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# Calvary Chapel Academy

175 Market Street, P. O. Box 409, Rockland, MA 02370 / (781) 871-1043

## ELEMENTARY SCHOOL WELCOME TO THE 2020-2021 SCHOOL YEAR

Dear Parents and Students

Welcome to the start of a new school year. Calvary Chapel Academy (CCA) is committed to providing a biblically grounded educational experience that glorifies God. We have established the guidelines outlined in this year's handbook to provide students with a robust education in a safe learning environment.

The 2020-2021 CCA Parent/Student Handbook is available at [www.ccobacademy.com](http://www.ccobacademy.com), or you may contact the office to request a printed copy. We ask that your family read the handbook to understand the school policies and expectations that are provided to support and enrich your child's learning environment.

At CCA, family involvement is key to academic success, and we value your collaboration in support of your child's learning. Your participation, feedback and suggestions are always welcome. Thank you for entrusting your child's educational experience to the staff at CCA.

Your Friend in Christ,

Kevin Hanlon  
Headmaster / Pastor

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(Contract form below)

### PARENT/STUDENT CONTRACT 2020-2021

By signing the contract below, you agree to follow the guidelines in the 2020-2021 CCA Parent/Student Handbook.

I, \_\_\_\_\_, have read the CCA 2020-2021  
(Parent's Name)

Parent/Student Handbook with my child/children, \_\_\_\_\_  
(Child's/children's name and grade level)

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Our family has read, understands and agrees with CCA's 2020-2021 Parent/Student Handbook. By signing this contract, we agree to cooperate with CCA and fully comply with all rules and regulations at the school. We assume financial responsibility for the enrollment, tuition and fees for the above named child(ren). We understand that tuition payments are non-negotiable and cannot be mitigated or apportioned. We also understand that our child's/children's records will not be released until all tuition payments have been made in full. Additionally, we understand that our child(ren) may not be allowed to participate in school activities including, but not limited to, graduation ceremonies, CCA athletics and class trips if tuition balances are not current. Finally, we understand that our child/children will not be re-enrolled for the next school year unless tuition balances are current.

Signature of Parent(s): \_\_\_\_\_ Date: \_\_\_\_\_



## **ABOUT CALVARY CHAPEL ACADEMY**

### **CCA MISSION STATEMENT**

The mission of Calvary Chapel Academy (CCA) is to share the ministry of Calvary Chapel of Boston (CCoB) by providing an exemplary Christian education that instructs and equips pre-kindergarten through high-school age students with a biblical worldview.

### **CCA HISTORY**

Calvary Chapel Academy, a private Christian school, was established in 2004 by Pastor Randy Cahill, founding pastor of Calvary Chapel of Boston, as an educational ministry of CCoB. Pastor Randy's vision for the school is to provide the highest value of both spiritual and academic education founded on God's word and His wisdom.

The school provides educational opportunities for students entering pre-kindergarten through high school. Initially, the school started with grades pre-kindergarten through seventh grade and added a grade every year until its first graduating class in 2010. Since 2010, CCA has seen its graduates accepted into over seventy-five different colleges and universities, such as the University of Massachusetts Boston, University of Massachusetts Dartmouth, MIT, Liberty University, Massachusetts College of Pharmacy and Health Sciences, Boston University, Bridgewater State University, Emerson College, Wentworth Institute of Technology, Suffolk University, North Greenville University, Biola University and Gordon College.

### **CCA EDUCATIONAL PHILOSOPHY**

The educational philosophy at CCA is to teach students from a biblical worldview, based on the literal interpretation of the Bible, using the New King James version. Our academic programs are designed to meet the various learning styles of students. CCA offers a wide selection of primary and fundamental classes, as well as advanced placement, honors and college prep courses. Additionally, the school offers several electives and extra-curricular activities for CCA students.

CCA believes that academic achievement centered on a strong and prominent biblical foundation (Proverbs 1:7) will nurture students to become worldwide ambassadors for Christ. The school is governed by the church's pastoral board who are actively involved with the students through weekly chapel, Bible courses, academic teaching, academic advising, athletic coaching and extracurricular activities.

### **ABOUT CALVARY CHAPEL OF BOSTON**

CCoB was formed as a fellowship of believers in the Lordship of Jesus Christ. Our supreme desire is to know Christ and to be conformed into His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only their over-emphasis of doctrinal differences that have led to the division of the body of Christ. We believe that the only true basis of Christian fellowship is His (agape) love, which is greater than any differences we possess and without which we have no right to claim ourselves Christians.

