



The **Calvary**
ACADEMY



LOVING
God & Others



LEARNING
With Excellence



LEADING
With Purpose



LIVING
With Character

STUDENT HANDBOOK

Contact Us

The Calvary Academy
11965 Kenn Road
Cincinnati, OH 45240



(513)674-9600 Opt. 2



info@thecalvaryacademy.org



thecalvaryacademy.org



To Students and Parents:

Welcome to The Calvary Academy! We have high expectations for our students. The start of each school year is filled with excitement and anticipation of the new achievements our students will reach this year. We have tried to anticipate what you will need to know to make this school year successful. The Student Handbook is designed to provide a resource for some basic information that you and your student(s) will need during the school year.

We encourage families to review the entire handbook with their student(s) and keep it as a reference during this school year. If you have questions about any of the material in this handbook, please contact a teacher, office administration, or the principal. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

We sincerely hope you have an enjoyable year. The shared partnership between families and faculty and staff with help make this a very successful year! Please let us know how we can help you; we are here to assist you and your student(s).

Sincerely,

Mrs. Stephanie Cupp
Principal

TABLE OF CONTENTS

CONTACT INFORMATION	5
TCA MISSION	6
TCA VISION	6
TCA VALUES	6
STATEMENT OF FAITH	7
TCA RACIAL NONDISCRIMINATORY POLICY	8
PLEDGES	8
CODE OF CONDUCT	9-11
INCENTIVES FOR GOOD CITIZENSHIP	
PHILOSOPHY ON DISCIPLINE	
CHEATING	
RESPECT OF SCHOOL PROPERTY	
WEAPONS AND DANGEROUS INSTRUMENTS	
DISCIPLINARY ACTIONS	
ENROLLMENT	12-13
ENROLLMENT PROCESS	
KINDERGARTEN ADMISSIONS POLICY	
1 ST GRADE TRANSFER ADMISSIONS POLICY	
HIGH SCHOOL CREDIT TRANSFER POLICY	
REENROLLMENT	
FINANCIAL POLICY	14-15
TUITION	
PAYMENT OPTIONS	
PENALTY FOR OUTSTANDING BALANCES	
WITHDRAWALS	
EARLY WITHDRAWALS – TUITION INSURANCE	
RETURN CHECK CHARGE	
TCA FACULTY AND FAMILY PARTNERSHIP	16-19
PARENT ORIENTATION	
PRIVACY AGREEMENT	
PARENT-SCHOOL COMMUNICATION	
PARENT-TEACHER RELATIONSHIP/COMMUNICATION	
PARENT-TEACHER CONFERENCES	
CELL PHONES/MULTIMEDIA DEVICES/PERSONAL ELECTRONICS	
TELEPHONE CALLS	
SCHOOL CLOSINGS, DELAYS AND EMERGENCY CLOSINGS	
FUNDRAISING	
VISITORS TO THE SCHOOL	
RELEASE FROM CLASS	
VOLUNTEERS	
STUDENT ATTENDANCE	20-22
TARDIES	
SECONDARY CLASS ATTENDANCE POLICY	
ABSENCES	
PERFECT ATTENDANCE	
VACATIONS DURING THE YEAR	
MAKE UP WORK POLICY	

STUDENT PERFORMANCE	23-27
HOMWORK	
GRADELINK	
MID-TERM REPORTS	
REPORT CARDS	
GRADING SYSTEM	
HONORS PROGRAM	
ATHLETIC ELIGIBILITY	
STANDARDIZED TESTS	
PRE-ACT	
SECONDARY SEMESTER AND FINAL EXAMS	
COLLEGE PLANNING	
HIGH SCHOOL SENIOR PRIVILEGES	
GRADUATION REQUIREMENTS	
POLICY FOR STUDENTS AT RISK OF NOT GRADUATING	
VALEDICTORIAN/SALUTATORIAN	
GRADE ACCELERATION AND RETENTION	
ACADEMIC PROBATION	
GENERAL INFORMATION	28-29
LUNCH GUIDELINES	
EXTENDED CARE PROGRAM	
FIELD TRIPS	
HIGH SCHOOL TRIP	
TEXTBOOKS	
CHAPEL AND DEVOTIONS	
SECONDARY STUDY HALL	
SECOCONDARY STUDENT DRIVERS	
SECONDARY LOCKERS	
UNIFORM GUIDELINES & DRESS CODE	30-32
GENERAL APPEARANCE	
THINGS STUDENTS SHOULD NOT WEAR	
UNIFORM VIOLATIONS	
UNIFORM PROVIDERS	
ADDITIONAL SCHOOL OPERATIONAL POLICIES	33-36
PRESCRIPTION DRUG ADMINISTRATION POLICY	
FOOD ALLERGY PROTECTION POLICY	
SEIZURE ACTION PLAN POLICY	
HANDBOOK AGREEMENT & SIGNATURE	37-39



**The Calvary Academy
The Bishops' Center
11965 Kenn Road
Cincinnati, OH 45240**

**Phone: 513-674-9600
Option 2**

**School Hours:
8:30 am – 3:30 pm**

**Office Hours:
8:00am – 3:30pm**

Website: www.thecalvaryacademy.org

Email: info@thecalvaryacademy.org

**Principal:
Mrs. Stephanie Cupp**

**Office Administrator:
Mrs. Allison Field**



MISSION STATEMENT

The Calvary Academy, as a ministry of The Calvary Church, is committed to offering Christ-centered academics in a relation-based, structured environment. We are dedicated to developing the whole student by building their hearts and minds in preparation for a life-long pursuit of **loving, learning, living and leading**.

VISION STATEMENT

The Calvary Academy embraces the privilege of preparing students **to engage in a life-long purposeful journey of utilizing their God given gifts**. It is the goal of TCA to prepare students for **personal, academic and spiritual success**. As a basis for developing the whole student, our staff will impart a biblical worldview through the use of college-preparatory curriculum and current technologies. We will establish a community presence and be a resource for all families.

