



2020 – 2021

Student and Parent Handbook

**Elementary Edition**

(Kindergarten through 5<sup>th</sup> Grades)

*“Discretion shall preserve thee, understanding shall keep thee...”*  
(Proverbs 2:11)

# Table of Contents

A LETTER TO THE PARENTS .....	3	Personal Property .....	15
Admissions Policies .....	4	Policy on Homework .....	15
Accreditation .....	4	Policy Regarding Late or Missing Work	15
Statement of Mission .....	4	·	15
Philosophy .....	4	Policy on Social Networking Sites .....	15
Statement of Faith .....	6	Renweb / Parents Web .....	17
Calvary Christian Academy Believes:	7	Arriving and Leaving .....	17
<u>Notice of Nondiscriminatory Policy as to</u>	7	Release of Students .....	18
<u>Students</u> .....		Testing .....	18
Policy if an Issue Arises .....	7	Kindergarten Graduation .....	18
Attendance .....	7	Honor Roll .....	18
School hours .....	8	Interpretation of Grades .....	19
Tardies .....	8	Progress Reports .....	
Withdrawal Policy .....	8	Duke University Talent Identification	19
Dress Code .....	8	Program .....	19
Uniform items for boys .....	9	Tuition Assistance .....	19
Uniform Items for Girls .....	9	Financial Policy .....	20
Optional Uniform Items .....	10	Health and Immunization Records .....	20
Free Dress Days For Elementary Students:	10	Hearing and Vision Testing	20
<u>Further Clothing Guidelines:</u> .....	10	.....	20
Never Permitted: .....	11	Illness .....	21
Grooming Guidelines for Boys: .....	11	Infectious Diseases .....	
Grooming Guidelines for Girls: .....	11	Communicable Childhood Diseases .....	22
Student Conduct .....	12	Medication Policy for Non-prescribed	22
Discipline Categories and Consequences	12	Drugs .....	22
<u>Offenses that will result in withdrawal</u>	13	Medication Policy for Prescribed Drugs	22
<u>or expulsion:</u> .....		<u>Weather</u> .....	23
Activities that result in student-	13	Parent Participation .....	23
principal conferences, parent-principal		C.P.A. (Calvary Parent Association) .....	23
conference, in-school suspension, or		Fundraising .....	23
probation: .....		Policy on Halloween .....	23
Explanation of Consequences .....	13	Policy on Easter .....	23
	14	Parties .....	
		Field Trips .....	

Child Abuse Reporting .....	23
Policy on Sexual Harassment .....	24
Sexual abuse or sexual molestation ...	24
Sexual harassment .....	24
Sexual exploitation .....	24
Closed Campus Policy .....	25
Visitors .....	25
Policy on Bullying .....	26
PROCEDURES: .....	27
RESPONSIBILITIES: .....	28
Responsible Computer Use Policy .....	29
Social Media Policy .....	32
Calvary Christian Academy Course Descriptions .....	35

## A LETTER TO THE PARENTS

It is a pleasure to welcome you to Calvary Christian Academy. We are so glad we have the opportunity to partner with you in the greatest endeavour of our lives: raising our children! We are grateful for the trust you have placed in us to raise kingdom-driven, world-changing leaders.

Please read this handbook carefully and thoroughly, as it provides specific information about our policies and procedures as a school.

We as a staff, look forward to getting to know each of you better. Please join us in daily prayer for our school. We pray that children will grow in wisdom, knowledge, and favor with God and man. And as we work together on this assignment, we are certain our students can become all that God has destined them to be.

You may contact us in the school office between the hours of 8:00 A.M. and 4:00 P.M. if you have any questions.

Together for our children!

Sincerely in Christ,  
The Administration, Teachers, Staff, and Board of Directors

*“If you are pleased with me, teach me your ways so I may know you and continue to find favor with you.” Exodus 33:13*

## **Organization**

Calvary Christian Academy (CCA) in Fort Worth, TX, operates within the structure of the Constitution and by-laws of Mercy Culture Church.

## **Mercy Culture Church Mission**

Mercy Culture Church's mission is to take people from corporate encounters with God to personal encounters with Him by knowing God, His ways, and by finding favor with Him.

## **Statement of Mission**

*Calvary Christian Academy seeks to train and equip students spiritually, physically, and academically to discover and achieve their God-given destiny.*

## **Vision:**

Taking students from corporate encounters with God to daily personal encounters with God.

## **Philosophy**

Calvary Christian Academy believes the Bible is to be the infallible word of God, and we teach our students from a Biblical worldview. In Luke 2, the Bible says Jesus grew in wisdom (intellectually), stature (physically), and in favor with God (spiritually) and Man (socially). At Calvary Christian Academy, our priority is to teach the whole child - spiritual, intellectual, social, and physical. We believe educating children is a cord of three strands - God, school faculty, and parents. Scripture charges parents with the Biblical duty of educating their children. CCA partners with parents to show children the way they should go, so even when they are old they should not depart from God's way. [Proverbs 22:6, Deuteronomy 6:4-9]

## **Statement of Faith**

Calvary Christian Academy bases its existence and operating policies upon principles found in God's Word.

### **Calvary Christian Academy Believes:**

- The Bible is the inspired, infallible, and authoritative Word of God (II Timothy 3: 16-17).
- There is one God manifested in three persons: The Father, Son, and Holy Spirit (I John 5:4-7).
- All men have sinned, which makes necessary a rebirth through confession and belief in the Lord Jesus Christ (Romans 3:23-25).
- The Holy Spirit is the Spirit of God that leads and guides us into all truths, and that His gifts are in operation today (John 16:23), (I Corinthians 2:12).
- The local church is necessary for the maturity of the believer (Hebrews 10:25).
- There is a resurrection of believers into everlasting life and an everlasting punishment for those who do not believe (John 3:16).

## **Admissions Policies**

1. Parents who enroll their children in Calvary Christian Academy should have conviction that a Christian education is proper for their child.
2. Parents wanting their children to be CCA students, agree that their child will engage in worship, prayer, and bible teachings conducted by the school and church (Mercy Culture).
3. Acceptance of a student is based upon a good standing with the institution in which they are presently or were previously enrolled.
4. The principal/administrator personally interviews parents and students prior to admission to determine agreement with the philosophy, mission, policies, and standards of Calvary Christian Academy. Interviews are conducted by appointment after the student application has been completed and turned in to the school administrator. An assessment to determine grade level performance in reading and math may be administered by CCA.
5. In addition to a student application, evaluation forms will be sent to the student's most recent administrator and a teacher.

## **Accreditation**

The International Christian Accrediting Association (ICAA) which is approved by

the Texas Private School Accrediting Commission (TEPSAC) accredits Calvary Christian Academy. Calvary Christian Academy is also accredited by Cognia, an international secondary and post-secondary accrediting agency.

### **Notice of Nondiscriminatory Policy as to Students**

Calvary Christian Academy admits students of any race, color, national and ethnic origin to all of the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school administered programs.

### **Policy if an Issue Arises**

Parents and students are asked by the Administrator and Board of Calvary Christian Academy to pursue in good faith the purposes of the Academy and to specifically remain loyal and supportive of its Pastor and pastoral staff, administration, teachers and support staff in their policies and decisions. Parents and students are asked to approach the school administrator at any time that there are concerns about procedures or activities in the Academy. It is never appropriate to discuss the Academy faculty, student body or pastoral staff negatively. Families shall comply with and abide by all rules and regulations written by the Academy. All such rules and regulations are incorporated and written in the student and parent handbooks.

