice test, write a personal essay, and discuss issues they may face in the world.

[HOMEWORK](#)

Below is an average of what to expect by grade level per evening:

K – Up to 25 minutes

1st – 2nd 40 minutes

3rd – 4th 50 minutes

5th – 6th 60 minutes

7th – 12th 70-90 minutes

(NOTE: The time can vary from night to night, less on some, more on others.) This does not generally include time necessary to study for tests/quizzes or long-range assignments like projects.

Parents are responsible to encourage and monitor the completion of all homework assignments and that the completed work is returned to the class. Chronic missing or incomplete class work assignments may result in disciplinary action. (See section on *DISCIPLINE: Academic Infractions*.)

RETENTION

Teachers in grades Kindergarten through sixth may recommend that a student be retained (repeat a grade level). Retention does not necessarily imply failure, nor is it a punishment of any kind. Students with excessive absenteeism, developmental delays, immaturity, or one who has struggled in academics may be recommended for retention. A student is not retained until the parents, teacher, and administration prayerfully agree that this action would be best for the student.

Students in grades seventh through twelfth will not be promoted if they receive a final grade of an "F" in two or more subjects. If a student fails one subject, they are required to recover that credit through summer school; at which there is an additional cost/fee. If they fail two or more subjects, and do not successfully recover all credits over the subsequent summer, they are required to repeat the grade.

EXTRA CURRICULAR ELIGIBILITY

This includes all phases of extra-curricular activity and responsibility including: athletics, student council, worship, clubs, etc.

1. To be eligible, students must have a "C+" average (2.5 GPA) or higher.
 - Scholastic eligibility is checked at the end of each grading period. All courses taken are included in calculating eligibility GPA. Students who fail a class in a quarter period will be ineligible regardless of GPA.
2. To participate in any extra-curricular activity, including practices, a student must have an approved pre-approved homework request turned in to the office 48 hours in advance.
3. If a student is late to practice or rehearsal or does not have an excused reason for missing practice/rehearsal (as per school policy) that student may NOT participate in the next production or competition.
4. Students whose grades drop significantly during the course of a season or activity may be removed from participation by the administration. Criteria such as "Behavior Referrals" and "Progress Reports" from teachers will be used to determine if a student should continue to participate. Students failing a course will be removed.

GENERAL RULES

OUTDOOR SAFETY RULES

For the safety of students and staff, the following guidelines have been implemented:

- Sand and rocks need to stay on the ground. Throwing or kicking rocks, dirt, sand, or other harmful objects is forbidden.
- Anytime students spend time outside they must remain in the designated, supervised area.
- All play and school equipment must be used in the manner for which it was designed.
- Students need to get permission from the outdoor safety supervisor for any reason they need to leave the area. This includes going to the restroom, the office, and even to go with their parent.
- Please do not twist on swings, or jump off them.

GENERAL SCHOOL RULES FOR CCA STUDENTS

1. Students need to show reverence (respect) for the Bible.
2. Students need to show reverence (respect) for the American Flag and participate in reciting the Pledge of Allegiance on a daily basis.
3. Students need to respect all faculty and staff members as well as parents.
4. Students need to respect and take care of all school and church property.
5. Students are to be courteous and orderly at all times, especially when walking in the hallways. Running is acceptable on the playground only.
6. Students should not loiter or play in the restrooms at any time.
7. Students are not permitted to chew gum on campus. Food is only to be consumed in designated areas.
8. Rollerblading, roller skates, and skateboarding are not permitted on campus without the expressed permission of the administration.
9. Pets are not permitted on the campus without the expressed permission of a teacher or administrator.
10. Cell phones MUST be turned into the front office.

HALLWAYS

Movement will be smooth and accident free if students adhere to the following rules:

- Walk at all times
- Move on the right side of the hallways and staircases
- Respect the rights of those in classes when traveling in the halls; noisy halls are distracting to classroom activities
- Respect the persons who are moving in the halls; no pushing, punching, name-calling, or behavior that is disrespectful

- Litter in the halls is unsightly and hazardous; students dropping something or noticing litter should pick it up and place it in a trash receptacle

CLASSROOMS

- Be punctual; sit in an assigned seat before the start of class
- Respond to the teacher's directions promptly
- Observe the established rules of the particular class
- Be certain to have everything required for that class
- No students should be in any classroom alone at any time without staff supervision

LUNCH AREA

- Be polite and patient while keeping the proper place in line with regard to all machines or serving lines.
- Keep food and drinks in the lunch area.
- Clean up tables and refrain from littering the floor.
- Keep the noise level down.