GUIDING VALUES

LOVING God & Others

Developing a saving and maturing relationship with Christ
Building a godly self-concept and healthy relationships with others
Utilizing God-given gifts in service towards others

LEARNING with Excellence

Developing a commitment to life-long learning
Preparing for academic success at every level
Directing life through a Biblical worldview

LIVING with Character

Operating in accountability
Making decisions with integrity
Developing self-control

LEADING with Purpose

Demonstrating initiative
Modeling commitment to excellence
Influencing others towards a preferred future

STATEMENT OF FAITH

1. The Bible is given by inspiration of God, and therefore, ought to be the basis of doctrine, Christian instruction, and Christian living (II Timothy 3:16).
2. There is One God, Creator of all things, who has manifested Himself as Father, in creation, Son, in redemption, and Holy Spirit, as comforter, sanctifier, and guide (Colossians 1:16, Galatians 4:4-6).
3. We believe in the deity and virgin birth of Jesus Christ (Matthew 1:18), that He died upon the cross for the sin of mankind, arose from the dead, and ascended into Heaven from whence He will return with power and glory to catch His church away (I Timothy 3:16).
4. The new birth experience is essential for salvation (John 3:3-9). This experience consists of repentance, baptism by immersion in the name of Jesus Christ, and the infilling of the Holy Spirit with evidence of speaking in other tongues (Acts 2:38).
5. Faith is essential in order for a person to please God (Hebrews 11:6), that it is impossible for mankind to save himself through self-centered works, and that faith must therefore precede all spiritual action (Romans 5:1).
6. We believe in the Sacrament of the Lord's Supper, foot washing, and the observance of the first day of the week.
7. We ought to obey the civil government as long as the government does not contradict our fundamental Christian beliefs. (1 Peter 2:13,14)
8. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
9. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4).
10. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the Church.

RACIAL NONDISCRIMINATORY POLICY

The Governing Board of The Calvary Academy, located at 11965 Kenn Road, Cincinnati, OH 45240, has adopted the following racial nondiscriminatory policy:

The Calvary Academy school recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, employment, scholarship and loan programs, and athletic and other school administered programs.

The Calvary Academy school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

WE PLEDGE ALLEGIANCE TO:

The Bible – “I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.”

The Christian Flag – “I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.”

The American Flag – “I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.”

The Calvary Academy – “I commit to LOVING God and others, LEARNING with excellence, LIVING with character, and LEADING with purpose.”

Code of Conduct

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of The Calvary Academy must comply with school regulations and accept directions from authorized school personnel during the regular school day, during extra curricular activities, and at all school sponsored events. The Calvary Academy has zero tolerance for bullying, and violent, disruptive or inappropriate behavior by its students. Such behavior is punishable and will result in disciplinary action, which may include suspension, expulsion or other forms of discipline.

The school reserves the right to discipline or expel any student who does not cooperate (or whose parents do not cooperate) with the educational process, on or off campus. The school does not tolerate conduct that violates biblical principles, dishonors God, or casts a poor reflection on the name and reputation of the school. **The school has “zero tolerance” toward student involvement with alcohol and drugs, sexual misconduct, and/or assault or use/possession of a weapon and/or use of violent words that express intent to harm.**

The Calvary Academy encourages students to demonstrate responsibility in the use of social media, electronic communication, and any involvements or actions outside of school. Students and parents should be aware that actions outside of school, postings on social media through twitter, email, texting, facebook, instagram, tiktok, Be Real, etc., are not exempt from scrutiny by the administration.

Incentives for Good Citizenship

Our school incentive system is a proactive system. It provides rewards or incentives to encourage and foster appropriate behaviors described as good citizenship. A **Good Citizen** is a person who...

1. Is **considerate** of others' feelings (e.g., doesn't laugh at the mistakes of others or put others down).
2. **Helps** those who need help (e.g., pick up books if they are dropped).
3. Is **honest** and follows the rules (e.g., always tell the truth and admit to mistakes when made).
4. Is **concerned** about the good of the group (e.g., look out for others).
5. Is involved in activities and shows **good sportsmanship** (e.g., play fair on the playground).
6. Takes **pride** in doing one's best (e.g., always do your best the first time).
7. Is **friendly, fair, and unselfish** (e.g., treat others as you want to be treated).
8. Is **responsible, respectful,** and has **good manners** (e.g., clean up after yourself, say please and thank you).
9. Is **accountable** for their own behaviors (e.g., you have control over your words and actions).

Teachers and principal will be using a variety of positive reinforcements to foster appropriate behavior.

Philosophy on Discipline

TCA has developed a discipline plan to assure an environment that is conducive to learning and guarantees each student's safety.

Cheating

Cheating will not be tolerated at TCA. Any of the following actions will be considered cheating:

1. Plagiarism
2. Use of someone else's work as your own.
3. Copying homework or test answers from someone else's paper.
4. Theft of an answer key for a test or quiz.
5. Use of cheat sheets.
6. Communicating to students the questions that were on a test that the student has taken, but other students have not.
7. Use of AI for the purposes of homework, tests, papers, etc.

For each offense of cheating, parent(s) will be notified, and the student will receive an academic penalty on the work involved; usually the consequence will be loss of credit on the work.

Respect of School Property

All building and classroom facilities, including textbooks, are considered school property. The destruction, alteration or damaging of school property will result in disciplinary action from the school. The minimum action will be detention or suspension with the maximum action being expulsion and liability of damaged facilities. Students will be required to pay for any damages he or she is responsible for. In order to protect the quality of TCA facilities, students are not allowed to chew gum on school premises.

Weapons and Dangerous Instruments

A student shall not possess, handle, transport, carry, use, conceal, or transmit any object that can reasonably be considered a weapon, a firearm (including any object represented as a firearm or made, construed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm), a knife, or other dangerous object of no reasonable use to the student.

Disciplinary Actions May Include:

Detention – time spent before or after school with the teacher or principal completing work decided upon by teacher/parent/principal.

Suspension – time spent outside of the classroom, and even the building, for severe behavior. The behavior resulting in a suspension will determine if an in school or out of school suspension is appropriate.

Expulsion – severe and repeated offenses will result in expulsion meaning student is dismissed from the school for the remainder of the year.

ENROLLMENT

The Calvary Academy is committed to providing all students with a high-quality education. It does not discriminate on the basis of race, color, national or ethnic origin, in administration of its educational policies, admissions policies, student financial aid program or other school administered programs.

Enrollment Process: Call to arrange a tour before starting the application process.

1. Application process:
 - New Student application and a Records Release form. (The enrollment forms can be obtained from the school website.)
 - A copy of the student's birth certificate. Copy of parent/guardian driver's license.
 - A copy of the student's most recent report card.
 - Non-refundable testing fee of \$25.
2. The school office will call you to make an appointment for your child to take an entrance test. Students applying for K5 – 12th grades must complete an entrance test. Results from the student's entrance test and their previous school records will determine their eligibility for acceptance.
3. If the student is accepted, you will receive a letter of acceptance from the school office and arrangements will be made for you to come into the school for an interview with the principal or secretary and to discuss financial arrangements.
4. Once a student is accepted for enrollment all required student and medical forms including immunization records must be completed prior to the students' first day of school.