### **Attendance**

In order to adequately complete the educational process for each student, a student must have good attendance in school. Calvary Christian Academy understands and makes provision for those absences that are unavoidable, such as personal illness, death, and emergencies that cannot be avoided. It is necessary, however, for the academy to enforce strict policies about unexcused absenteeism. **No absence will be excused without a note from a parent explaining the absence.** Consistent excuses, such as car trouble or caring for younger brothers and sisters, cannot be accepted indefinitely, even with notes from parents. Make-up work is accepted when the absence is excused; otherwise, zeroes will be given for missed work. **If a student is absent from 20% of the scheduled classes for that given reporting period he/she may be put on academic probation.**

Academic probation means that a student's individual situation and academic progress will be monitored closely. Administrators and teachers will determine if a student will be passed, failed or promoted based on grades, attendance and material covered.

### **School hours**

School begins at 8:15 A.M. for all grades. Grades Kindergarten through 5th Grade dismiss at 3:15 P.M.

### **Tardies**

Students at Calvary Christian Academy are expected to be in class on time. **A student is considered tardy if he/she is not seated in his/her class by 8:15 A.M.** If a student is tardy for an acceptable reason, his/her tardiness will be excused if he/she has a note from the parent explaining the tardy. If tardies become excessive, a letter will be sent to the parents and a conference between parents and the principal or administrator will be scheduled. If a student is tardy more than 6 times per semester, he/she will not be eligible for a perfect attendance award.

Doctor's appointment, traffic accident

### **Withdrawal Policy**

If parents wish to withdraw a student, they should notify the school principal. Two working days after notification, a withdrawal slip will be prepared and all records will be sent to the new school (**Note: Grades will be held if there is any outstanding tuition or fees**). Parents who withdraw students after the first day of the month are responsible for the entire month's tuition.

### **Dress Code**

Calvary Christian Academy has a uniform program. The purpose of the uniform program is to free the administrator, teachers, and students from having to conform to a dress code that is hard to enforce. Competition in dress should be removed from the student body so that all students may realize that the major reason he or she comes to Calvary Christian Academy is to work on developing the character of God in his or her life along with educating the mind. Ultimately parents will be responsible for enforcing the dress and grooming codes of Calvary Christian Academy.

Students who are chronically outside of the dress and grooming codes of Calvary

Christian Academy will be sent to the office, and in the case of flagrant or chronic violations students may be sent home. It is important that all students follow the uniform guidelines. The dress code is in effect between the hours of 8:15 A.M. and 4:00 P.M.

All required and optional uniform items may be purchased from:

**Flynn O'Hara**  
**1121 Oakland Blvd.**  
**Fort Worth, Texas 76103**  
**(817) 292-5437**  
**flynnohara.com**

### **Uniform items for boys**

Students may mix and match from the list of official school approved uniform items listed below:

- Navy or khaki trousers (no substitutes)
- Navy or khaki pleated walk shorts.
- Polo shirts with the school logo (short or long sleeves, choice of color: Orange, white, or navy)
- Socks (white or navy)
- Belt (black/brown reversible, brown braided, or navy leather)
- Tennis Shoes may be worn if they coordinate appropriately with the uniform. Shoes must maintain a clean appearance.
- Navy sweater may be worn with required uniform (optional)

Navy, school sanctioned, Calvary Christian Academy sweatshirts

### **Uniform Items for Girls**

Students may mix and match from the list of official school approved uniform items listed below:

- Navy or khaki box pleated skirt
- Navy or khaki Skort
- Navy or khaki pleated front slacks with belt loop
- Navy or khaki pleated walk shorts
- Navy and green plaid skirt
- Polo shirts with the school logo (short or long sleeves, choice of color: Orange, white, or navy)
- Socks or tights (white or navy)
- Belt (brown braided or navy leather)
- Tennis shoes may be worn if they coordinate appropriately with the

uniform. Shoes must maintain a clean appearance. (Sandals are not permitted except on Free-Dress Day - see Free-Dress guidelines)

- Navy v-neck pullover sweater vest or cardigan
- Navy school issue Calvary Christian Academy sweatshirts (may be purchased at the Worldwide Specialty Uniform Store or the school office)

### **Optional Uniform Items**

*School approved* sweatshirts, cardigan sweaters, pull-over sweaters, letter jackets, and team jackets may be worn during school hours.

*At no time is it appropriate to wear the hood up on hooded sweatshirts inside the building.*

### **Spirit Fridays:**

Cost: Free

When: Friday's

Clothing: Spirit t-shirt and conservative jeans. If the jeans have holes, they must be below the knee and it must not be too revealing.

Violations: *First* - one week suspension from Spirit Friday dress *Second* - six week suspension from Spirit Friday. *Third* – suspension from Spirit Friday the rest of the semester.

### **Further Clothing Guidelines:**

- A polo style shirt with buttons or a zipper is permissible. Boys and Girls solid shirts with no slogans and/or pictures.
- Turtlenecks are permitted for boys and girls
- Sweatshirts are not permitted unless they are school issued.
- Shirts must be tucked in at all times.
- Sweaters may be worn but must be neat; no longer than hip length.
- No jackets, unless it is school issued/approved, may be worn in the hall, cafeteria, or classroom.
- Dress sandals for girls are permitted (no “flip-flops” or shoes without straps in the heel area)

### **Never Permitted:**

- shirts with slogans
- baggy or tight fitting clothing (this includes jeans)
- sagging, frayed or torn jeans or pants
- tank tops

### **Grooming Guidelines for Boys:**

- Hair should be trimmed evenly across the neck and it should be no longer than the top of the shirt. Hair should be neatly combed and clean, and may not hang down in the eyes or be severely shaved on the sides. Any hairstyle that is considered inappropriate or a distraction to the learning process by the administrator/principal will be dealt with as a grooming violation.
- Boys may never wear earrings. (This includes school sponsored activities).
- Shirts should be buttoned and tucked into trousers at all times.
- Belts must be worn (8:15a.m.- 4:00p.m.)
- Hats may not be worn inside the building.

## **Grooming Guidelines for Girls:**

- Girl's hair should be conservatively styled. Hair should not hang down in the face. Hair bows and headbands that coordinate with the uniforms are permissible.
- Jewelry cannot be excessive. Small earrings (one per ear) and simple rings are permitted with the uniforms. Jewelry that is contrary to our Christian school philosophy is prohibited.
- Elementary girls may not wear make-up in school. Pale or clear nail polish is permissible.

**\* The administrator/principal reserves the right to make certain judgments concerning dress code that may not be covered in the handbook.**

*Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ. Colossians 2:8*

## **Student Conduct**

At Calvary Christian Academy a student is expected to be obedient. No set of rules can cover everything that can occur during a school year, but the following guidelines will call attention to some of the items which should be considered important:

- No student will be allowed to be disrespectful to a minister, teacher, administrator, cafeteria worker, or custodian. This is a hard and fast rule. The student has rights, but the student must allow his or her parent to question anything that he or she feels is unfair. Students can be expelled for insubordination.
- Students will be respectful of others and their property.
- Loose talk, gestures that are profane, unwholesome magazines, books or comic books will not be allowed.
- Students will comply with all classroom rules set by the teacher.
- It is a serious offense to cheat at Calvary Christian Academy. God expects honesty, and so do we. When a student is caught cheating, he will receive a "0" and it is noted on his permanent record. Parents will be notified.

## **Student Conduct (continued)**

- School telephones are off limits to students unless students have a pass from a teacher explaining the urgent need for him or her to use the phone. Emergency use only! An emergency is defined as an urgent family problem, illness, or game cancellations.
- No student should sit at a teacher's desk or go into a teacher's grade book or personal belongings.
- Students should not sit on desk tops or lean back in chairs.
- Rowdy behavior and fighting at school or school events will result in serious disciplinary action.
- Defacing or destroying school property is a serious offense. Disciplinary action will be taken and restitution by the student will be made. Restitution could be in the form of work detail (upper elementary), payment for damaged property, or when severe enough, suspension or expulsion.
- Visitors are not allowed in the school building during school hours, unless permission has been obtained from the school office.
- No firearms, weapons, or knives of any type are permitted on school property or at school-sponsored events.
- Cellular phones are not to be used during school hours. Cellular phones will be confiscated if they are being used during school hours and returned to the parents. Parents should contact their child through the school office and not the child's cell phone.