## STATEMENT OF FAITH

Calvary Chapel Academy (CCA) is a ministry of Calvary Chapel of Boston (CCoB). The school adheres to the Statement of Faith as provided in CCoB's By-Laws. The CCoB Statement of Faith is reflected below in concise form.

CCoB was formed as a fellowship of believers in the Lordship of Jesus Christ. Our supreme desire is to know Christ and be conformed to His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only to their over-emphasis of the doctrinal differences that have led to the division of the Body of Christ.

**We believe** the only true basis of Christian fellowship is Christ's agape love, which is greater than any differences we possess and without which we have no right to claim ourselves Christians.

**We believe** worship of God should be spiritual. Therefore, we remain flexible and yielded to the leading of the Holy Spirit to direct our worship.

**We believe** worship of God should be inspirational. Therefore, we give great place to music in our worship.

**We believe** worship of God should be intelligent. Therefore, our services are designed with great emphasis upon the teaching of the Word of God that He might instruct us how He should be worshipped.

**We believe** worship of God should be fruitful. Therefore, we look for His love in our lives as the supreme manifestation that we have truly been worshipping Him.

**We believe** in all the basic doctrines of historic Christianity.

**We believe** in the inerrancy of Scripture, that the Bible, Old and New Testaments are the inspired, infallible Word of God.

**We believe** that God is eternally existent in three distinct Persons: Father, Son, and Holy Spirit.

**We believe** that God is the personal, transcendent, and sovereign Creator of all things.

**We believe** that Jesus Christ is fully God and fully human, that He was born of a virgin, lived a sinless life, provided for the atonement of our sins by His substitutionary death on the cross, was bodily raised from the dead, ascended back to the right hand of the Father, and ever lives to make intercession for us.

**We believe** in the personal, visible, and pre-millennial second coming of Jesus Christ to the earth. He will return with His saints and set up a kingdom of which there will be no end. After Jesus ascended to Heaven, He poured out His Holy Spirit on the believers in Jerusalem, enabling them to fulfill His command to preach the Gospel to the entire world, an obligation shared by all believers today.

**We believe** that all people are, by nature, separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are freely offered to all by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven and that person becomes a child of God destined to spend eternity with the Lord.

**We believe** in the gifts of the Holy Spirit mentioned in the Scriptures, and that they are valid for today if they are exercised within the scriptural guidelines. We as believers are to covet the best gifts, seeking to exercise them in love that the whole Body of Christ might be edified. We believe that love is more important than the most spectacular gifts, and without this love, all exercise of spiritual gifts is worthless.

**We believe** that an individual's first responsibility is to the God of the Bible and that a person's whole life should reflect His framework in a context of peace and selfless love. CCA asserts that genuine love should extend to all men. However, the Bible makes it clear that individual differences in lifestyle that deny, ignore or reject biblical standards represent diversity in rebellion to God's standards and hence are unacceptable for families of CCA. CCA holds to the beliefs as stated in the New King James Version of the Bible and asserts that marriage is the union between one man and one woman, and that from the beginning of creation, God made humans in two distinct sexes, male and female.

## **DISCERNMENT OF CHRISTIAN FAITH**

We cannot look into the heart of someone to determine if they are a Christian: only God can. However, the Bible provides us guidance to examine and discern if we are in the right relationship with God.

Below is an overview of the major aspects of the Christian life. These aspects are fundamental to the ministry of CCoB and CCA.

### **The Christian Faith Regarding Salvation, Growth and Glory:**

**Justification** is essential to a person's salvation. Paul the apostle says, "Therefore, having been justified by faith, we have peace with God through our Lord Jesus Christ." (Rom. 5:1, ref. Gen 15:6). This is the act of **declaring** a person justified (*just-as-if-I've-never-sinned*) before God. This is necessary because all people are incapable of saving themselves and require the substitutionary sacrifice of Jesus Christ on their behalf. When a person believes in Jesus Christ, the Bible says, "everyone who believes is justified from all things from which you could not be justified by the Law of Moses." (Acts 13:39). Therefore, justification is not possible through good works, but by faith alone (Eph. 2:8-9). Justification is deliverance from the *penalty* of sin.