Additional specific policies and procedures dealing with the admission of students to The Calvary Academy are included with the application and registration materials. Admission is dependent upon the completion of proper paperwork, including transcripts, passing of the entrance test, and fees settled.

Kindergarten Admissions Policies

Ohio law requires all children to attend kindergarten.

The Calvary Academy requires that students wishing to enter kindergarten must be 5 years old by September 30th.

Students entering Kindergarten will be tested before admittance. The testing will cover the student's knowledge of the alphabet, phonetic sounds, numbers, shapes, colors, and their ability to follow simple directions.

The TCA Kindergarten program is a full day program with naptime during the first semester, and a mix of naptime and specialty programs during the second semester.

Kindergarten students will take an end of the year standardized assessment. This assessment and their instructor-monitored progress throughout the year will be

vital in how we assess a student's ability to be promoted to the 1st grade. If the assessment indicates that a student should be retained, a family conference with the school administration and the parents or guardians will be scheduled.

1st Grade Transfer Admissions Policies

For transfer students wishing to enter 1st grade, The Calvary Academy requires that students must be 6 years old by September 30th.

Students entering 1st grade will be required to submit proof of their Kindergarten educational program AND complete an entrance test before admittance. The testing will cover the student's literacy and math skills as well as their ability to operate within a classroom and follow directions.

High School Credit Transfer Policy

The Calvary Academy will take the following criteria into account when determining the transfer of credits from another institution.

- 1. Accreditation:** Are the credits attained from a recognized educational institution? If so, which accreditation body, if any, does the institution adhere to? In the absence of accreditation, what benchmarks and academic standards do they maintain, and how do they ensure accountability in awarding credits according to those standards?
- 2. Course Equivalency:** TCA will assess whether the courses taken at the previous school are equivalent in content to the ones we offer. If there's a close match, credit transfer will be more likely.
- 3. Grade Requirement:** Course grades must be a C (70%) or higher to be eligible for transfer without course recovery.

Reenrollment

Reenrollment for the next school year starts at the beginning of the 2nd semester. Re-enrollment packets containing all the pertinent information and dates are sent home near the end of January.

At the time of enrollment, and at the beginning of each school year, student forms must be completed.

Financial Policy

Tuition

The youngest child is considered the first student in the same family. Please see the tuition rate sheet available on the school website for detail of tuition and fees. Tuition payments are administered through **FACTS Tuition Management Company**, an interest free, monthly payment plan. A FACTS agreement must be completed upon the student's acceptance.

Payment Options Are:

1) Payment in Full – \$150 discount if paid in full by June 30th, or \$75 discount if paid in full by August 30th. Pay in full discounts do not apply toward fees.

2) Semester payments – First half of total yearly tuition is due by June 5th (or the date of enrollment) and the second half is due by January 5th. No discount for semester payments.

3) Monthly Payment Plan— tuition accounts paid monthly are handled through FACTS Tuition Management and are set up as an automatic withdrawal from a checking, savings or credit card account. A 12-month payment plan is available for families who are enrolled by July 1. If a family enrolls after July 1, the payment schedule will run from enrollment date through June unless otherwise specified in advance during your financial interview.

4) Financial Aid – financial assistance is available by applying through FACTS Tuition Management. Visit www.online.factsmgt.com or www.thecalvaryacademy.org.

Penalty for Outstanding Balances

Throughout the school year, if tuition payments are 30 days overdue, parents will be notified by letter and/or contacted by the school office. In a payment arrears situation, if a sufficient arrangement is not made with the school office, the administration reserves the right to not permit the student to attend school until the account is current. Credit will not be given for any schoolwork missed due to the unexcused absence.

At the end of the year, The Calvary Academy reserves the right to withhold a student's final grade card and transcript if all tuition, fees, and charges have not been paid in full. Families with outstanding bills cannot re-enroll until the outstanding balance is satisfied.

Withdrawals

It is considered early withdrawal if a family withdraws after they have re-enrolled for the next school year. If, for any reason, a child is withdrawn from The Calvary Academy, the withdrawal must be in writing by the parent. **The full month's tuition is due for the month of withdrawal regardless of the number of days attended during the month.**

Any outstanding financial balances must be settled in order for the student's

records to be released. All withdrawals will be handled through the school office.

Tuition Insurance Fee

A tuition insurance fee is required for all students to help fray the cost of lost tuition for TCA and reduce the early withdrawal fee for parents, in case a student's early withdrawal occurs. The cost is \$65 per student per year. The annual insurance fee payment is administered through FACTS Tuition Management and is due by August 5th or at the time of enrollment.

The Calvary Academy utilizes tuition insurance for a long distance move, job change, or due to medical issues that prevent the student from attending any school. No withdrawal fee will be charged and *tuition will cease at the end of the month of withdrawal.

The coverage is as follows:

If a family is required to withdraw due to a long-distance move, job change, or due to medical issues, no withdrawal fee will be charged and tuition will cease at the end of the month of withdrawal. For families withdrawing for any other reason, there will be a withdrawal fee of \$150 per student or \$300 per family and tuition will cease at the end of the month of withdrawal.

The insurance covers all students with the premium being based on total headcount. Even if you prepay your bill, you are still covered by this insurance and the premium still applies.

For incidental payments:

Payment for incidentals such as extended care, sports, milk, etc. can be paid directly to the school office by cash or check, or the charges can be added to the family's FACTS account.

Return Check Charge

A Non-Sufficient Funds (NSF) fee will be assessed for any returned check. The NSF fee will be whatever the school is charged by the bank. In case of a return check, the parent must bring cash to cover the returned amount and the NSF fee, to the school office immediately.

After the return of two checks, all subsequent payments must be made in the form of cash, cashier's check, or money order.

TCA Faculty and Family Partnership

Parent Orientation and Parent-Teacher Conferences provide an opportunity for a positive partnership between parents/guardians and the faculty of The Calvary Academy. Parents/guardians are expected to participate in these informative and helpful programs.

TCA assists the parents in a partnership to educate their children and see them reach their full potential.

Parent Orientation

Parent Orientation is held for all parents prior to the beginning of each school year. The orientation is planned to give parents pertinent information regarding the upcoming school year and allows for the parents to meet their child's teacher and visit the classroom. Parents are notified during the summer of the date of Parent Orientation and parents are expected to attend this important information session.