ATHLETIC EVENTS

- Spectators will, at all times, respect officials, coaches, and players as guests in the community and extend all courtesies to them.
- Enthusiastic and wholesome cheering is encouraged.
- Students attending an indoor CCA athletic event will be seated immediately upon entering the gymnasium and remain seated until the contest is over. Students are not to be running around or playing on the gymnasium floor.
-

LOCKERS

Lockers are the property of CCA. Lockers are provided for the convenient storage of clothing and materials for secondary students. The lockers are not provided for long term storage of any items. Guidelines for students regarding the use of lockers include:

- Sharing lockers is strictly prohibited.
- Nothing including nameplates are allowed on the outside of the locker.
- The locker should be kept clean and free from refuse.
- No liquids are to be stored in lockers.
- Students will be charged for damage done to lockers.
- CCA administration reserves the right to inspect lockers at any time.
- Lockers are a privilege not a right. Administration can take locker privileges away from any student not observing the locker policies.

- Students must provide their own combination lock (keyed locks are prohibited) and the code must be given to school administration.
-

INSPECTION OF ALL LOCKERS

An inspection of all lockers in the school may be conducted by the school or church administration. Randomly selected lockers may be searched occasionally.

LOCKER DÉCOR

Students may in no way defame, color, or change the appearance of the locker issued to them. Only plain or Christian magnets with Christ centered messages will be allowed inside student lockers. Only pictures of family members will be allowed. Stickers are not allowed.

PARENTAL INFORMATION

CONFERENCES & WORKSHOPS

In line with the school's philosophy, we see that it is essential for parents to be integrally involved in all aspects of their child's education. This includes mandatory attendance at our Parent Orientation (at the beginning of the year), scheduled Parent Conferences and any parenting workshops scheduled throughout the year. These are great opportunities to learn more about the school and areas where you can help your child.

DUE PROCESS AND GRIEVANCE

Because the work wherein we are engaged is addressed by scripture, we cannot condone anything other than arbitration between believers for any dispute. Arbitration is the only Biblical means acceptable for corrective purposes. 1 Corinthians 6:1-8 is very clear on this point and as believers we should refuse to take our disputes before a secular court of law.

When a conflict or grievance arises at the Academy, all affected are expected to follow the guidelines outlined in Matt. 18:15-17 as follows:

1. Approach, in the spirit of meekness, only the person(s) involved. Share with them the specific details of the offense. Never share the offense with others before first approaching the person(s) directly involved.
2. If a resolution is not reached, take the matter to the next person in the chain of authority. The chain of authority, in ascending order, is:
 - Student or parent.
 - CCA Faculty
 - Headmaster
 - Operational Board
 - Senior Pastor

Based on 1 Corinthians 6:1-7, all parties should agree to accept the final resolution of any dispute as arbitrated by the Academy Operational Board and Senior Pastor without pursuing unnecessary litigation. CCA strongly urges compliance to these guidelines from all students, parents, personnel and members of the administration.

PARENT HELPER

Parents who are able to assist in the classroom may begin signing up after the 2nd week of instruction. For the safety and security of our children, all parent helpers will be asked to complete a brief Volunteer Form which includes consent to run a background check.

- All Parent Helpers are to check in and out at the office and wear the badge issued while assisting.
- Do not discuss anything with other parents regarding teachers, students, or classroom procedures.
- Please have a prearranged schedule with the office staff or teacher for which you are volunteering.
- Volunteers may not bring younger siblings with them when volunteering or while chaperoning on field trips.
- Volunteers should not show favoritism to their child or show any judgment against other student's behavior, attitude, etc. Volunteers are advised not to speak to anyone but the teacher about what they observe in the classroom, student's grades or student behavior.
- We ask that volunteers not pick their child up early when volunteering or drop in classes unexpectedly.
- Volunteers are asked that while on campus, field trips and school events/activities, to dress modestly and appropriately.

NOTE: The role as Parent Helper is to help facilitate the learning process and provide optimal supervision both in the classroom and out on the playground. We ask that you restrict your use of cell phones for any reason, business or personal, during your volunteer time.