## **Discipline Categories and Consequences**

Misconduct can be classified and consequences can be generally defined as follows:

### **Offenses that will result in withdrawal or expulsion:**

- Activities that show disrespect for property or laws and violate Biblical and moral codes of conduct.
- Frequent and repeated violation of any rules.

### **Activities that result in student-principal conferences, parent-principal conference, in-school suspension, or probation:**

- Activities and attitudes that show lack of respect for authority.
- Frequent and repeated violation of classroom and school rules.

**Any violation of rules such as minor disturbances in the classroom that prevent classroom order and instruction can result in** additional work, loss of play time, loss of class privileges, note home, or parent-teacher conference.

#### **Explanation of Consequences**

- **Additional Work** – Work assignments done during play time, before, or after school.
- **Loss of Playtime** – (Lower Elementary) 5-10 minutes spent quietly during recess.
- **Loss of Privileges** – Not able to serve as line leader, door holder, teacher's helper, etc.
- **After School or Lunch Detention** – (4th and 5th Grades) Students will be confined to a specific room after school for thirty minutes and given a specific assignment to be completed by the end of the period. If a student needs to serve a lunch detention, he/she will have a silent lunch period.
- **Note Home** – A report of misconduct to be signed by a parent and returned the next day.
- **In-School Suspension** – (4th and 5th Grades) Students will be required to do all of their class assignments and eat lunch in a designated office area. Disciplinary probation is invoked when a student is suspended for any reason.
- **Expulsion** – Expulsion is recommended when it is apparent that Calvary Christian Academy can no longer meet the needs of a student, or the student's behavior is preventing classroom instruction. Expulsion is also recommended for reasons cited above and for unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal will be set and the withdrawal procedure followed. The expulsion date may be immediate.
- **Detention Hall** – (4th and 5th Grades) Detention is kept after school Monday-Friday from 3:30 - 4:00 P.M. or during a student's lunch break. When an infraction of a rule occurs, a student will receive a written detention slip from a teacher to take home for a parent signature. If a student fails to have the detention notice signed by a parent and brought back the next day, an additional day will be added for each day the notice is not signed. The detention will be served on the following day that the slip was issued.

## **Personal Property**

Students should bring to school only those items necessary for normal school activities. Although the school cannot be responsible for lost items, the school office will attempt to maintain an up-to-date lost and found. **Cell phones** for elementary students are not recommended, however, if they do bring them, they must stay turned off and in their backpack. If the cellphone is used by the student they will first get a warning. The second time, it will get confiscated and a \$30 fee will be required to collect the cell phone from the office.

## **Policy on Homework**

The purpose of homework is reinforcement and drill. Completed homework assignments are required. Incomplete homework assignments will need to be completed in school or at home. If a student is absent, and the absence is excused, a day for each day missed will be given to do the make-up work. **Missed homework can be viewed on <http://renweb.com> (see Renweb / Parents Web below) or a parent may call the school office if there is no computer access. Please call in advance before coming to pick up the work or books to allow ample time for the staff to get the necessary work packed.**

## **Policy Regarding Late or Missing Work**

(4<sup>th</sup> and 5<sup>th</sup> Grades)

Students should have their work completed and submitted on the day that it is due. Late assignments will result in Ten Points deducted from the grade, each day the assignment is late. This policy applies to assignments that are graded.

**Note:** This policy does not apply to assignments that are late due to excused absence.

## **Policy on Social Networking Sites**

Calvary Christian Academy reserves the right to dismiss students from extracurricular activities, sports teams, withhold recommendations to colleges, and ultimately dismiss from the school those students who would violate the tenets of the school honor code on any social networking site such as facebook.com or myspace.com.

## **Renweb / Parents Web**

Parents have access to their child's grades, status of assignments, and the teacher's lesson plans via the internet, through Renweb. A password will be

assigned to each family upon receiving a parent's e-mail address. This gives parents access to their child's (children's) information. Parents are encouraged to check their child's daily progress and contact the school to request a conference with the teacher when any questions arise concerning grades or conduct. Each teacher has a conference hour for scheduling appointments. Parent conferences can be scheduled via email or telephone. *Students can have individual access to all*

### **Renweb / Parents Web (continued)**

*classroom information through their own, personal Renweb account.*

Although your child or you, on behalf of your child, can obtain a Renweb **student** login using a valid email account, **we ask that you do not that**. Your child will be assigned a Renweb login by the Calvary Christian Academy Information Technology Department. Every student, grades Kindergarten through fifth, is automatically assigned a Renweb login and a school email address (student.name@cca-tx.org). That information will not be passed on to your student until the computer teacher decides it is appropriate for students to begin logging on to the computers in the lab, usually third grade. That login information will be given to your student and to you. You as a parent have the right to access your student's email and Renweb at any time. Since it is technically possible for a student to change their passwords, though they are instructed to not do that, if you find that you cannot access their account please contact the school immediately and we will reset the password.

Please note that **there is a difference between a student Renweb account and a parent Renweb account**. A parent account has access to all your student(s) classroom information, family demographics data, and financial data. A student account has access only to that student's classroom information. We encourage you to not give your student free access to your parent account because you could be allowing them to see things that are not their business such as financial information and/or siblings grades and discipline reports.

You can create your parent account using any valid email address or we can setup the account for you with a temporary password and send that information to you.

## Arriving and Leaving

- Students, Kindergarten through Grade 5, arriving before 7:45 AM, are **required** to go to the Clubhouse before school program.
- Students in Kindergarten through Grade 5 remaining in school after 3:30 PM are **required** to go to the Clubhouse after school program.
- There is a **registration fee** and **weekly fee** for Clubhouse. Registration forms are **required** before a child can attend. These forms may be obtained from the school office.
- **Clubhouse opens at 7:00 AM and closes at 6:00 PM. An extra fee will be added for students picked up after 6:00 PM.**
- Students must never be in the parking lot without adult supervision at any time before or after school.
- Only a child's parents or those persons whose names are on regulation forms in the school office will be allowed to pick up a child. Identification will be required when the after school teacher does not know a parent or an authorized person.

## Release of Students

Only a child's parents or those persons whose names are on regulation forms in the school office will be allowed to pick up a child. Identification will be required when the after school teacher does not know a parent or an authorized person. If a parent, a relative, or a friend other than the custodial parent picks up a child either at the end of the day or during the day, please let the school office or the child's teacher know in writing who that person will be. This person should be on our approved list in the office.

***ANYONE OTHER THAN THE CUSTODIAL PARENT MUST SHOW IDENTIFICATION.*** Anyone picking up a student, whether custodial parent or substitute, must come to the school office and ask the office staff to get the child. If it is after hours the student will be released by the after school caregiver if the appropriate steps have been taken for the child's release. If a parent is taking a child out of school early, he/she is to come to the office and sign the student out. It will be necessary if the student returns the same day for a parent to sign him or her back into the school.

## Testing

Each student, Kindergarten through fifth grade, will be required to take standardized tests each spring. The results of these tests will be placed on the student's permanent file and a copy sent home to the parents.

## Kindergarten Graduation

Calvary Christian Academy holds graduation exercises for Kindergarten students. A reception is held in honor of the graduates.

## Honor Roll

*The following criteria are established for the elementary honor roll:*

Students who make all A's in all subjects for the six week period with all A's in citizenship for the same six week period will qualify for the A honor roll.

Students who make A's and B's in all subjects for a six week period with all A's in citizenship will qualify for the A-B honor roll. Students who qualify for an entire semester will receive a certificate at the end of the semester.