Privacy Agreement

A key factor in any relationship is confidentiality. It is the policy of TCA not to release private information (i.e. phone numbers, medical records, transcripts, etc.) without proper authorization from the recipient. **By enrolling your child in TCA you agree not to divulge private information about TCA families and students to the public either by word of mouth or the media.** To do so will constitute a breakdown in the Parent-Faculty relationship.

Parent- School Communication

Each Monday a newsletter called the Connection is sent home to parents via electronic file. There will also be intermittent email communications or phonevites to keep parents informed.

Parent – Teacher Relationship/Communication

Parent-teacher relationship is a key element in promoting a positive teacher-student relationship. To avoid a breakdown in the teacher-student relationship, TCA considers the preservation of the parent-teacher relationship essential to any student's success. Therefore, we do expect parents to ensure their child complies with **all** school guidelines and supports the discipline measures taken by the faculty or staff members.

Parent-Teacher Conferences

Close communication between parents and teachers is encouraged. Conferences create better understanding between home and school, aid in reporting student progress, and help to meet the individual needs of each child. Refer to the school calendar for scheduled conference dates after the first, second, and third quarter. TCA places a special emphasis on the parent teacher conferences after the first quarter and all parents are expected to attend. In addition, parents are encouraged to consult with teachers throughout the year. Should a need arise for an additional conference; parents should schedule an agreeable time with their child's teacher.

Cell phones, Multimedia Devices & Personal Electronics

Cell phones are communication devices and if these devices are brought to TCA they must remain turned off during the school day, including gym period, study hall, after school care, etc. Due to the growing advancements in technology and our efforts to provide a safe environment for all of our students, TCA has a **no personal electronics policy** for the elementary. Electronic devices that are classified as multimedia devices & personal electronics should not be brought to school without the express permission of a teacher or the principal. TCA recognizes that communication and multimedia devices are costly, and TCA is not responsible for the loss or theft of these devices. The Secondary holds a Bring Your Own Device Policy (B.Y.O.D.) for academic purposes. Cell phones and smartphones are not a suitable device for this policy and will not be allowed in the classroom. For more information regarding the secondary BYOD policy, please refer to our website under the secondary documents.

Telephones

Students wishing to use the telephone must have permission from their teacher. No phone calls will be made during class time. Any student found using the telephone without permission will receive after school detention.

School Closings, Delays and Emergency Closings

School closings due to inclement weather will be announced on Channel 12 WKRC, Channel 5 WLWT and online at WKRC.com. The school will be listed as "The Calvary Academy—Springdale." Parents will receive a courtesy phonevite from TCA announcing the closing or delay.

If the school district that a student resides in closes due to inclement weather, the family is encouraged to proceed with caution. If the student's school district does not close and TCA is open, the student must come to school or receive an unexcused absence. If the school district **does** close but TCA is open and a student does not attend school, they will be marked as an excused absence.

In some instances, a one to two-hour delay may be used which will allow conditions to improve for school to begin. **In the event of a delay, morning extended care will be cancelled.**

Fundraising

Because TCA is a non-tax supported school, we rely on fundraising to support our school budget and keep tuition and fees as low as possible. The school receives no state or federal assistance – neither is it endowed or supported by any other organization, private or public.

We expect each child's and/or parent's or guardian's participation in helping raise additional funds for designated school projects or funding.

Arrival and Dismissal Procedures

Parents should either drop students off at the walkway or park in a parking space and escort the student inside. NO PARKING is permitted in the area of the walkway.

Visitors to the School

Parents are welcome to visit the school, however, for the safety of our students, ALL visitors must sign in at the office before entering any other area of the school! Lunches, backpacks, etc. should be left in the office to be delivered at an appropriate time by the office staff.

Classroom observations must be previously scheduled with the student's teacher and kept to a minimum length of time to avoid disruption to the flow of instruction.

Should any child wish to bring a friend to the school for a visit while school is in session, permission from both the homeroom teacher and the principal must be secured at least one day in advance.

Release from Class

When it is necessary for the parents to take a child out of class for any reason during the day, a note, phone call, or a visit to the office must precede release. Parents are required to sign out their children at the office. Students 18 years of age or older may sign themselves in/out, however, they still need to submit a letter or phone call from a parent granting permission.

Volunteers

Volunteers play an important role in the successful operation of TCA. The services they provide contribute much to the success of our school. Parents and other interested persons are encouraged to participate in the volunteer program.

When volunteering and participating in any school related event, we ask that the volunteers be dressed modestly and professionally. Regular volunteering would require a background check.

Student Attendance

Regular attendance by all students is very important. Sometimes, it may be necessary for a student to miss school for reasons of illness, death of relative, religious reasons, or an emergency. We strongly urge that dental and medical appointments not be made during school hours.

Tardies

Students who arrive at school after the start of the school day must report to the office for a pass. Students are considered tardy if they arrive any time after 8:30 a.m. Excessive tardiness will result in a conference with the principal.

Secondary Class Attendance Policy (7th – 12th GRADES)

Tardies will also be assessed by class periods. Students must attend a minimum of 90% of the allotted class time to be counted present. A student will receive a tardy if he/she is late or leaves early.

Absences

Parents should notify the school by phone (513-674-9600) by 9:00 a.m. on the day a student is absent/tardy unless previous notification has been given in accordance with school procedure for excused absences. In the event the school has not been notified, the parent/guardian will be contacted.

In accordance with Ohio House Bill 410, student's attendance will be tracked to the nearest hour.

In compliance with this bill, students are considered habitually truant if they are:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse; or
- Absent 72 or more hours in one school year without a legitimate excuse.

Furthermore, students are considered excessively absent if they are:

- Absent 38 or more hours in one school month with or without a legitimate excuse; or
- Absent 65 or more hours in one school year with or without a legitimate excuse.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate to be properly prepared for higher education and/or the workforce. To support academic success for all students, The Calvary Academy will partner with students and their families to identify and reduce barriers to regular school attendance. Therefore, habitual truancy and excessive absences will result in an intervention meeting with administration to discuss strategies to reduce student absences.

In the event of a dismissal from school on the grounds of attendance, no refunds on tuition will be made.

Any student that misses 15 or more days, or the equivalent 97.5 hours, whether excused or unexcused will automatically fail the academic year. TCA will accept up to 14 days of absence per year with parent notification. After 14 days, the student must have a written doctor's note to be admitted back to class. After 30 days absence for the year, the student must complete course recovery work by an approved institution to be re-admitted to TCA.

For an additional fee, and if a teacher is available, TCA will be offering Summer School for failed subjects. If you choose not to participate in TCA's Summer School, your child will need to redo the course that was failed.

