

# PARENT-STUDENT HANDBOOK

Index \_\_\_\_\_ Page 1

**Introduction** \_\_\_\_\_ Page 3

## **Admission**

Admission Requirements

Non-discrimination Policy

Policy Changes Notification

Special Education Services \_\_\_\_\_ Page 4

## **Philosophy Statement**

Mission and Vision

CGA Values \_\_\_\_\_ Page 5

Spiritual Growth and Support

**Academic Policies and Procedures** \_\_\_\_\_ Page 6

Academic Integrity

Classroom Expectations

Cumulative Records \_\_\_\_\_ Page 7

Field Trips

Grading Scale

Homework \_\_\_\_\_ Page 8

Make-up Work/Missing Assignments

Parent-Teacher Conferences

Report Cards \_\_\_\_\_ Page 9

Physical Education

**Attendance/Tardy Policies and Procedures \_\_\_\_ Page 10**

Attendance Philosophy \_\_\_\_\_ Page 11

Reporting Absences

Extended Absences

**Behavior Policies and Procedures \_\_\_\_\_ Page 12**

Discipline Guidelines

Infractions

Bullying Policy \_\_\_\_\_ Page 13

Suspension

**Dress Code Policies and Procedures \_\_\_\_\_ Page 14**

Guidelines

**Electronic Device Policies and Procedures \_\_\_\_ Page 15****General Information**

Class Schedule/Scope and Sequence

Classroom Visitation

Communication with Teachers

Emergency and Health Procedures \_\_\_\_\_ Page 16

Photo Usage

Lunch

Chapel



## INTRODUCTION

### ADMISSION

Calvary Grace Academy (CGA) welcomes students who will benefit from a unique approach to Christian education taught by teachers who are knowledgeable and passionate about their field of study, compassionate and excited about the students they teach.

Candidates for admission are considered on an individual basis and parental support of the vision and mission of CGA. All students must have a desire to attend CGA and agree to honesty and wholeheartedly apply themselves to learning. They also agree to be courteous and respectful to their peers, staff, faculty, and others. We reserve the right to select students and families based on our core values and personal qualifications including the willingness to cooperate with the Administration and abide by the school policies.

CGA does not discriminate based on race, color, national and ethnic origin in admissions policies, academic performance or scholarship programs.

The administration of CGA reserves the right to make policy changes at any time. If any changes are made to this document, parents and students will be notified via email of the change in policy and the date that such a policy will go into effect. Please be aware of your obligation to monitor these means of communication. They are the school's primary means to update you on all policy changes.

### **SPECIAL EDUCATION SERVICES**

We do not provide special education services or formal curricular modifications such as student testing or preparation of 504 plans or Individual Educational Plans. However, a qualified educational specialist is available to assist teachers with students needing specific target help. Referrals are made through the teacher.

### **PHILOSOPHY STATEMENT**

The philosophy of CGA is intrinsically aligned to that of Calvary Chapel Grapevine (see [www.calvarygrapevine.com](http://www.calvarygrapevine.com)). We believe that bringing up a child in the likeness of Christ is primarily the responsibility of the child's parents. Therefore, the school's role is to assist in that education, without diminishing the parents' integral role. We strive to give the students the skills to be productive citizens by becoming leaders with a strong emphasis on serving others.

### **MISSION AND VISION**

At CGA we believe in combining excellence in education with character training. CGA seeks to instill a sense of personal responsibility in cooperation and consideration for one another. This begins with the faculty creating an atmosphere of consideration and cooperation amongst one another. This in turn helps the students develop an awareness of others and a desire to follow that model.

We have structured our classrooms in a way that fosters the development of leadership skills through serving others. One way we do this is by providing combined classes when appropriate. The benefit of this model is that students learn...

- Leadership Skills
- Respect for Others
- Growth in Confidence
- Work Independently
- Develop Patience
- Practice Kindness

Our goal is to develop independent learners that are engaged in the process of discovery and a love for learning.