## Interpretation of Grades

		100	-	98	.	.	.	A+
		97	-	94	.	.	.	A
A - Excellent		93	-	90	.	.	.	A-
B - Good	<b>Below 70% is failing</b>	89	-	88	.	.	.	B+
C - Average		87	-	84	.	.	.	B
F - Failing		83	-	80	.	.	.	B-
I - Incomplete		79	-	78	.	.	.	C+
		77	-	74	.	.	.	C
		73	-	70	.	.	.	C-

## **Progress Reports**

Progress reports are issued each Friday on RenWeb. Parents are encouraged to review your child's progress report each week. If by the Third Week a student is in danger of failing, or has failed a course, a Parent/Teacher Conference will be scheduled to discuss strategies needed to help the student succeed.

## **Duke University Talent Identification Program**

The Duke University Talent Identification Program was founded in 1980 and is dedicated to the cultivation and education of talented youth. To participate in the program students must be in the 4<sup>th</sup> through 7<sup>th</sup> grades and must have scored at the 90<sup>th</sup> percentile or above on a standardized achievement, aptitude, or mental ability test. Benefits for those students who are eligible to participate in the Duke University Talent Identification Program include: a Certificate of Achievement; a subscription to The Navigator (official newsletter of the program where students can submit their own work and enter contests); receipt of Academic 411 (a publication containing information on academic competitions, summer experiences and sections geared to the arts, reading and science); an opportunity to participate in the Talent Search Writing Contest and to take the Explore test (a multiple-choice test developed by the American College of Testing to evaluate eighth grade students' academic development). Students are eligible to receive MAPacks, workbooks that allow students to work at their own pace. Students at Calvary Christian Academy have represented our school in the Duke Program.

## **Tuition Assistance**

Scholarships for tuition to Calvary Christian Academy may be available. Applications for scholarships can be obtained in the school business office.

## **Financial Policy**

- Tuition is due on the first of each month, beginning August 1.
- When tuition is 30 days late, you will be notified by a letter and phone call.
- You will then be given 15 days to bring your account current.
- When the account becomes 45 days past due, your student(s) will be dismissed.
- Transcripts and records will not be released until the account is paid in full.

## **Health and Immunization Records**

All students should have current immunization records on file. Parents should bring the immunization records to school for placement in the student's file before the first day of classes each year. Students will not be allowed to attend classes if immunizations are not current. The school office should be notified of any unusual health problems or any medication a student is taking.

## **Hearing and Vision Testing**

Routine vision, hearing, and spinal screenings are done each year on selected grades. Results on these tests will be sent to you if any problems are indicated.

## **Illness**

For the welfare of your children and the benefit of others, please keep your child home when the following conditions exist: vomiting or diarrhea within the previous twelve hours and temperature of 100.4 or higher. Please note: students diagnosed with strep throat or any contagious/communicable illness (see page 25 for a list of communicable diseases) **must have a physician's note before they can return to school.** Students on antibiotic for flu or any other illness must be on the antibiotic for **24-hours before** they can return to school.

If a child develops a fever after he or she comes to school, the parent will be called immediately to pick the child up. Please make sure that the school office has current home, work, and emergency numbers.

**Please do not send your child back to school until the child has been fever-free and has had no vomiting or diarrhea for 24 consecutive hours. Taking the temperature before administering any fever-reducing medication is the only way to know if the child is fever-free.**

## **Infectious Diseases**

### **I. Admission of Continued Enrollment of Students with Infectious Diseases**

God deals with us individually (I Corinthians 15:10); therefore, each admitting case will be on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon evaluation of contagion, the behavior, neurological development, and physical condition of the student.

Because we have a responsibility to protect all of our children, the expected type of interaction with others in the school environment and the possibility of

## **Infectious Diseases (continued)**

contagion will likewise be considered in this decision.

A student known to be infected shall not be admitted or permitted continued enrollment to the school without the unanimous approval of a screening committee composed of at least the student's physician, a public health expert or consultant chosen by the leadership of the school. The decision of the screening committee will be final.

For those infectious diseases for which there is no cure the parents or guardians of the student who has been permitted to attend school are responsible for securing quarterly medical examinations as determined by the school administration as to permit a reliable assessment of any change in the child's condition which might affect contagion. Parents or guardians must release the results of these evaluations to the administrator. Their failure to authorize the release of these results will jeopardize the child's continued enrollment. A student excluded from school may be admitted or readmitted, pursuant to re-evaluation under the admission procedures specified above if there is sufficient improvement to warrant admissions.

## **II. Placement of Students with Infectious Diseases**

First consideration should be given to placing the infected student in the regular educational setting consistent with the appropriate precautions needed to avoid infecting others. An infected student, determined by screening committee to be unable to attend classes, supported by appropriate facts and rationale, shall be recommended by the school administrator to secure alternative instruction. Absenteeism or withdrawal from attendance at school shall be reported to the proper public authorities in accordance with any applicable provisions of state law. All persons with infectious diseases deserve our compassion.

### **Communicable Childhood Diseases**

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school:

- |                |                   |
|----------------|-------------------|
| 1. Chicken Pox | 5. Mumps          |
| 2. Pinworms    | 6. Impetigo       |
| 3. Measles     | 7. Whooping Cough |
| 4. Scabies     |                   |

## **Medication Policy for Non-prescribed Drugs**

- Students should not bring any medication to school unless it is absolutely necessary.
- If a student must bring a non-prescribed medication to school, i.e., Tylenol, antihistamine, or any other over-the-counter medication, the parent must send a note with the student explaining the reason for the medication, and instructions to the teacher for administering the medication.
- The student may only bring one dose. The medication must be sealed in a clear plastic baggie.
- No non-prescribed medicine will be dispensed from the school office.
- No student may give medication to another student. If a student gives medication to another student, all privileges to take any medication at school will be forfeited plus further disciplinary action will be taken.

## **Medication Policy for Prescribed Drugs**

**Permission slips acquired from the office must be completed by the parents and a physician before prescription medicine can be dispensed.** A note from the parent along with the medication and permission slips must be brought to the school office before the medication can be dispensed. Teachers will dispense medicine to the students. **Note: All doctor prescribed medication must be brought in its original bottle with the pharmacy information on the label. This will include the physician's name, type of medication, date, refills (if any), and the dosage and frequency.**

## **Weather**

In the event of inclement weather, tune to television station Channel 5 by 6:30 A.M. for school-closing or delay announcements. Also, the school will publish this information on its various social media outlets and will send out a Renweb parent alert via text message. Calvary Christian Academy will generally follow the Fort Worth ISD weather closing policies.

## **Parent Participation**

Parents are always encouraged to involve themselves in school activities. It is

important to your child's development that you be as available as possible in his or her school life.

### **C.P.A. (Calvary Parent Association)**

The mission of C.P.A. is to provide an avenue for parents to support and share in the ministry of Calvary Christian Academy. C.P.A. serves the students, faculty, and staff of Calvary Christian Academy under the direction of Calvary's leadership, prayerfully seeking God's will in all endeavors. Parents who are interested in working with C.P.A. may contact the school office for more information.

### **Fundraising**

Calvary parents and staff will be doing periodic fundraisers to benefit the athletic, fine arts department, clubs or building projects of the school.

### **Policy on Halloween**

October 31st is traditionally recognized as Halloween. Calvary Christian Academy does not recognize this day in room decor, art projects, or in any type of celebration. Believing that this is a pagan holiday, Calvary Christian Academy will not recognize this day in any way.

### **Policy on Easter**

Calvary Christian Academy observes the resurrection day of Jesus Christ.

### **Parties**

Elementary students generally have a Christmas and Valentine party.

### **Field Trips**

Teachers may schedule field trips to coordinate with a unit of study. Parents are required to complete and sign the Permission Form in order for their child to participate. Without this form, the student will not be eligible to participate.

### **Child Abuse Reporting**

Under Texas law, the staff and administration of Calvary Christian Academy is obligated to report any suspected abuse that comes to their attention. The statute provides in part as follows: A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by

abuse or neglect by any person shall be reported. Calvary Christian Academy will comply with the law.