Excusable Absences:

- Personal illness with proper documentation from a medical professional
- Death of a relative
- Religious reasons with official written documentation
- Emergency reasons that must be considered to have good and sufficient cause for the absence (e.g., court appearance, etc.)
- Participation in any UPCI event with prior notification
- Any other reason excused by the principal before the absence occurs

Inexcusable Absences:

- Missed their ride
- Overslept
- Undocumented illnesses
- Parental note gives accountability, but does not make it excusable

Absences will be assessed by homeroom class for all grades.

In the event of an excused absence, the student will be permitted to make up any missed assignments. In the event of an anticipated absence, all make up assignments must be discussed with the teacher before the absence occurs.

Perfect Attendance

Perfect attendance will be determined at the end of the first, second, and third quarter, then at the end of the fourth quarter the perfect attendance is determined by viewing the entire year.

The following criteria will apply for perfect attendance:

Permitted:

- 3 excused tardies
- 3 days for bereavement days
- 2 days for religious reason (with documentation)
- 2 days for family emergency approved by the principal.

Vacations During the Year

Parents are strongly encouraged not to schedule vacation during school days in order to avoid disruptions to the educational process. If parents wish to schedule

a vacation absences must be pre-approved by the principal. Parents are asked to advise the school of their plans and to inquire about related deadlines for make-up work. Be aware that teachers are not required to make long-range assignments for vacationing students. Also, students may take tests missed during their absence when they return from school at the convenience of the teacher.

Make Up Work Policy

Each student who is absent must immediately upon return to school make arrangements with his or her teacher(s) to make up work missed.

For excused absences students have the number of days they were absent to complete and turn in make-up work. If the absence requires pre-approval, the student will need to complete their make-up work and turn it in before the approved days of absence. Ultimately it is the student's responsibility to make arrangements for makeup work with the teacher. If a student misses class on a day that a test is scheduled, or an assignment is due, then the student must take the test and/or turn in the assignment on the first day he returns to school.

Student Performance

Homework

Homework is a necessary part of the learning experience and parents are expected to supervise, encourage and check the completion of all daily homework before signing it. Parents are also expected to encourage their children to take advantage of "in school" seat work times and study halls so that less work will need to be brought home each night.

FACTS

The Calvary Academy uses Facts to post assignments and grades for parents and students. Facts is a web-based program and parents and students will be provided login access.

Mid-Term Reports

Each student will receive a mid-term progress report for the current 9-week grading period. Issuing mid-term reports helps to foster better communication between the school and home by eliminating "academic surprises" at the end of the quarter.

Report Cards

Report cards are issued within one week after the end of each nine-week grading period. Reports must be signed by a parent or guardian and returned within one week.

Grading System

Kindergarten

- E - Excellent
- S - Satisfactory
- P - Progressing
- N - Needs Improvement

1st – 12th Grading System

Due to the fact that quarterly honor rolls will be awarded, adherence to the following scale must be exact, to ensure that all students have an equal opportunity to be awarded.

The school grading system is as follows:

A+ 100 - 97%	B+ 89% -87%	C+79% - 77%	D+69% - 67%	F 59% or below
A 96% - 93%	B 86% - 83%	C 76% - 73%	D 66% - 63%	I incomplete
A- 92% - 90%	B- 82% - 80%	C- 72% - 70%	D- 62% - 60%	

Note: Anything below a 70% is not considered passing.

Honors Programs

Every quarter, students are eligible to earn a Principal's Award for Academic Excellence or Academic/Behavioral Improvement. These awards are determined by the teacher and principal.

Students can earn a quarterly Perfect Attendance designation by having zero absences and tardies per semester. Perfect Attendance equates to 100% attendance with no excused or unexcused tardies, early dismissals, or absences.

In order to be on the honor roll a student must earn a minimum 3.0 GPA while maintaining at least a "B" average in any given course. For the high honor roll a 3.75 GPA must be earned while maintaining at least a "B" average in any given course. In order to be on the highest honor roll a student must earn all "A's".

Athletic Eligibility

A secondary student must be passing all classes, including electives, with a 70 or above to earn athletic eligibility. Students who wish to participate in TCA athletics must have been in school the previous quarter and passed all subjects. Students entering the 9th grade will have their eligibility determined based on their 8th grade performance.

NOTE: The above guidelines for athletics also apply to Bible Quizzing.

Standardized Tests

Achievement Tests are administered in the Spring Quarter at all grade levels. Achievement tests are designed to aid TCA Faculty in the learning process. Individual test scores are mailed to parents and a copy retained in the student's permanent record.

Pre-ACT

The Pre-ACT is administered in the Spring to Freshmen and Sophomores. The Pre-ACT tests academic achievement in core subject areas including Math, English, Science and History. This test also prepares students to take the College Admittance ACT test in their junior and senior years while allowing the school an opportunity to track overall performance throughout a student's high school career.

Secondary Semester and Final Exams (7th-12th)

A comprehensive exam will be given per course at the end of each semester for 7th and 8th grade students; high school students will be given a cumulative year-long comprehensive exam per course in May. The semester and final exams count as two test grades for the 2nd and 4th quarter averages, respectively.

College Planning

Those planning to attend college should place emphasis on language arts, literature, math, science, social studies and foreign language. College is an

investment decision, which requires preparatory work at the high school level. All students are required to take the ACT by the winter of their junior year. Also, a college admission often depends on leadership and social skills, which can be developed in extracurricular activities.

High School Senior Privileges

For Seniors to be exempt from exams the student must meet the following requirements:

- Must have an "A" average for the year
- Only four unexcused absences for the class are permitted
- All excused absences for the class must have documentation with the homeroom teacher

Seniors are permitted to leave campus on pre-determined days by the Administration for lunch between designated time periods. A first time infraction of the senior lunch privilege will result in suspension of or loss of the privilege as determined by the principal. Infractions that may take place at the end of a semester could result in loss of future senior privileges and/or Saturday School.

Restaurant and traffic delays will not suffice as valid excuses for tardiness!

Graduation Requirements

Seniors planning to graduate must meet the requirements set by The Calvary Academy and the State of Ohio. These requirements fall into three categories: courses, credits, and attendance. A minimum of 20 credits is required to graduate.

Credits must be in the following:

English	4	Bible	1/2
Mathematics	4	Foreign Language	3 (in the same language or 2 each in different languages)
Science	3	Fine Arts	1/2
Social Studies	4	Financial Literacy	1/2
Physical Education	1/2		
Health	1/2		

Policy for Students At Risk of Not Graduating

The purpose of this policy to provide targeted support and interventions to help students overcome academic challenges, meet graduation requirements, and successfully earn a diploma.