**Sanctification** is the process that the justified person is brought through as God works in them through the power of the Holy Spirit (Phil. 2:12-13) conforming them into the image of Christ (Rom. 8:28). Sanctification is the life long process a believer yields to by faith, as they make themselves available to the work of God in their lives (Rom. 6-8; Gal. 2:20) for His glory. This is not an automatic process and requires the willingness on the part of the believer to grow into spiritual maturity. Sanctification is deliverance from the *power* of sin.

**Glorification** is the eternal position a believer moves to as they are completed at the rapture of the church (Rom. 8:23; 1 Thess. 4:13-18). All believers will at that time possess a glorified body in the same fashion as the resurrected body of Jesus Christ (Phil. 3:20-21). Glorification is deliverance from the *presence* of sin.

**Knowing the Truth:** The only way we can know the truth is through the Word of God: The Bible (John 17:3). The inspiration (*God-breathed*) of scripture is essential to its power and capability in our lives (2 Tim 3:14-17). We cannot understand the previous statements without knowing what the Bible teaches literally in its own context.

In addition to the aspects outlined above, at CCA we look to scripture to guide us in the Christian lifestyle that we strive to live each day. Below please find scripture verses that guide and reveal the aim of Christian behavior.

- We are commanded to walk in a way that pleases and represents the character of God as He works in our lives by the power of the Holy Spirit (Eph. 5:8b-10; Gal 5:16, 22-25; 1 John 3:7-10).
- At the same time, we are told that our identification with Christ is vastly different from that of the unredeemed world around us, because this unredeemed world has no part in and does not represent God's kingdom in any of their behavior (1 Cor. 6:9,10; Gal. 5:19-21; Eph. 5:3-7). Thus, we make all attempts to avoid identifying with this world in its ungodliness, because as a follower of Jesus Christ, we are ambassadors of His kingdom to this world.
- It is our goal at CCA to exemplify and teach each student the same course of conduct in attitude and action. As Paul instructs the Ephesian church to do, we also want to "walk worthy of the calling with which you were called" (Eph. 4:1), which is a call to balance out our walk with our confession of faith in Jesus Christ.

# CALVARY CHAPEL ACADEMY ENROLLMENT

## CCA ENROLLMENT CRITERIA

CCA functions as a ministry of CCoB and adheres to the Statement of Faith as outlined in CCoB's By-Laws. CCA utilizes the CCoB Statement of Faith and By-Laws for student and family enrollment and guidance. CCA's vision is to collaborate with Christian parents to raise up Disciples of Christ in order to face the cultural opportunities and challenges of believers today. We believe in providing a biblically grounded educational experience that prepares students both practically and spiritually to fulfill God's call upon their lives; thereby, glorifying God and impacting the world for Christ.

### **The following outlines the criteria for enrollment to CCA:**

- Clear understanding of the parent(s)/guardian and student's faith in Jesus Christ.
- Clear understanding of the parent(s)/guardian and student's active participation in a Bible-teaching church.
- Clear understanding that the parent(s)/guardian and student's lifestyle and beliefs are in agreement with CCA's Statement of Faith as outlined on pages 6-7 in this handbook.
- Clear understanding that the parent(s)/guardian and student agree and support CCA's mission, goals and educational philosophy.
- Receipt and approval of student's previous academic records (report cards, achievement tests, discipline reports).

### **The following is the process for admission to CCA:**

- Submission of CCA student application and application fee.
- Review of the student's application and enrollment criteria by the CCA administration. CCA does not require an entrance exam to attend the school.
- After the review of the application and enrollment criteria, qualifying families and students are invited to interview with the Headmaster prior to initial enrollment to the school.
- The interview process includes:
  - a. Declaration of salvation by parent(s)/guardian and student(s).
  - b. Review of parent(s)/guardian and student's church affiliation and involvement.
  - c. Review of previous school records. Newly enrolled students in grades 2-5 must furnish previous school(s) records.
  - d. Understanding that the parent(s)/guardian and student's educational expectations correspond with CCA's mission as a ministry of CCoB.
- Finally, the Headmaster and Administration will prayerfully determine if parent(s)/guardian and student meet the criteria required for acceptance.

## YEARLY RE-ENROLLMENT TO CCA

At CCA, we pray that our students will remain at the school throughout their elementary, junior, and senior high school years. We desire to be an extension of the student's home and strive to collaborate with the parents to raise up disciples of Christ. As such, we need the support and cooperation of parents as we minister and educate our students.