### **Child Abuse Reporting (continued)**

At Calvary Christian Academy, all school staff is to report suspected or known cases of child abuse immediately to the administrator. Once reported, administration will coordinate the procedures for reporting the suspected or known abuse to the appropriate authorities. If an abuse case needs to be reported to the authorities, it is the policy of Calvary Academy to make this report without first contacting the parents of the child. It is the policy of Calvary Christian Academy to contact the parents after making the contacts required by law.

### **Policy on Sexual Harassment**

#### **Sexual abuse or sexual molestation**

Calvary Christian Academy will not tolerate sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent. Any valid complaint of sexual abuse or sexual molestation will be reported immediately to the Administrator who shall report the same to the authorities and Calvary Christian Academy will fully cooperate with law enforcement authorities in investigating allegations that may lead to criminal prosecution of such criminal activity.

#### **Sexual harassment**

Calvary Christian Academy will not tolerate sexual harassment of employees, students, or parents. A valid complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments, which create a hostile or offensive work, study or learning environment. Sexual harassment from teachers, students, supervisors, coworkers or others who visit the Academy should be reported immediately to Sue Tidwell, Administrator.

#### **Sexual exploitation**

Calvary Christian Academy will not tolerate sexual exploitation of employees, students, or parents. A valid complaint of sexual exploitation may lead to appropriate and strict disciplinary action, including termination. Sexual exploitation involves any attempt to develop a sexual or romantic relationship between teacher/student, teacher/teacher, teacher/parent, teacher/employee or

teacher/volunteer with which the teacher has a Supervisory Relationship. Sexual exploitation from teachers, students, supervisors, co-workers or others who visit the Academy should be reported immediately to Sue Tidwell, Administrator.

### **Closed Campus Policy**

The safety and security of students and staff is a primary concern. To assist in providing such conditions, Calvary Christian Academy must operate a closed campus. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day unless otherwise stipulated in this policy.

Closed campus procedures are developed to ensure a safe environment for students. Such procedures must minimally include the following:

Students are to remain on campus throughout the school day with the following exceptions:

- A parent or legal guardian has provided written permission for a student to leave school for a specific need (i.e. doctor appointment, bereavement) and this request has been approved by the principal; or
- A student has a school-approved work or study release privilege; or
- A student meets the criteria established by Calvary Christian Academy administration and is eligible for off campus privileges. (i.e.: senior lunch); or
- A student who leaves the school grounds without authorized permission shall be considered truant.

### **Visitors**

**Only current parents, legal guardians, grandparents, alumni, guest speakers, Calvary Cathedral International staff, and approved vendors and contractors are allowed on the campus as guests.**

Visitors are required by policy to check in at the school office and secure permission to be on campus. Visitors must wear an identification badge that allows staff and students to know that the visitor is approved to be on campus. Visitors are required to check out at the school office upon departure.

Other appropriate procedures may be encouraged and implemented by the Administration of Calvary Christian Academy to assist in the enforcement of a

closed campus policy to provide security and safety for all students and staff. *Visitors must understand that it is the duty of all Academy staff to challenge any and all person not known to the staff that is not displaying proper visitor identification.*

### **Policy on Bullying**

Biblical principle of relationships: “My command is this: Love each other as I have loved you.” John 15:12

**Rationale:** In an effort to instill biblical values and create a more loving environment the school has adopted this policy. From time to time, conflict can occur. Calvary Christian Academy realizes that while bullying may occur, it is never acceptable. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is line with biblical standards.

**Definition:** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. (Stopbullying.gov)

The following actions in an ongoing form may be forms of bullying:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including ‘put downs’, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences.
- Damaging a person’s property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through Facebook, Twitter, Instagram or other electronic means



## **Policy on Bullying (continued)**

**Policy Statement:** From time to time in school community conflict and offence can occur. As part of living in a sinful world, bullying can result when we don't always relate to others as we should or when people try to exert power and influence over others.

Calvary Christian Academy realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

CCA recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administration and addressed according to the procedures below.

### **PROCEDURES:**

- All parties will be spoken to, victim, bully and in some cases sufficient bystanders, to establish the facts of the situation and to hold the bully accountable for his or her actions/inaction.
- All incidences are to be documented and written reports will be kept on the behavior.
- All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
- Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
- Parent(s) of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.
- All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim or victims and bully.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.
- Discipline will follow the discipline policy.

## **Policy on Bullying (continued)**

### **RESPONSIBILITIES:**

#### ***STUDENTS***

- Student should ask the offending student to stop.
- Students being bullied should report it to staff, parents or another adult.
- Students who are aware of bullying should report it to the teacher.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

#### ***PARENTS***

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Parents not satisfied with the action may refer to administrators if the need arises

#### ***STAFF***

- Non-teaching staff should refer all allegations of bullying to teacher and principal. (in that order)
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior. (bullying)
- Teaching staff are to refer to principal with allegations/incidences of bullying. This will be done in a timely manner (within 1 school day of report).
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.

## **Responsible Computer Use Policy**

Computer network resources shall be consistent with the purpose, mission, and goals of Calvary Christian Academy and used for educational and professional purposes. The purpose in providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between schools and the community.

The Internet is a network connecting thousands of computers throughout the world. The Internet can bring a wealth of educational material to the classroom, but may also contain material that is objectionable. Calvary Christian Academy filters web sites believed to be inappropriate for students. However, no filtering system is perfect. Calvary Christian Academy cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parent(s) and guardian(s) must consider this in deciding whether to permit their children access to Calvary's computer network resources.

This Responsible Computer Use Policy {RCUP} is provided so that staff, students, and members of the community using Calvary's computer network resources are aware of their responsibilities. The use of these network resources is a privilege, not a right.

### **TERMS AND CONDITIONS**

#### **A. Access to Calvary's Network Resources**

1. Staff, students, and members of the community may be given access to the Calvary's computer network resources. This access, including account and password, must not be shared, assigned or transferred to another individual.
2. Calvary will periodically require new registration and account information from school, staff, and community members. Adult users must notify the system administrators of any changes in account information (address, phone, name, etc.) within fifteen (15) business days.
3. Access to Calvary's computer network resources may be suspended or terminated if terms and conditions of this RCUP are violated. Prior to a termination of access to Calvary's computer network resources, the user will be informed of the suspected violation and given an opportunity to present an explanation. The user may request a review hearing with an appointed hearing officer within seven (7) days of notification if the user feels that such action is unjust. After the review, access may be terminated if the hearing officer denies the appeal.
4. Each student must have a signed Parent/Guardian Permission Agreement before access is granted to Calvary's computer network resources. A signed agreement must be renewed on an annual basis. The parent(s) or legal guardian(s) can withdraw their approval at any time, upon written request.

## **B. System Security**

1. Computer users may not run applications or files that create a security risk to Calvary's computer network resources. If users identify a security problem, they must notify appropriate administrators immediately.
2. Any user reasonably deemed to be a security risk, or discovered to have a proven history of problems with other computer networks, may be denied access to Calvary's computer network resources.
3. Users should immediately notify the system administrators if they believe that someone has obtained unauthorized access to their private account.

## **C. Respecting Resource Limits**

1. Staff, students, and community members will not post chain letters or engage in spamming. Spamming is sending messages to a large number of people, or sending a large number of messages to a single person, with the intent of annoying users or to interrupt the system.
2. The system administrators reserve the right to set a limit on disk storage for network users.
3. Unless previously approved, users are responsible for any phone charges including, but not limited to, Long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by user while accessing computer network resources.

## **D. Illegal Activities**

1. Calvary Christian Academy will cooperate fully with local, state, or federal officials in any investigation related to illegal activities.
2. It is prohibited to sell or purchase goods and services without prior approval of the appropriate administrator.
3. Attempting to gain unauthorized access to Calvary's network resources or go beyond authorized access is prohibited. This includes attempting to log in through another person's account or accessing another person's files.
4. Vandalism will result in cancellation of privileges to Calvary's computer network resources. Vandalism is defined as any malicious attempt to harm or destroy data or equipment on any computer network.
5. It is prohibited to use Calvary's computer network resources with the intent of denying others access to the system.
6. Advertising will be permitted on Calvary's computer network resources with the prior approval of the appropriate administrator.