1. **Early Identification and Intervention:** TCA implements processes for early identification of students who are at risk of not qualifying for a high school diploma. This involves yearly graduation planning meetings with students, reviewing academic records, standardized test scores, and attendance data.
2. **Individualized Graduation Plans:** TCA develops individualized graduation plans for each high schooler. This graduation plan helps us identify the areas where a student would be at risk of not graduating.
3. **Credit Recovery Programs:** TCA offers credit recovery programs and opportunities through the summer for students to make up missed credits or retake courses in which they did not meet proficiency standards. Students may alternatively choose to use a recommended online course replacement or attend their local public school for course replacement opportunities.
4. **Academic Interventions and Remediation:** TCA offers academic interventions and remediation to support students in mastering essential academic skills and content knowledge. This may include targeted instruction, small-group tutoring, and/or differentiated assignments.
5. **Social and Emotional Support:** TCA provides social and emotional support to address the non-academic factors that may impact students' academic performance and well-being.
6. **Family and Community Engagement:** TCA engages families, caregivers, and community stakeholders in supporting students at risk of not graduating. This involves regular communication with parents or guardians, family involvement in goal setting and decision-making, and partnership with community organizations to provide additional resources and support services.
7. **Transition Planning:** TCA works one on one with students in developing post-secondary transition plans that align with their interests, goals, and career aspirations.

Valedictorian/Salutatorian

To be eligible for valedictorian or salutatorian status, students must have attended their last three consecutive semesters at The Calvary Academy and have completed seven semesters of high school. The award will be based upon class ranking with a minimum GPA of 3.75 for Valedictorian and a minimum GPA of 3.5 for Salutatorian. The ranking is subject to review at the end of the third quarter of the students' senior year with the final decision being subject to review by the principal.

Grade Acceleration and Retention

The ultimate decision for a grade acceleration or retention is made by the principal.

The decision will be based upon the consideration of the following:

1. Parent and teacher observation and input
2. Classroom performance
3. Achievement test scores
4. Response to intervention
5. Emotional and behavioral assessment

The following procedures are established to govern grade acceleration and retention:

1. Possible retention or grade acceleration of a student **must** be discussed with parent prior to April 15.
2. A child may be retained only one time in grades one through five.
3. During or before the first week in May, a written agreement will be prepared by the office and sent to parents of all students being considered for retention or grade acceleration.
5. The final decision will be made during the last week in May.

Academic Probation

Each student is expected to maintain a 70% in all core academic subjects. Any student falling below a 70% will be placed on academic probation and closely monitored until they reach or exceed 70%. The core academic subjects at TCA are Math, Science, and Language Arts.

Promotion to the next grade depends upon the maintenance of a 70% in the academic core subjects. If a student falls below this expectation for two consecutive quarters, the child will be retained.

General Information

Lunch Guidelines

Students are expected to pack their lunch every day. Snacks are available for

purchase Monday through Friday. There is a hot lunch available on Thursdays and Fridays. The Friday lunch is provided by Papa John's Pizza. Thursday's lunch is a fundraising effort for the high school's class trip.

Monthly order forms for both Friday and Thursday lunches are sent home prior to the beginning of the month and orders are prepaid. Milk is also available for purchase, ordered on a monthly basis and paid for in advance.

If a child forgets their lunch, the parent will be notified and asked to bring a lunch and leave it in the office. If the parent is unable to bring lunch, the student will be provided with a peanut butter & jelly sandwich, chips, and a drink. A "missing lunch" fee is charged. It is not the school's responsibility to provide lunch for students; therefore, there are limited quantities of food available.

Parents wishing to eat lunch with their student must first sign in at the office.

The Extended Care Program

The Extended Care program is available for all elementary students before and after school for a fee per hour for each child. Parents using the Extended Care service will be charged each day the service is used.

Any elementary student arriving between 7:00 a.m. and 8:15 a.m. should be accompanied by a parent and signed into Extended Care. Students not picked up by 3:15 p.m. will be sent to Extended Care. Students are not permitted to wait in the office, outside, or in the classroom until their ride arrives.

Note: All students must be accompanied by an adult and signed in AND out of Extended Care.

If a child is present for any portion of the hour, the parent is charged for the full hour. A late fee will be charged if the parent arrives to pick up the child after 5:30 p.m. The late fee is to be paid directly to the Extended Care worker at the time of pick up or will be added to your FACTS.

Please refer to each school year's financial rate sheet for extended care rates. Extended Care charges are billed weekly and payment will be made directly through FACTS on a monthly basis. If an Extended Care account falls in arrears the TCA administration reserves the right to refuse to allow the student to use the Extended Care services.

Field Trips

Field trips are taken throughout the year. Parents are encouraged to volunteer and assist teachers on these trips. The costs of some field trips are covered by the Activity Fee that is included in tuition. Teachers may request additional funds from home to cover costs of other field trips. Chaperones are responsible for providing

assistance as requested by the teacher.

High School Trip

The high school takes a trip once a year in the spring and high school parents and students are asked to work together on fundraisers to offset expenses. The ultimate cost of the trip is the responsibility of the student. The high school trip will alternate years between all high school students and juniors/seniors.

Textbooks

Many of the texts used at TCA are non-consumable. These textbooks should be returned in good condition. The cost of damaged or lost textbooks will be charged to the parent.

All secondary textbooks must be covered by the end of the first week of school.

Chapel and Devotions

A weekly chapel session will be conducted during which the student identifies his/her education with the ministry of Christ's kingdom. The pastor, staff members, and special guests will present the Word of God. Daily devotions or Bible classes will also be conducted for the various class levels. Students must bring a Bible to all devotion and chapel services.

Secondary Study Hall

Study hall periods will be designated throughout the day by class schedule and the discretion of the teacher. Students participating in study hall must continue to work diligently and behave properly.

Secondary Student Drivers

Students must give the office a copy of their driver's license. All student drivers are required to park in the row behind the faculty.

Secondary Lockers

Each student will be assigned a locker. Lockers are the property of TCA and are thus subject to random inspections regardless of whether there is reasonable suspicion that the locker's contents may violate a school rule. Each student is allowed to purchase a combination lock for his/her locker. However, the combination must be turned into the homeroom teacher before the lock can be placed on the locker. A student is never to use or open a locker other than his/her own at any time.