### **The following outlines the criteria for re-enrollment to CCA:**

- It must be understood that attendance at CCA is a privilege. CCA reserves the right to refuse re-enrollment of any student or students of families who do not adhere and adjust to the school's initial Enrollment Criteria, Statement of Faith and Code of Conduct as outlined in this handbook.
- In addition, no family may be re-enrolled unless all financial obligations are met from the previous school year.
- If pertinent information concerning a student is available and not disclosed during the enrollment process, then the student may be disenrolled from the school.



If differences arise between the parent's educational desire for their student and CCA's operational philosophy, Statement of Faith and Code of Conduct, then parents will be contacted for a meeting with the CCA Headmaster and one of the CCoB pastors. If the differences are too great, a student may be disenrolled from the school.

**Re-Enrollment Process Overview:**

- **Re-Enrollment Forms:** In early winter, CCA will send re-enrollment forms to qualifying families.
- To secure your child's re-enrollment, please submit the payment with the completed re-enrollment form. The re-enrollment fee for payments made prior to March 31, 2020, is **\$75.00**. The re-enrollment fee for payments made after March 31, 2020, is **\$100.00**.

**PRE-KINDERGARTEN ENROLLMENT**

For enrollment in CCA's Pre-Kindergarten Program, students must be 4 years old by September 30, and toilet-trained by the start of the school year.

## CCA CONTACT INFORMATION

### CCA ADDRESS AND PHONE NUMBER

Calvary Chapel Academy  
175 Market Street  
Rockland, MA 02370  
Phone: (781) 871-1043

**CCA WEBSITE** [www.ccobacademy.com](http://www.ccobacademy.com)

### OFFICE HOURS

Except for vacations and holidays, the CCA office hours are:

Monday – Friday, 8:00 a.m. to 3:00 p.m. (Voice Mail is available from 3:00 p.m. to 8:00 a.m.)

Summer Office Hours for the week after school closes and the month of August are Tuesday-Friday, 9:00 a.m. to 12:00 noon.

### CCA SCHOOL HOURS

Pre-Kindergarten through K: 8:30 a.m. to 2:20 p.m.  
First through 5<sup>th</sup> Grade 8:30 a.m. to 2:30 p.m.

Dismissal is through the front sanctuary doors.

### SCHOOL CLOSINGS OR DELAYS

- **PARENTALERT:** In the event of a school closing due to a weather event or emergency, CCA utilizes ParentAlert to notify parents. Student contacts will receive a recorded announcement to your phone as well as a text message.
- **TELEVISION POSTING:** School closing announcements will be posted on television channels **4, 5, 10, 25 and 56**. School closing information is also available by calling the CCA office after 6:30 a.m.
- **ROCKLAND SCHOOL CLOSURES:** CCA will **always close** when Rockland Schools close. If we deem circumstances unsafe, we may close regardless of the Rockland School District's decision.

### EARLY DISMISSAL

- A parent/legal guardian must come into the office and sign out a student if he/she leaves school before 2:30 p.m.
- If you are aware that your child is leaving early (for a doctor or dentist appointment, etc.), please submit a note to the child's teacher.

### VISITORS

**All visitors MUST sign in at the office before going into the school.** Parents dropping off items for students such as lunches, papers, folders, projects, etc. should leave them at the office, and we will get the item to your child. We ask that you do not go to the classroom as it disrupts the learning environment.

### ADDRESS/PHONE CHANGE

In case of an emergency, IT IS IMPERATIVE THAT THE SCHOOL BE ABLE TO REACH YOU AT ANY TIME. Please notify the school of any changes to your address, phone number and/or emergency contacts at your earliest convenience.

## ATTENDANCE

Regular attendance is one of the greatest contributing factors to success in school. Students are expected to be in school **every day by 8:30 a.m.**, unless they are sick.

If a student is absent, a parent or guardian must call the school and leave a message before 8:30 a.m. Please leave the name of your child and the name of your child's teacher. When returning to school after an absence, all students should bring an excuse note from a parent or guardian addressed to your child's teacher.

Students must be present in school to participate in any CCA extracurricular activity. A student who leaves during the school day due to an illness may not participate in after school activities for that day. Activities include all sports, clubs, presentations, and music and drama activities.

Planned family trips require a **Vacation Absentee Form** that may be obtained from the school office. Please submit the form at least one week in advance of your trip. All missed class work and tests must be made up.

### TARDINESS

School starts at **8:30 a.m.** The school building is open to students starting at 8:00 a.m. Students may enter through the front center doors between 8:00 a.m.- 8:20 a.m. Students arriving after 8:20 a.m. must enter through the school office doors. A parent must sign in students entering the school at 8:30 a.m. or later. Parents will be contacted after the student has reached an unacceptable number of tardies.