The aim in grades 1st - 12th is to instill a foundational love for reading. CGA strongly believes proficiency in reading is an attainable goal. Once this seed is planted, the student's confidence will grow.

This confidence is the foundation by which children grow to love learning. Hands on math and science are also an important part of this foundation to inspire curiosity and critical thinking.

Therefore, CGA is dedicated to partnering with parents to lay this foundation of learning.

### **What are CGA's values?**

- We value people: No matter the economic situation, age, race, or gender, we will show courtesy, kindness, and respect for every person because we are all created in the image of God.
- We value growth: We want our students to grow and develop in their learning, understanding, character, and faith.
- We value collaboration: Collaboration takes trust, communication, and hard work from all of us.
- We value leadership: Students are encouraged to step up to do what is right, be responsible, and help those around them.
- We value glorifying God. We seek His honor by doing all things as unto Him in word and deed.

CGA desires to help our students soar regardless of the common adversities we all encounter. Learning to “cast our cares upon the Lord” frees us up to excel spiritually and academically as seen in (1 Peter 5:7).

Learning to “walk in the Spirit” fosters a faith dependence on God for strength and wisdom (Galatians 5:16).

These are foundational truths where a child is learning to “build their house” on the solid Rock of Christ (Matthew 7:24).

Our church consistently prays for our students that God will bless and grow them as they participate in Calvary Grace Academy.

*LEADERSHIP TEAM: Pastor Rick Miller and board of directors*

## **ACADEMIC POLICIES AND PROCEDURES**

The academic standard for all students at CGA is to achieve excellence in whatever they do; we encourage students to aim for academic awards given at the end of each semester.

### **ACADEMIC INTEGRITY**

Academic dishonesty is the deliberate attempt to misrepresent an individual's efforts, in writing, visual, or oral presentations. Here are some examples of academic dishonesty:

- Looking at another students' test or quiz paper
- Using a "cheat sheet"
- Complicity (involved with the wrongdoing) in cheating
- Using a solution manual or answer key
- Stealing a test or the distribution of a stolen test
- Completing or copying another student's work or homework
- Work (whether it be homework, exams, tests, or quizzes) that is not the sole work of an individual student or that contains answers from another student, a solution manual, or answer key.

### **CLASSROOM EXPECTATIONS**

All teachers have specific classroom expectations for which students are held responsible throughout the school year. The following basic classroom expectations will be adhered to on campus and in classrooms:

- Respect of individual persons and their property
- Respect for those in authority
- Respect for the learning environment and students' right to learn without distractions
- Respect for the student's rights in the learning process to express themselves without ridicule.

### **CUMULATIVE RECORDS**

Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by CGA must be granted to natural parents, adoptive parents, or legal guardians of students under the age of eighteen.

### **FIELD TRIPS**

For each trip, every child must have a permission slip and medical release form signed by the parents. Transportation is by carpool.

### **GRADING SCALE**

1st – 12th Grade All assignments, quizzes, and tests are given a percentage value, which is determined by dividing the number of points earned on the assignment by the total number of points possible on the assignment. The resulting percentage is assigned a letter grade as follows:

100% - 98% = A+

97% - 95% = A

94% - 90% = A-

89% - 87% = B+

86% - 84% = B

83% - 80% = B-

79% - 77% = C+

76% - 74% = C

73% - 70% = C-

69% - 67% = D+

66% - 64% = D

63% - 60% = D-

59% - 0% = F

## **HOMEWORK**

Homework is a required and integral part of CGA's curriculum, providing vital reinforcement of school instruction and aiding the student in learning and developing disciplined study habits. Parents should keep in mind that study patterns are developed during the elementary years. Homework is not limited to written work only; it may include reading, study, and preparation for quizzes and tests. At CGA we do not assign busy work, therefore homework is assigned for reinforcement in the area where the student needs extra help in mastering concepts. Keep in mind – our school has a four-day school week with shorter hours.