CANON PARENT CHAMPION PROGRAM

At Canon we are serious about partnering with parents in the education of their children. It is well known that students thrive educationally when parents are involved. To encourage parental involvement and increase student success, Canon has instituted the Parent Champion Program. Each family is asked to volunteer a total of 40 hours over the year. This requirement is per family not per student.

These hours can be served in many ways, some examples include:

- Attending Parent Meetings (4 hours a year)
- Attending Parent Round Table meetings (10 hours a year)
- Office Volunteers
- Attending Fundraisers (8 hours a year)
- Chapel Helpers
- Field trip drivers/chaperones
- Parking lot attendants
- Special event volunteers
- Prayer Group
- Coaching (i.e., Basketball, volleyball, etc.)
- Lunchroom volunteers (A & B Lunch)
- Cleaning & maintenance
- Playground Supervision
- Subject matter experts, elective teachers
- Attending enrichment meetings
- Tutoring and reading buddies
- Additional opportunities will be communicated throughout the year

Hours will be tracked through the front office where each family will have a Family Champion Log. Hours served at non-Academy events can be pre-approved by the Headmaster.

We understand that schedules may not always permit serving the full 40 hours in a year and so un-served hours will be billed to the family at \$20/hour. Our prayer is that this program will greatly enhance each family experience at the Academy while providing the best possible service to every student.

PRAYER SUPPORT

Parents are encouraged to locate three families outside the school that will be in consistent prayer for your family throughout the school year. Prayer request forms are also available in our front office for submission to either the CCA Prayer Team and/or our church prayer teams at your request.

FINANCIAL QUESTIONS

ACCOUNTING QUESTIONS

Our School Financial Office is located on our school campus (19381 N Hwy 314, Belen, NM, 87002) and can be reached during the school year at (505) 864-6611 between the hours of 9:00am and 3:00pm, Tuesday - Friday. All matters concerning financial issues should be directed to the School Financial Office. Neither the administration nor any other staff members of Canon Christian Academy are authorized to make financial decisions on behalf of a student and/or parent.

LATE FEES

Report cards and records will not be released to families that have a past due balance. Any delinquent account of 30 days or more will result in the student being placed on probation and possible disenrollment from CCA.

RETURNED CHECKS

A \$25 fee, plus additional bank charges, will be accrued for each returned check.

PRO-RATE LATE ENROLLMENT

Application/Enrollment Fee is not pro-rated. Enrollments through September 15 will be required to pay full annual tuition. Enrollments after September 15 will be pro-rated. (Each remaining month of school is equal to one ninth of the annual tuition amount.) An enrollment between the 1st and the 15th of the month will be charged a full month's tuition. Enrollment between the 16th and the end of the month will be charged an amount equal to half a month's tuition. The monthly payment for late enrollment students will be determined by the percentage of the school year remaining (to the nearest half month). The partial year tuition will be divided into equal payments.

REFUNDS

Refunds will not be made for absences due to illness, holidays, or other causes. The tuition is based on the annual amount not the monthly payment. Any refund due in the event of a withdrawal will only be made if a credit remains on your account after all other payment responsibilities are cleared. All refunds require a withdrawal form to be

filled out in the school office 2 weeks prior to withdrawal date. Refunds require 20-30 days from withdrawal date to process.

FINANCIAL AID

The purpose of the Financial Aid Program is to provide tuition assistance to families who may not otherwise be able to attend CCA. **ALL families must apply for FACTS (ACE) and the Connor Foundation Scholarship.** Awards are determined by our Financial Aid Committee. The amount of the award is based on parents verified financial need and the school's financial budget. Financial aid awards are good for one year only and must be applied for each year. *It is mandatory for all families qualifying for financial aid to attend or have completed a Financial Ministries Class that will be offered in the school year.* Note: There may be a fee for the class which is not covered by the financial aid award.

To begin, complete a financial aid packet available at the front desk.

DONATIONS

Contributions to CCA are tax deductible. Upon request, a receipt for cash and non-cash donations will be issued for tax purposes.

CASH DONATIONS

Cash donations may be designated to any of the following areas:

- Building Fund *
- Computer Fund *
- Library Fund *
- School Equipment/Resources
- Tuition Assistance/Financial Aid*

*Certain restrictions do apply by law. Please contact our School Financial Office for more information.