## TUITION, FEES AND DISCOUNTS

### TUITION PAYMENT PROGRAM

Tuition payments are based on a 10-month payment program beginning each July and are due on the first of the month. Tuition payment coupons are provided for each family. Payments made after the 10<sup>th</sup> of the month should include a \$30.00 late fee. Payments requiring a late fee are not considered paid until the late fee is paid. We will also assess a fee for any returned checks. Tuition payments that are not up to date may result in the child(ren) being disenrolled from school.

<b>2020 – 2021 TUITION RATES</b>		
	<b>Calvary Chapel of Boston Attendees</b>	<b>All Other</b>
<b>Pre-K M/W/F</b>	<b>\$5200</b>	<b>\$5500</b>
<b>Pre-K 5 Days</b>	<b>\$6200</b>	<b>\$6600</b>
<b>Kindergarten M/W/F</b>	<b>\$5500</b>	<b>\$6000</b>
<b>Kindergarten - 5<sup>th</sup> Grade</b>	<b>\$6600</b>	<b>\$7000</b>

### TUITION DISCOUNT OPPORTUNITIES

#### **Early Full Tuition Payment Discount:**

Those who desire to make payment in full by August 1st, will receive a 5% discount on their entire tuition (book and application fee not included).

#### **Multiple Family Member Discount:**

In order to make CCA tuition affordable to large families, we offer a family discount:

- Oldest 2 children: Full Tuition
- 3<sup>rd</sup> Child: 20% discount
- 4<sup>th</sup> or more children are FREE

#### **Calvary Chapel of Boston Church Attendees:**

Families must be attending CCoB for a minimum of six months to be considered a CCoB attendee. For further information, reference the above tuition rate chart.

#### **CCA Referral Discount:**

Parents with students who attend CCA that refer students to CCA from outside of Calvary Chapel of Boston (non-attendees) will receive a **\$1,000** discount towards their child's tuition each year the referred student attends CCA. Referral references must be made at the time of application submission. Siblings enrolling after the initial enrollment of the referred student are not considered a referral.

#### **Annual CCA Golf Tournament Fundraiser:**

Parents with students attending CCA that raise money for the annual school golf tournament will have the amount raised in excess of **\$500** deducted from their child's tuition.

### BOOK FEE

The book fee is **\$250.00** per year and is payable by June 30th. The book fee is non-refundable.

### **APPLICATION FEE**

The one-time application fee is **\$100.00** and must accompany the student's application. The application fee is non-refundable; however, if a student is not accepted to CCA, the application fee will be returned.

### **RE-ENROLLMENT FEE**

To secure your student's spot, please send in the non-refundable **\$75.00** deposit by March 31, 2020. After March 31, 2020, the re-enrollment fee is **\$100.00**. A re-registration form for the following school year will be sent to your home in early winter. At that time, we would like to know if you intend to have your child return the following year. A separate application should be used for any siblings not currently enrolled that will be applying for admission to CCA.

# GRADING GUIDELINES

## COMMUNICATION BETWEEN FAMILIES AND CCA

- **RenWeb Communication Portal:** CCA utilizes RenWeb software as a student information management system. Each family will have an account to access student progress and report cards. Some elementary teachers will utilize RenWeb to post homework and projects.
  - **RenWeb's ParentsWeb Log-In:**
    - Type in [www.renweb.com](http://www.renweb.com) (in Explorer, FireFox, or Safari), then click **Logins**.
    - Type in CCA's **District Code: CC-MA**
    - Click **Create New ParentsWeb Account**.
- **Progress Reports and Report Cards:** Through Renweb and starting in third grade, every student will be emailed a progress report at the middle of each term. As needed, students in pre-kindergarten through second grade will receive hand-written progress reports. Students in all elementary grades will be emailed report cards through RenWeb.

## CURRICULUM

CCA will always try to achieve the highest academic standards while maintaining Christian values. We make every effort to select the best academic program and publishers available. Christian textbooks will be used when possible, but they will be replaced or supplemented by secular textbooks when it best achieves our goals. In certain circumstances, CCA may use secular textbooks to train our students in the difference between the wisdom of the world and the wisdom of God.