Homework must be signed off by the parent/guardian and is due the following school day unless otherwise stated by teacher. There are natural consequences for not doing homework. If a student does not do their homework, grades may suffer and they may be unprepared for learning the new concepts presented in class. Each grade level will provide more specific guidelines as to the homework that is assigned.

## **MAKE-UP WORK/ MISSING ASSIGNMENTS**

In the event of an absence, please call/text your child's teacher by 10:00am to request homework. The homework and assignments may be picked up from your child's teacher by the end of the school day. Parents should decide directly with the teacher to make-up any assignments, tests and quizzes missed during an excused absence. Homework assigned before the absence must be turned in the day the student returns to class. Students will be given the number of days of the excused absence to make-up any homework/tests/quizzes. It is primarily the responsibility of the students and parents to ensure work is made up in a timely manner. Any tests or quizzes not made up within the designated period will receive a score of zero.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled once a year to keep parents aware of a student's progress. Teachers will notify parents of the times available, and parents can select a time slot that best fits their schedule. Teachers will make every effort to accommodate parent schedules; however, every request may not be able to be honored. Parents will need to decide on childcare during their meeting time. Parents are requested not to bring the student or siblings to the conference unless necessary.



### **REPORT CARDS**

The academic school year is divided into two semesters. Report cards are made available before winter break and at the end of the school year.

### **PHYSICAL EDUCATION**

All CGA elementary grades participate in a physical education program. P.E. is an integral part of their education. The foundation of the P.E. program is physical fitness. Focus is placed on sportsmanship. At CGA, nutrition and healthy physical habits are taught as part of P.E. class.

Students will only be excused from P.E. with a note from their parents.

## ATTENDANCE/TARDY POLICIES AND PROCEDURES

**School Hours are 8:15-2:30**

**School opens at 8:05, please do not drop your children off before that.**

**If your student is tardy to school, not in the classroom by 8:20 a.m., you are required to come to the office to sign them in. Please do NOT drop your child off by themselves after 8:20 a.m.**

**After 8:20 a.m., our staff are no longer monitoring the exterior of the school. It is a safety issue to drop children off; please escort your children into the school and sign them in.**

**If your student is arriving late due to a doctor's appointment, you are required to come to the office to sign them in. You will also need to bring a note from the doctor so we can document this for attendance purposes.**

### **TARDY**

**Students should arrive no later than 8:15 a.m., as their first class begins at 8:25 a.m.**

**Any student arriving after 8:20 a.m. is considered tardy.**

### **ABSENCES**

If a student arrives any time after 9:45 a.m. without notifying the office, they will receive an unexcused absence. All absences must be reported to the school office by email, text, phone call, or note within 24 hours of an absence.

- Parent Excused Absence – each student is allowed 4 absences per school year without an official note
- Unexcused Absence – absences that are not approved extenuating circumstances
- Extended Excused Absence – if the student will be absent for more than 3 days we require a written notice one week in advance

All documentation (parent notes, doctor's notes, appointment verifications, etc.) must be presented to the attendance office on or before the date the student returns to school.

### **IMPORTANT INFORMATION**

**Parent notes will be allowed to excuse up to 4 absences only. Upon the 5th absence and beyond, only an official written Doctor/Court excuse is allowed. Any absence not cleared within the allotted time (24 hours) will become an unexcused absence.**

### **ATTENDANCE PHILOSOPHY**

Regular attendance in all classes is one of the greatest contributing factors to success in school. Excessive excused absences often affect a student's grades and are detrimental to student growth and classroom participation. Therefore, parents and students alike should take attendance seriously knowing that excellent attendance will lead to consistency in academics, and a healthy attitude toward school. The school understands that there will be uncommon circumstances that arise, such as vacation, illness, medical appointments, etc. However, these should not interfere with school if it can be avoided. Please consider scheduling appointments after school hours and/or on Fridays.

According to Texas law, a student is considered truant when they've missed 3 or more days (unexcused) within a 4-week period or 10 or more days in a 6-month period. (Ref. Texas House Bill 2398)

### **REPORTING ABSENCES**

All absences must be reported to the school office by email, text, phone call, or note within 24 hours of an absence.