## **E. Intellectual Property (Copyright)**

1. No copyrighted material is to be placed on Calvary's computer network resources without written permission from the copyright owner.
2. All users of Calvary's network resources must agree not to submit, publish, or display any type of material that violates this RCUP.

## **F. Software**

1. Only public domain files, and files that the author has given written consent for online distribution, may be uploaded to Calvary's software libraries.
2. Software having the purpose of damaging Calvary's network resources or other systems is prohibited.
3. Users may be required to use a Calvary approved Internet browser or other software to access the computer network resources.

## **G. Language**

1. Polite and appropriate language is expected at all times.
2. Abusive messages are prohibited.
3. Harassment is prohibited. Harassment is conduct which is sufficiently severe, persistent, or pervasive that it adversely affects, or has the purpose or logical consequence of interfering with a user's educational program, or creates an intimidating, hostile, or offensive environment. Behavior that continues after an individual is informed of its offensiveness may constitute evidence of an intent to harass. If told by a person to stop sending messages, the sender must stop.

## **H. Liability**

1. Calvary Christian Academy does not warrant the functions or services performed by its computer network resources. Resources are provided on an "as is, as available" basis.
2. Opinions, advice, services and all other information supplied by third parties is for informational purposes only. It is not guaranteed to be correct. Users are urged to seek professional advice for specific individual situations.
3. Any software available from Calvary's network resources is not guaranteed as to suitability, legality, or performance by Calvary Christian Academy.
4. Staff, students, and community members agree to indemnify and hold harmless Calvary Christian Academy for any liability arising out of any violation of this AUP.

## **I. Electronic Mail and Real-Time Conferencing**

1. It is not the intention of the system administrators to inspect or disclose the contents of electronic mail or computer files sent by one user to another, without consent from either party, unless required to do so by local, state, or federal officials. Electronic mail is not private. As with written communication, users should recognize there is no expectation of privacy for electronic mail.
2. Users are expected to remove e-mail messages in a timely manner.
3. All users must promptly report inappropriate messages received to a teacher, supervisor, or the system administrators.
4. Students should not reveal personal information such as addresses, phone numbers, passwords, or financial information to others. Private information may not be posted about another person.
5. A cancelled account will not retain electronic mail.
6. The system administrators reserve the right to terminate access to Calvary's computer network resources if this RCUP is violated while using real-time chat features, including video conferencing.

## **J. Incidental Personal Use of Technology Resources**

1. Technology resources may be used by Calvary personnel for personal purposes provided that the use does not interfere with Calvary's ability to carry out normal school business, does not interfere with the employee's duties, does not subject Calvary to increased costs or risks, and does not violate the terms of the Reasonable Computer Use Policy.

Prior to receiving access to Calvary's network resources, students, parents, and educators must submit a completed Computer Access Form to the appropriate administrator or designee.

## **Social Media Policy**

At Calvary Christian Academy, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube and Flickr to name a few.

Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing Calvary Christian Academy in social media spaces, regardless of whether these are considered professional or personal spaces.

### **Use good judgment**

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
- Know and follow the school's Responsible Computer Use Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

### **Be respectful**

- Always treat others in a respectful, positive, and considerate manner.

### **Be responsible and ethical**

- Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- If you are someone's peer, interact with them online if you are so inclined. If you are an employee thinking about interacting with a student, consider the following questions before proceeding. What is the purpose of my interaction with a student? (If it is not related to your classroom activities, reconsider using a social network.) What is the social network in which I propose to interact with a student? (If the social network in question has limited professional applications - Facebook, for instance - reconsider using that social network.) If you are uncertain how to proceed, consult your division head.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

### **Be a good listener**

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

### **Be accurate and appropriate**

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involve passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

*And if you don't get it right ...*

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private information or reporting confidential information), please let your division head or supervisor know immediately so the school can take the proper steps to help minimize the impact it may have.

### **Be confidential**

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private
- Use caution if asked to share your birth date, address, and cell phone number on any website.

### **Respect private and personal information**

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure - as necessary and appropriate - to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally, use only first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names or ask the Administrator for guidance.
- Always respect the privacy of school community members.

### **Post images with care**

- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of current students.

Do not post photos of students who are on the "Do Not Photo" list. (Ask your teacher or see the Administrator for details.)

## Calvary Christian Academy Course Descriptions

### Grades K – 5<sup>th</sup>

#### **Phonics/Handwriting:** (Kindergarten)

The Phonics/Handwriting program is designed to present the students with the alphabet, the letter sounds, and some basic blends through the use of visuals, games, oral and written assessments. The handwriting course introduces all of the lower case letters and uppercase letters in cursive.

#### **Phonics/Penmanship:** (Grade 1)

The Phonics program is designed to teach the principles needed for basic reading skills. Students are taught the sounds through oral teaching, and reviewing the phonics charts, flash-cards, and clue word cards. Students are given opportunity to apply the sounds to new words through puzzles, riddles, oral and written exercises, and illustrations. The handwriting program teaches proper formation, slant, and spacing of cursive letters. Penmanship habits are formed during first grade. The program is designed to correlate with phonics. Daily practice in writing reviews the phonics sounds being taught.

#### **Phonics/Penmanship** (Grade 2)

Students are taught all the sounds and blends of letters, daily practice, thorough review and application of rules are provided through workbooks, exercises, phonics-based work-texts and other classroom support materials. Second grade writing is integrated with the phonics program to help students review phonics as they practice their handwriting. The writing course also includes exercises to develop creative writing skills.

#### **Penmanship:** (Grade 3)

Students receive continued instruction in and practice of penmanship skills. The penmanship program incorporates the development of dictionary skills and creative writing.

#### **Penmanship:** (Grade 4)

Students have opportunity to practice for penmanship excellence. Correct formation, spacing, letter size, slant, and overall neatness are the focus of this course. Students have opportunity to improve their creative writing skills.

#### **Spelling:** (Grades 1 and 2)

Students are presented with weekly spelling lists to master. A variety of games and activities allow the students to use the words, practice dictionary and syllabication skills and increase their vocabularies. Each level offers a treasury of poetry for the students to learn.

#### **Spelling:** (Grades 3, 4, and 5)

Each grade level focuses on building spelling skills using various strategies which include: learning most commonly used words in English; learning words that are frequently misspelled; learning words changed by prefixes and suffixes; forming compound words and contractions and sentence dictation. Each unit includes practice activities for editing skills and identifying

correctly spelled and misspelled words.

**Reading:** (Kindergarten)

Students in Kindergarten begin reading with a series of colorful, interesting books prepared especially for their age level. These books help the students apply and master the phonics rules they are learning.

**Reading:** (Grade 1)

The first grade reading program teaches students to read by developing early word-analysis and comprehension skills. The reading selections contain moral value and character-building themes.

**Reading:** (Grade 2)

The second grade reading program works in conjunction with the phonics program. This reading program promotes the development of reading comprehension and thinking skills. Selections include Bible reading and character-building stories. Students in Grade 2 are given an opportunity to qualify for the Second Grade Reading Bee, hosted by “Score A Goal In The Classroom.” One student will be selected to represent Calvary Christian Academy based on his or her accuracy, fluency, and comprehension. This student will compete with other students from the Metroplex. The competition is held in November, on the TCU Campus.

**Reading:** (Grade 3)

The emphasis for third grade reading is comprehension and instilling an appreciation for literature. The carefully selected literature helps students grow intellectually, emotionally, and spiritually. Reading skills are acquired by daily oral reading. Comprehension is stressed by discussion, quizzes, and activities.