Uniform Guidelines & Dress Code

TCA believes in the creation of a suitable atmosphere for the promotion of academic and social success. To foster this atmosphere students are required to wear a uniform at all times.

At times, students are permitted to dress out of uniform. The following general appearance guidelines must be followed at all times and for all school events.

General Appearance

Below are the expectations for clothing, apparel, and appearance for TCA students during the school day and at school related events:

- Girls' blouses and boys' shirts are to be buttoned properly and must be tucked in. All blouses and shirts must have sleeves and modest necklines. No midriffs are to be exposed.
- Girls are required to wear skirts, (younger girls can wear jumpers), that are at least two inches below the knee when standing and sitting. If girls choose to wear a belt it must be solid black or brown. No other color of belt will be permitted.
- Boys are to wear khaki or black pants with no exterior pockets pants. Boys are to wear a solid black or brown belt. No other color of belt will be permitted.
- Gym uniforms include gray t-shirt or sweatshirt with logo. Boys wear black wind pants. Girls wear black gym skirts purchased through uniform provider.
- Students must wear conservative colored socks. Conservative colors (e.g., white, gray, and black) are required for socks or tights. Socks with bright colors, designs, stripes, patterns, etc. are not permitted.
- No open toed shoes are permitted. Gym shoes are permitted on all days.
- All uniform tops, outerwear, and jumpers must be purchased from the uniform provider and must have the logo applied.
- All outerwear must be purchased from the uniform provider and must have the logo applied. Outerwear refers to sweaters, sweatshirts, fleece, etc., not coats.
- Boys that are of age need to be clean shaven. Sideburns are not to be longer than mid-ear.
- Hair styles should be conservative. Hair color should be the natural color of the student and should not be altered. "Punk," "bowl cut," or other non-traditional hairstyles, and stripes, lines, or other designs in the hair are not to be worn.
- Boys are to have short hair, and it is to be worn off the collar, ears, and above the eyebrows.

Things Students Should Not Wear:

- Clothing that is sheer, formfitting, frayed, torn or ragged, including un-hemmed garments, is not permitted.
- Shirts, sweatshirts, buttons, etc. bearing product promotions, images of popular entertainment personalities, etc. are prohibited. Specific items may be banned if they are worn by students and are determined to be inconsistent with the environment of The Calvary Academy.
- No shorts are permitted.

- No additional accessories are permitted with the uniform such as scarves, nonprescription glasses, etc.
- Make-up is not to be worn—full face make-up or foundation is not permissible.
- Colored nail polish cannot be worn—clear nail polish which does not alter the natural color of the nail is permissible; manicured French tip or shellac/gel French tips are permissible. Nude colored and any colors other than clear or white-trimmed French tip are not permissible.
- Piercings and tattoos are not permissible.
- Jewelry is not permissible—middle school and high school girls may wear one ring. High school boys are allowed to wear only their class ring or promise ring.
- Bracelets, including trendy bands, are considered jewelry and are not permitted.
- Hair is not to be dyed while attending TCA.

Uniform Violations

The importance of the TCA dress code must be adhered to daily by every student. Inability to conform to the dress code will not be excused by letters from home explaining the current laundry status. TCA believes that the uniform guideline along with their daily adherence is an excellent opportunity for students to learn the quality of consistency.

The Uniform Violation Policy is as follows:

1. First violation - Uniform Violation form is sent home with “first offence” checked.
2. Second violation- Uniform Violation form sent home with “second offence” checked. The student’s teacher will be give the note directly to child’s parent or via email.
3. Third violation – The principal is notified. Student will be sent to the office to wait for their parent to bring the proper uniform item to school.

Any class time missed while waiting for proper clothing will be considered an unexcused absence.

If appropriate attire is not brought to the student by the time of departure for a field trip, the student cannot participate in the field trip.

Uniform Providers

Shaheens

2656 Sharon Road
Cincinnati, OH 45241

Snoga

snogaathletics.com

Note: If at any point in the year, uniforms do not meet guidelines due to student growth, wear and tear, etc., new uniform attire must be purchased.

	Regular School Day	Gym Day
<p>K5 – 6th Grade A TCA logo is required on ALL uniform tops and outerwear. Must be purchased from a uniform provider.</p>	<p>Boys & Girls: Black or white polo shirt with logo.</p> <p>Boys: Khaki or black pants, with no exterior pockets. Black or brown belt must be worn.</p> <p>Girls: Khaki skirt or jumper.</p>	<p>Boys & Girls: Gray t-shirt or sweatshirt with logo.</p> <p>Boys: Black wind or sweat pants.</p> <p>Girls: Black gym skirt purchased through Snoga Athletics.</p>

	Regular School Day	Gym Day
<p>7th – 12th Grade A TCA logo is required on ALL uniform tops and outerwear. Must be purchased from a uniform provider.</p>	<p>Boys & Girls: Black or white polo shirt with logo.</p> <p>Boys: Khaki or black pants, classic cut with no cargo pockets. Black or brown belt must be worn.</p> <p>Girls: Khaki skirt, no exterior pockets.</p>	<p>Boys & Girls: Gray t-shirt or sweatshirt with logo.</p> <p>Boys: Black wind pants.</p> <p>Girls: Black gym skirt purchased through Snoga Athletics.</p>

ADDITIONAL SCHOOL OPERATIONAL POLICIES

Prescription Drug Administration Policy

1. **Written Consent:** TCA requires that written consent be given from parents or guardians before administering prescription drugs to students. This consent includes the specific medication, dosage, frequency of administration, and any special instructions provided by the prescribing healthcare professional.
2. **Authorization Forms:** Students have specific authorization forms that parents or guardians must complete before school staff can administer prescription or over-the-counter medications to students. This form is included in our online enrollment packet through Facts Management. These forms include information about the student's medical condition, allergies, emergency contacts, and any potential side effects of the medication.
3. **Medication Storage and Handling:** All over-the-counter medications are stored in locked cabinets and administered only by office administrators. Students must complete a medicine request form and bring it to the office with them. These forms are then tracked and filed by our volunteer nurse.
4. **Documentation and Record-Keeping:** TCA maintains detailed records of prescription medication administration to students. These records include the date, time, dosage, and any observations or reactions noticed by school staff at time of administration.
5. **Emergency Procedures:** In the event of an emergency that would require professional medical help, administrators contact the proper emergency providers, contact parents and guardians, and remain with the child until professional medical help arrives. If needed, as part of our partnership with our families, we will accompany students to the hospital until a parent or guardian can arrive. We also have a binder of first aid emergency protocols for small incidents such as bee stings, et cetera.
6. **Confidentiality and Privacy:** TCA maintains strict confidentiality and privacy regarding students' medical information and prescription medication administration. Access to student health records and medication administration logs is limited to authorized individuals only on a need-to-know basis.
7. **Legal and Regulatory Compliance:** TCA ensures compliance with applicable laws, regulations and school board policies governing the administration of prescription drugs to students.
8. **Collaboration with Healthcare Professionals:** TCA collaborates with students' healthcare providers, including physicians, nurses, and pharmacists, to ensure coordinated care and adherence to medical recommendations. This partnership helps address students' health needs effectively and promotes a supportive environment for learning.