NON-CASH DONATIONS

The school does accept non-cash donations of equipment and/or supplies as needed to enhance our overall program. Computer donations must meet certain minimum system and licensing requirements. If interested in making a non-cash donation, please call and speak with an administrator first.

OTHER OPPORTUNITIES TO BLESS FUNDRAISERS

The philosophy of Calvary Chapel Rio Grande Valley and Canon Christian Academy is where God guides, God provides. During the course of the year there may be fundraising opportunities. Any other fundraising will be determined on a case by case basis with the direction of the Holy Spirit.

WITHDRAWAL PROCEDURES

If you must withdraw your child from school, two weeks written notice and an exit interview must be scheduled. One-half of the monthly payment will be charged if your child is withdrawn during the first week of the month, with two weeks written notice. No refund will be given if a child is withdrawn after the first week of a given month.

FINANCIAL AGREEMENT

Acceptance to Canon Christian Academy is granted based on the agreement by parents to pay their tuition according to the finance contract established with the school. CCA depends upon every family paying their tuition on time so that the educational program of all the students can continue as planned.

By making application to CCA, parents agree to the following financial conditions:

1. I understand that enrollment fees and general fees are non-refundable, and I will pay the replacement cost of any CCA materials not returned or returned in a non-usable condition.
2. I understand that two weeks written notice is required to withdraw a student from school. One-half of the monthly payment will be charged if the student is withdrawn during the first week of the month. No refund will be given if the student is withdrawn after the first week of a given month. I understand that all withdrawals, whether before the school year begins or during the school year, must be made in writing and shall be effective when such notice is delivered to the school. Parents are expected to meet with the headmaster before proceeding with withdrawal.
3. I understand that all accounts must be current for report cards to be released, transcripts to be issued, or for seniors to participate in graduation ceremonies. School records will be forwarded to another school only when an account is current. Graduation diplomas will be issued to those students whose accounts are current.
4. I understand that only those students whose accounts are current will be permitted to participate in special activities requiring additional expense, for example: mission trips, class trips, etc. Students are expected to raise their own funds for any school sponsored mission trips.

5. I agree that any time the school receives an insufficient funds notice from the bank, I will pay CCA a \$25 handling fee in addition to any fees my bank may charge. I agree that anytime I find it necessary to cancel an automatic bank draft payment, I will notify the school business office at least five business days prior to the draft date. Should my payment not be made on the agreed upon date, I agree to pay a \$25 late payment fee.
6. Since fund-raising is essential to keep tuition as low as possible, I agree to wholeheartedly support CCA fund-raising projects by being actively involved. (See Fundraising section)

Payments received on weekends or after 5:00 p.m. weekdays are credited to your account on the following business day.

PARENT RESOURCES

The following resources are recommended for parents who want to learn more about Christian parenting, reading, and Christian Education.

Shepherding a Child's Heart by Tedd Tripp

Instructing a Child's Heart by: Tedd & Margy Tripp

The Measure of a Man by: Gene Getz

The Measure of a Women by: Gene Getz

The Disconnected Generation by: Josh McDowell

Bringing Up Boys by: Dr. James Dobson

Bringing Up Girls by: Dr. Dobson

Secret Keeper: The Delicate Power of Modesty by: Dannah Gresh

Calvary Chapel Distinctives by: Chuck Smith

Christian Family Relationships by: Chuck Smith

How To Tutor by: Samuel L. Blumenfeld

Is Public Education Necessary by: Samuel L. Blumenfeld

Why Johnny Can't Read by: Rudolf Fletch

Changed Into His Image by: Dr. Jim Berg

Raising Godly Children In An Un-Godly World by: Dr. Ken Ham

Say Goodbye to Whining, Complaining, and Bad Attitudes in your kids by: Dr. Scott Turansky

Parenting is Heart Work by: Dr. Scott Turansky

Recommended Web Sites:

- <http://www.calvarychapel.com/>
- <http://ccrgv.com/>
- <http://www.heritagebuilders.com/>
- <http://www.shepherdpress.com/>
- <http://www.howtotutor.com/>
- <http://www.answersingenesis.org/>
- <http://www.oneplace.com/>
- <http://www.pluggedinonline.com/>
- <http://www.wayofthemaster.com/>
- <http://www.livingwaters.com/>
- <http://www.BJUpres.com>
- <http://www.maddogmath.com>