**Reading:** (Grade 4)

The emphasis for fourth grade reading is to improve students’ reading skills, reading speed, reading comprehension, increase their vocabulary, and develop an appreciation for literature and the pleasure that comes from reading.

**Reading:** (Grade 5)

Through a variety of good literature, students develop an appreciation of reading. Emphasis is placed on improving the flow and expression of oral reading, and increasing speaking and listening vocabulary. Various teaching methods and enrichment activities make reading more meaningful for the students.

**Accelerated Reader:** (Kindergarten – Grade 5)

The Accelerated Reader Program is designed to motivate students to read more. Students are recognized for improving the quality and difficulty level of their reading. Research indicates that Accelerated Reader children show faster growth in reading achievement than other students. Students develop critical thinking skills such as evaluation, synthesis, analysis, and application. The Accelerated Reader book list features titles with a wide range of reading levels. Students develop a love for reading and start reading for enjoyment.

**Language: (Grade 1)**

Beginning writing skills and grammar are introduced at this level. Students learn how to write a complete sentence, alphabetize, write contractions, and learn basic rules for capitalization. Creative writing provides opportunity for the students to apply writing and grammar skills to their own paragraphs and stories.

**English: (Grade 2)**

The English program used in Grade 2 provides students with the necessary skills to use the English language correctly. Students begin learning the parts of speech by reciting definitions in "jingle form." The rhythmic definitions are sung by the class to help them remember the role of each part of speech. Through an oral series of questions and answers, students analyze sentences to determine the role each word plays in the sentence. After the students learn to write a variety of good basic sentences, they learn to write different kinds of paragraphs, beginning with a two-point paragraph. Journal writing is part of the daily writing process. Punctuation marks and dictionary skills are taught during this year's English program. Speaking and listening skills are practiced.

**English: (Grade 3)**

Students will review the skills taught in Grade 2. Students will be introduced to new parts of speech, capitalization rules and punctuation marks. Use of these new skills will be incorporated into the writing process. Students will learn different kinds of writings: expository, persuasive, descriptive, narrative, creative writing, friendly letters, business letters, thank-you notes and invitations.

**English: (Grade 4)**

As students continue to review parts of speech using the question and answer flow for each sentence, they use their skills in the writing process. In addition to the types of writing they learned in the previous grade, they are introduced to poems and writing an autobiography. Editing rough drafts is included in the writing process.

**English: (Grade 5)**

The question and answer flow continue to be practiced. The writing process continues to be developed. Skills necessary to write a research report are introduced this year. This includes taking notes, making an outline and bibliography cards, writing and editing the rough drafts and writing the final report. Figures of Speech, similes and metaphors are introduced in the Fifth Grade curriculum.

**Creative Writing (Grade 5)**

Creative Writing class allows the teacher to harness the creativity of young minds, sharpen grammar skills, and use them to inspire a lifelong passion for learning. Creative writers will begin with basic writing skills and put those skills to use throughout the year in imaginative and fun activities, such as, interviewing, playwriting, poetry, book writing, journaling, and short story work.

**Math:** (Kindergarten)

This math program presents counting from 1-100 by ones, twos, fives, and tens; recognition and writing of the numbers 1-100; before, after and between numbers, as well as smallest to largest numbers, and the number words one through ten.

The students become acquainted with the combinations for the one to ten addition families, and are exposed to telling time, counting money, and the concept of subtraction and measurement. The parts of the calendar are reviewed daily where an understanding of patterning is offered.

**Math:** (Grade 1)

*Arithmetic 1* presents concepts in an orderly manner, building on prior learning and including consistent year-long review. Concepts include counting, writing and reading numbers, place value, addition and subtraction, money, graphs, measurement, time, temperature, and fractions.

**Math:** (Grade 2)

Second Grade math curriculum provides opportunity to review math facts and learn new addition and subtraction facts. Students will be required to do double-digit and three-digit addition and subtraction calculations. The curriculum introduces students to problem solving and reasoning skills, collecting data, graphing and probability. Geometry, counting money, learning time, and the calendar are skills presented in the Second Grade curriculum. The math program covers measurement, including weight, capacity and temperature.

**Math:** (Grade 3)

This year's math curriculum covers a wide range of skills. Students will learn to round whole numbers, count coins and bills, graph and analyze data, multiply and divide. Students are given the strategies to measure items to the nearest inch and half-inch. Students learn about congruent figures, symmetry, finding perimeter, area and volume. Addition and subtraction of fractions and an introduction to decimals are part of this year's course work. Problem solving strategies are included with each concept. Extra practice sheets for each chapter are available.

**Math:** (Grade 4)

Previous skills are reviewed, reinforced and developed. New skills include algebraic reasoning, multiplying and dividing by two-digit numbers, finding averages, developing skills with decimals including: adding, subtracting and rounding decimals. Course work in geometry includes working with points, lines and line segments; rays and angles; quadrilaterals and other polygons. Problem solving strategies are incorporated for each skill. The curriculum includes practice work and enrichment exercises

**Math:** (Grade 5)

This year's curriculum provides review of the previous year's course. New skills and concepts are introduced in the areas of graphing, data and statistics, multiplying and dividing decimals and fractions, geometry, ratio, proportion, percent and probability. Equations and integers are reviewed and developed. Students are given sufficient practice to develop each new skill through the practice and enrichment exercises.

**Science: (Kindergarten)**

This course stimulates students to explore the world God made through many hands-on and directed experiences. Students are brought into an awareness of their individual self in relation to God. The following topics will be studied: the Human Body, Five Senses, Characteristics of Pets, Force in Motion, and Seasons and Weather.

**Science:**

The science curriculum for Grades 1 - 3 is comprised of topics which reflect the interests and developmental characteristics of primary age children. Each grade level curriculum provides opportunity for students to observe, describe, build knowledge and predict. Student booklets, experiments, recording forms, lesson reviews and study guides are provided to enhance learning. Each grade is equipped with a science tool kit for demonstrating and exploring the concepts presented in each lesson.

**Science: (Grade 1)**

Topics include: life stages of human beings; observing trees; exploring sunlight, water and soil; investigating animals and their habitats; examining the characteristics and life cycles of insects.

**Science: (Grade 2)**

Topics include: investigating the physical properties of matter; observing rocks and minerals; investigating forces and work; examining simple machines; exploring sound and light and investigating birds

**Science: (Grade 3)**

Topics include: exploring our solar system; investigating elements and compounds; investigating changes in our atmosphere; exploring the earth's structure; examining the structure and parts of seed plants and investigating amphibians and reptiles.

**Science: (Grade 4)**

This science course will be an acknowledgement that the world in which we live belongs to God, Who created and upholds it. The emphasis is for the students to gain knowledge of the relationship between science and the Bible. The curriculum engages the students in exploring, identifying, classifying, describing and examining various topics which include: cells, plants, vertebrates, arthropods, ecology, and ecosystems. Students will be introduced to a description of the sources of electricity and how electricity is used.

**Science: (Grade 5)**

Fifth Grade Science presents a wonderful opportunity for students to explore God's amazing world. In this course students will study the universe: stars, the galaxies, planets, the solar system, the earth's motion, and the phases of the moon. Tools used by astronomers to explore the universe will be identified. Students will examine the structure of matter which includes identifying and interpreting information on the Periodic Table of the Elements. Students will investigate physical and chemical properties of Matter. The student will conduct a one-variable experiment, finding the volume of rectangular prisms and using a graduated cylinder to measure the volume of liquids and irregular solids.

**Social Studies: (Kindergarten)**

This Social Studies course introduces students to a sense of community beginning with the concept of the family as the basis and expanding outward to include the greater community. It includes a study of community workers, basic United States History and Geography, and international geography and cultural facts.

**History and Geography: (Grade 1)**

Students are provided with an exciting introduction to history, geography, and map skills. First graders learn about their country, where it is located on the map, where on the map they live, and how their country relates to the whole world. Students are taught important symbols, history, and places of interest in the United States. Simple facts about the geography of our world and children who live in other countries are shared. Students are taught about patriotism and respect for our country.