Food Allergy Protection Policy

1. **Allergy Management Plan:** TCA inquires on enrollment health forms as to any student allergies. If students have severe allergies, they are required to keep an unexpired epi-pen on site for administration by trained personnel. Allergy lists are handed out to lunch staff and homeroom teachers during the first weeks of school.
2. **Staff Training:** TCA staff, including teachers, administrators, nurses, and cafeteria staff receive training on food allergy awareness and participate in emergency life-saving technique training such as CPR and abdominal thrusts.
3. **Allergen Identification and Labeling:** TCA only serves pre-packed food with ingredient labels clearly displayed. We serve pizza and chick-fil-a on Fridays; families with known-allergies are made aware of the potential allergens and may choose to not participate.
4. **Emergency Response Protocols:** TCA front office administrators are trained on the administration of epinephrine, contacting emergency services, and notifying parents or guardians in the event of an allergic reaction.
5. **Communication with Parents/Guardians:** TCA communicates directly with parents or guardians of students with food allergies to stay abreast of all current and relevant medical information, discuss allergy management strategies, and coordinate care. We encourage parents to inform the school about any allergies and provide necessary medications and documentation.
6. **Community Education and Awareness:** TCA promotes food allergy education and awareness among students, staff, and parents. We educate students on food allergies, foster empathy and understanding, and promote inclusive practices to help support students with allergies.

Seizure Action Plan Policy

1. **Identification of Students with Seizure Disorders:** TCA requires all families to fill out pertinent health information for each student attending our school in our enrollment packets. Families with known seizures will be required at that time to fill out a seizure action plan.
2. **Development of Individualized Seizure Action Plans:** Each student with a seizure disorder will have an individualized Seizure Action Plan (SAP) tailored to their specific needs and medical history. This plan will be developed in collaboration with the student's healthcare provider, parents or guardians, and school personnel.
3. **Seizure Action Plans Include:** Emergency contacts, relevant medical information including student's diagnosis, seizure history, and medications, description of seizure types and triggers, how to respond appropriately during an episode, administration of rescue medications.
4. **Communication and Documentation:** TCA administrators will communicate the student's SAP to relevant school personnel. Documentation of seizure events, including date, time, duration, and any interventions performed, is recorded, and shared with parents or guardians as part of ongoing monitoring and support.
5. **Review and Revision of Seizure Action Plans:** SAPs are regularly reviewed and updated to reflect changes in the student's health status, seizure patterns, medications, or treatment recommendations. Parents or guardians, healthcare providers, and school personnel will collaborate to ensure that the SAP remains current and relevant.
6. **Confidentiality and Privacy:** TCA maintains strict confidentiality and privacy regarding the student's seizure disorder and medical information. Access to the SAP is limited to authorized individuals involved in the student's care, and measures are in place to safeguard sensitive health data in accordance with applicable laws and regulations.

Online Teacher Training Required for Teachers with students who have known seizures: <https://learn.epilepsy.com/courses/school-personnel-OD-v2a>



PARENT/STUDENT HANDBOOK AGREEMENT & SIGNATURE PAGE

Please initial each statement.

_____ I **AGREE** to accept all regulations of the school.

_____ I **AGREE** to attend Parent Orientation with my student.

_____ I **GIVE PERMISSION** for my child to take part in all school activities, including sports and school-sponsored trips away from school premises, and I absolve the school from liability to me or my child because of injury to my child at school or during any school activity.

_____ I **AGREE** to ensure that my child arrives at school on time each day. I further agree to see that my child maintains regular attendance in compliance with the school's attendance policies. Failure to comply with the school's attendance policies may result in failure of a class, a semester, or dismissal from school.

_____ I **AGREE** to uphold and support the high academic standards of The Calvary Academy by providing a place at home for my child to study and to give him/her encouragement in the completion of homework assignments and proper study time for quizzes and tests.

_____ I **PLEDGE** to pay my family's financial obligations to the school. I understand and accept that tuition is paid through FACTS Tuition Management unless prepaid. I understand that if my financial account is not current, my child may be dismissed from school until my account is paid.

_____ I **AGREE** that my child's records will be held until all financial obligations are met.

_____ I **UNDERSTAND** that the school reserves the right to discipline, according to the student handbook, any student who does not cooperate (or whose parent does not cooperate) with the educational process through the established regulations and disciplines, on or off campus. I understand the school does not tolerate conduct that violates Biblical principles, dishonors God, or casts a poor reflection on the name and reputation of the school. I further understand the school has "zero tolerance" toward student involvement with alcohol, sexual misconduct, and/or assault or use/possession of a weapon.

_____ I **UNDERSTAND** the standards of The Calvary Academy do not tolerate profanity, obscenity in word or action, dishonor to God or the Word of God, disrespect to the personnel of the school or any form of worldliness.

_____ I **AGREE** to authorize and support this school to employ such discipline as it deems wise and expedient for my child. Further we agree to cooperate with the school by appropriately disciplining our child at home.

_____ I **HAVE READ** the Student Handbook and agree to encourage my child to comply therewith and will not criticize school rules to my child. I realize that to do so will make it difficult for him/her to maintain a right attitude.

_____ I **WILL NOT** criticize the administration and/or teachers of the school in the presence of my children and others. I **WILL NOT** make critical comments publicly but will seek a private meeting with the administrator when administrative decisions are reached and school policy is established with which I disagree.

_____ I **HAVE READ** the Statement of Faith in the handbook and give permission to the school to teach this doctrine to my child.

_____ I **AGREE** to support The Calvary Academy with a willing and cheerful attitude.

Loving
GOD & OTHERS

Learning
WITH EXCELLENCE



Living
WITH CHARACTER

Leading
WITH PURPOSE

The Calvary Academy
11965 Kenn Road
Cincinnati, OH 45240
513-674-9600
info@thecalvaryacademy.org
www.thecalvaryacademy.org

Last Update **April 29, 2024**