### **EXTENDED ABSENCE**

Any student who has prior knowledge of an absence that will be 3 days or more in length should complete their schoolwork in advance. Parents/guardians must inform the CGA administration prior to the student's extended absence so proper arrangements can be made to collect the students' schoolwork. However, each teacher reserves the right to handle an extended absence differently. Refer to each individual class and communicate with each teacher to discuss any accommodations they are willing to make to best support the learning.

### **TARDINESS PHILOSOPHY**

It is important students arrive to school on time. Punctuality demonstrates self-discipline, responsibility and respect for other's time. Self-discipline in this area is not only important for proper academic achievement, but essential for the development of good habits which are characteristic of success and good citizenship in every walk of life.

*Calvary Grace Academy 2012 Shady Brook Dr., Bedford, TX 76021 (682) 597-8971 calvaryacademy.cga@gmail.com  
Registration (8-19-2025)*

***Special note to parents:*** Tardiness to school will not be judged excused or unexcused. We want students to develop the habit of being punctual, much as one must be on time for work.

***CGA reserves the right to expel a student on the grounds of excessive absences or tardies.***

### **BEHAVIOR POLICIES AND PROCEDURES**

One of the most important lessons a child can learn is the proper response to authority. To accomplish this task, we set discipline guidelines that are enforced consistently, fairly, lovingly, and prayerfully.

CGA encourages a positive classroom atmosphere that provides clear rules, praises positive behaviors and maintains high standards for each child.

A teacher will use discipline methods which encourage self-control and respect for the teacher and fellow students, which includes the following:

- Using encouragement of good behavior
- Reminding students of expectations by stating rules in a clear manner
- Classroom discipline may include:
  - Verbal warning
  - Time out
  - Wisdom Walk – pray with child, have a conversation about student’s behavior, encouragement for positive behavior, instruction on correcting the behavior.
  - Parent involvement/parent picking up child
  - If behavior is not corrected, it may result in suspension or expulsion depending on severity of behavior

*At CGA, teachers and staff will not use harsh means of discipline.*

### **INFRACTIONS**

- Using rude or profane language (oral or written)
- Disrupting the class by talking

- Not staying on task
- Not following directions
- Consistently not having materials
  - Supplies needed for schoolwork
  - Refillable water bottle
  - Completed assigned homework
- Throwing objects
- Showing disrespect
- Arguing
- Refusing to verbally respond

### **BULLYING POLICY**

**Bullying is not right nor is it tolerated at CGA.** Wherever bullying appears we will seek to address it and put a stop to it. With that said, bullying is often misunderstood. Bullying is defined as an ongoing or repeated act or an especially severe or egregious event that a reasonable person would find hostile, offensive, threatening, intimidating, or humiliating involving real or perceived power imbalances.

When bullying is reported:

1. The bullying claim is investigated. Involved students, parents, and/or staff are interviewed.
2. If the bullying is substantiated, then meetings follow involving all parties and parents.
3. Suspension or expulsion may be administered depending on the severity or context of the situation.
4. Follow up is made with students to ensure that the bullying has ceased and nothing retaliatory has occurred.

### **SUSPENSION**

The length of a student's suspension from school is prayerfully determined by the administration on a case-by-case basis. Suspension may be as short as one day but may

also be for an indefinite number of days. Students placed on suspension may communicate with their teachers and do academic work at home to keep up with their classes. This is not only a consequence for the student but also serves as a protection from the distraction and disruption for the rest of the class.

### **DRESS CODE POLICIES AND PROCEDURES**

CGA requires students to wear a properly fitting uniform (not too tight, not too loose, not too short).

It is expected that student apparel be neat, clean, and in satisfactory condition.

*All uniform needs are available at Old Navy, Children's Place and Amazon.*

### **DRESS CODE GUIDELINES**

Hair – no artificial color allowed; hair must be kept neat and out of the eyes.