**History and Geography: (Grade 2)**

Second graders learn what life was like in our country's early days. They learn the history of our flag and of patriotic songs and holidays. They study the lives of groups that made valuable contributions to our American heritage. Geography is incorporated into the lessons.

**History and Geography: (Grade 3)**

Third Grade History includes the study of biographies of great Americans. The emphasis is on patriotism, character development, and various contributions made by Americans to this country. Additionally, the course includes a general introductory study of the 50 states and map skills.

**History and Geography: (Grade 4)**

In this study of American History, students study famous people, major events, changes in ways of travel, communication, and thinking, and the principles that made America great. Through this study, students learn to love and respect their country. Included in this course is a study of the state of Texas. Students will be required to assemble a state history notebook.

### **History and Geography: (Grade 5)**

History at the fifth grade level is structured so that the entire class can be a lesson in patriotism and Biblical character training. The facts of history are given from a Christian perspective, giving students the chance to develop the traits that can make them great men and women in God's sense of the term. During the year, fifth graders will not only be taught a survey of world history and geography, but will also learn many important documents from American History.

### **Chapel**

Elementary students, Kindergarten through Grade 5 assemble weekly for chapel. Chapel services open with Praise and Worship followed by a teaching focused on Biblical Principles and the development of Godly character. Guest speakers visit and bless the students and staff with live Praise and Worship and dynamic life changing messages.

### **Bible (Kindergarten)**

This Bible Character program is intended to present the students with a basic Bible knowledge of Old and New Testament characters, and the personal traits which identified them as godly, and the traits, in some, which caused them to turn away from God and His Word. It is designed to present the student with the plan of salvation, to teach the students how to pray, and to provide them with the opportunity to pray daily.

### **Bible (Grades 1-4)**

*Building on the Rock* is a unique Bible curriculum designed specifically for students in Grades 1-4. The purpose of the curriculum is to help children begin to formulate and apply a biblical worldview at an early age. The curriculum presents a framework of biblical truth and values, encourages students to reflect upon it and provides opportunities in various formats for them to apply what they have learned. The goal of the curriculum is to help young students begin to develop a cohesive Christian worldview through which they can interpret the world around them and respond biblically to it in their thinking and doing. Each grade's curriculum includes key themes, memory verses and selected character trait of personal application related to the Biblical Truth developed throughout the units and correlated Bible stories for each theme.

### **Bible (Grade 1)**

The main theme is **Wisdom**. Themes developed throughout this level are: the nature and apprehension of truth, the revelation of truth, the attributes and character of God, the Trinity, God the Creator, and the aspects and nature of creation.

### **Bible (Grade 2)**

The main theme is **Fellowship**. Key themes developed are: the origin of people, the purpose of people, the nature and fellowship with God, the fall and fellowship, the origin and nature of sin, the consequences of sin, redemption and fellowship, the nature of the new birth and fellowship with God.

**Bible (Grade 3)**

The main theme is **Image-Bearing**: becoming more like Jesus. Main themes include: people as image-bearers of God, the worth and dignity of people, the fall and image-bearing, the consequences of sin, redemption and image-bearing, the characteristics of the new creation in Christ and renewing and maturing of the new creation in Christ.

**Bible (Grade 4)**

The main theme is **Servanthood**: God created His image-bearers to serve one another in love. Other themes presented in the curriculum are: God made the family and nation in which His image-bearers are to live and serve each other; sin causes disharmony among God's image-bearers; Jesus died to bring His image-bearers into a new family and nation of harmony called God's church.

**Bible (Grade 5)**

Fifth Grade Bible is a survey of the Old Testament beginning with the Book of Genesis and ending with a study of the Prophets. Students will focus on particular characters including Abraham, Isaac, Jacob, Joseph, Samuel, Saul, David, Solomon, Elijah, Elisha, Ezra, Nehemiah and Queen Esther. One of the goals of the curriculum is to allow the Holy Spirit to work in the lives of the students to “conform them to the image” of Jesus Christ. Therefore, a strong emphasis is placed on character development with practical lessons enabling them to make life-changing decisions for themselves. Each lesson ends with a Life Principle challenging the students to apply them to their lives. A Scripture Memorization Program gives students the opportunity to memorize passages that are applicable to their lives.

**Spanish: (Kindergarten-Grade 5)**

Beginning with Kindergarten, students are introduced to the Spanish alphabet and the vowel sounds. Students learn the correct pronunciation through listening and speaking. Vocabulary building begins in Kindergarten and is developed each year. Students learn to recite scripture, say simple phrases, and sing songs. Through the course, students learn about the Spanish culture. Older students learn about different Spanish speaking countries through individual research.. Field trips are planned to give older students an opportunity to speak the language and experience Spanish culture.

**Library: (Kindergarten-Grade 5)**

The emphasis of the library program is to instill in students a love for reading. Beginning with Kindergarten, students are exposed to different types of books. Young students enjoy story time, while older students are given opportunity to select books of interest to them. Students are taught the parts of a book, how to distinguish between fiction and nonfiction, the Dewey Decimal System, how to locate books using the computer and card catalogue, and many other facets of the library, including how to research material for a research paper. The skills are developed according to the grade level. Goals for each grade level are based on Biblical principles.

**Computer:** (Kindergarten-Grade 5)

Introduction to the computer and the keyboard begin in Kindergarten. Skills are developed in each grade. Students learn the parts of the computer, how to use various applications including “Print Artist,” and how to use the internet and send e-mail. Students will receive adequate instruction in the skills required to use the word processor with proficiency. In conjunction with the skills being taught, students are given assignments to apply what they learned.

**Fine Arts****Art:** (Kindergarten-Grade 5)

Art provides students with the opportunity to develop their own creativity, express themselves, and glorify God through their art work. Students are exposed to a wide range of art media, are taught how to manipulate various tools and materials, and they learn to identify and use the elements of art and principles of design in creative ways. Students learn to see detail of line, shape, pattern, texture, and color. Art history and art appreciation are incorporated into the lessons.

**Music:** (Kindergarten - Grade 4)

This course encompasses a collection of songs and music activities dedicated to instilling praise and worship in the lives of children, teaching them to express themselves to God. The music program provides students with opportunities to have “hands-on” and heartfelt experiences in praise and worship and encourages them to share their faith in Jesus Christ with others. Students are taught basic rhythm, dynamics, note values, names of notes, music symbols, and skills of conducting music. Students are introduced to composers of the Baroque, Classical, Romantic, and Impressionistic periods. The music classes present two outstanding musicals, the Christmas Program and Spring Program.

**Fifth Grade Recorder Class**

Students will be able to: read music, play a recorder, keep a beat and play/recognize songs by ear. In the spring they will have opportunity to record themselves and share the recordings with family and friends. Students will be more prepared to make the leap into band or choir for the next year if they are interested. In addition to these, this class will add a much needed time for movement, fun and musical stimulation that will assist them in other areas throughout the day

**Physical Education:** (Kindergarten)

The Kindergarten physical education program provides opportunities for the young child to develop their large motor muscles. Students will be taught basic motor skills such as throwing, catching, bouncing, and kicking a ball, skipping, hopping, and jumping. Simple organized games help to develop motor skills as well as the importance of obeying rules, sharing, and good sportsmanship.

**Physical Education:** (Grades 1-5)

Elementary Physical Education is designed to provide students with an opportunity to understand how a strong body fits into God's plan for their spiritual growth, to provide activities that develop fundamental motor skills, sport skills and rhythmic skills, to teach students the importance of health related physical fitness and the tools to assess, acquire, and maintain fitness throughout life, and to help students develop appropriate attitudes, social skills, and team responsibilities. Beginning in grade 3, girls and boys have separate physical education classes. All students participate in the physical fitness testing.

**NOTES:**

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