Tops – Polo Shirts (long or short sleeve) Solid colors – Navy, Red, Light Blue, Pink, White, Black, Purple, Green

Bottoms – Pants, Joggers & Bermuda Shorts (Girls - 7" inseam) Solid colors - Navy, Black, Light Khaki NO SWEATS

Pleated Uniform Skort - (7" inseam) Solid colors - Navy, Khaki, Black Skirt No skirts shorter than 4" above the knee.

Dresses - Pique-Knit Uniform Polo Short Sleeve Dress. Solid colors - Pink, Red, Navy, Black, Blue, Khaki *Black, Navy and Red solid color tights or leggings may be worn under skorts and dresses.*

Outerwear – Sweater, Front Button Cardigan, Zippered Fleece, or Jacket. Solid colors - Black, Navy or Red. NO TEXT PRINT or CHARACTERS, NO PULL OVER HOODIES.

Shoes – Tennis Shoes only. NO FLIP FLOPS, SANDALS, or DRESS SHOES.

Backpacks - Animals, patterns, colors etc. are acceptable. NO TEXT or MOVIE CHARACTERS.

NO FACIAL PIERCINGS, NO TATTOOS, NO SPLIT EYEBROWS

## **ELECTRONIC DEVICE POLICIES AND PROCEDURES**

CGA recognizes that certain electronic devices can serve a valuable purpose in the school environment. Conversely, such devices, if used inappropriately, can create significant problems on campus. To maximize the learning environment and to minimize the distraction of electronic devices, 1st-12th does not allow the use of electronic devices at school and has adopted an Away-For-The-Day policy for electronic devices. This includes smart watches, phones, iPads, tablets, laptops, etc.

## **GENERAL INFORMATION**

### **CHAPEL**

Chapel provides students with an opportunity to participate in a collective worship experience with their classmates. It provides a vital opportunity for students to engage in spiritual content and be equipped to grow spiritually in the knowledge and wisdom of the Lord. Parents are welcome to join their child for Chapel which takes place each day from 8:30 – 8:45am.

### **CLASS SCHEDULE/SCOPE AND SEQUENCE**

Class schedule and scope and sequence for each grade is available upon request. Or you can visit [www.abeka.com](http://www.abeka.com) for your child's grade (with the exclusion of math). CGA will be using Saxon math. A copy of your child's grade level for math may be requested from CGA.

### **CLASSROOM VISITATION**

All classroom visits must be cleared through school administration.

### **COMMUNICATION WITH TEACHERS**

We believe that open communication between parents and teachers is a vital component to the success of each student. Therefore, we encourage and welcome dialogue between parents and staff members. Please observe the following guidelines when attempting to contact any of your child's teachers:

- Phone calls: If it is necessary to get a message or other item to a student, please call the school number (682) 597-8971 and the child will be notified at a time that will not disrupt the class.

- In person: Arrangements can be made to meet with a teacher after school.

### **EMERGENCY AND HEALTH PROCEDURES**

The school will only administer basic first aid. If a student is injured on campus during school hours, the student should report the injury to a staff member, who will immediately contact the parent or emergency contact person. In the case of a life-threatening emergency, the school will call 911.

### **PHOTO USAGE**

Throughout the year, your student's picture may be taken at various events or locations (such as lunch time, field trips, games, etc.) and used in our school brochure, on our website, yearbook, or various school-related literatures. Your signature on the registration form will be authorized by CGA to use these photos.

### **LUNCH**

Children need to bring lunch in a labeled lunch box as well as a refillable water bottle each day. Please send a fork or spoon if needed. Water is preferable as the drink. We recommend you do not send red drinks, soft drinks, or candy with lunch.

**Please place snacks in your child's backpack, NOT in their lunch box so they may access it without going to our lunchroom when it is closed outside of lunchtime hours.**

Parents may check in with our front office admin if they come to visit for lunch.

***Due to time, we will not heat lunches.***