GRADING GUIDELINES	
Numerical Equivalent	Letter Grade
97 - 100	A+
93 - 96	A
90 - 92	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
68 - 69	D+
65 - 67	D
0 - 64	F

SKILLSET GUIDELINES
E = Excellent
S = Satisfactory
N = Needs Improvement

## STANDARDIZED TESTING

Every Spring all the students in grades one through seven will be given standardized tests. These tests will be a permanent part of the student's record and the test results will be given to the student's parent(s)/guardian(s).

## **HOMEWORK**

Homework will be assigned on a regular basis except on Wednesdays and some weekends. Homework officially begins in the first grade with approximately 10 minutes per night and increases by 10 minutes with each new grade level. The actual length of time for a student to complete homework may vary depending on the pace the student works at.

## **TEXTBOOKS**

The annual book fee is **\$250.00** per student. This fee partially covers textbooks and workbooks while CCA subsidizes the remaining costs of these items. Workbooks are considered consumables. The textbooks that we use must be covered, cared for and returned at the end of the school year. Failure to return a textbook in good condition will result in a fee equal to the cost of the textbook.

# EXPECTATIONS OF CONDUCT

## CONDUCT

- Students must keep their hands, feet and objects to themselves at all times.
- When lining up and walking in the hallways, students should be orderly and quiet.
- Fighting is unacceptable. If needed, students are expected to find someone to help resolve the problem.
- All forms of bullying, including cyber-bullying, are unacceptable. See pages 24-28 for more information.
- Most importantly, remember that this is the Lord's school, and we are here to glorify Him.

## HONESTY

- Students are expected to do their own work and tell the truth.
- Students should only have things that belong to them and return anything that they borrow.
- Students may never sign the name of someone else.

## CHAPEL

- All students and teachers are required to attend Chapel.
- Chapel is held every Wednesday at 9:30 a.m. for elementary and pre-kindergarten students.
- Chapel includes a time of worship and a time of teaching led by a pastor, an elder or approved Bible teacher.
- Family and friends are welcome to attend chapel.

## CLASSROOM CONDUCT

- At CCA, we intend to create a Christ-like environment of love and joy for the students. When children display inappropriate behavior and do not respond to discipline, they create an unhealthy learning environment for all students. Parents should be sure that their children are aware of how important it is to behave in class.
- Lying, cheating, stealing, swearing, showing disrespect and fighting are not tolerated at CCA. Any type of behavior that is disruptive to the classroom will result in your child being disciplined.
- No gum chewing allowed.

## PLAYGROUND CONDUCT

- Students must stay in their designated areas on the playground and in the gymnasium.
- Students are expected to share, take turns, include all students and use the equipment properly and in a safe manner.
- Students should never throw balls or objects at other students.
- Students are to return all playground equipment to the proper place and are asked to pick up their trash before returning to class.
- Students must check with an adult before re-entering the building.

## GYMNASIUM CONDUCT

- Students are expected to wear the appropriate footwear (sneakers that do not mark the floor and do not have sand or grease on them) and clothing for safety and comfort.
- Students are expected to use the equipment properly and in a safe manner.
- Students are not allowed in the gymnasium without the supervision of a CCA teacher or staff member.

## CAFETERIA CONDUCT

- When entering or leaving the cafeteria, students should line up quietly and orderly.
- When in the cafeteria, always talk in a quiet voice. Students should listen to and follow adult directions.
- All students should clear off the table when they are finished eating and leave it ready for the next group of students.



## **DRESS CODE**

The staff and faculty of CCA desire to have a strong Christian testimony to all that walk through the building. Therefore, we request that the children be dressed in a safe, appropriate and modest manner for school activity.

- No short shorts, miniskirts, spaghetti straps or midriff shirts.
- No shirts may be worn with offensive or derogatory phrases/messages or anything we deem inappropriate.
- No pants with writing on the backside.
- NO HATS OR HOODS MAY BE WORN IN THE CLASSROOM AT ANY TIME EXCEPT WHEN DESIGNATED FOR SPECIAL EVENTS.

## **AFTER SCHOOL DISMISSAL RULES**

Students should:

- Walk in the hallways.
- Go directly to their assigned location area (no bathrooms or stopping to talk to a friend in the hall).
- Always ask permission from a teacher to get out of line for any reason.

*PARENTS MUST NOTIFY THE CCA OFFICE STAFF WHEN THERE IS A CHANGE TO THEIR CHILD'S NORMAL TRANSPORTATION.*

## **SOCIAL MEDIA GUIDELINES**

Social media is a broad subject to address, and it is not the goal of CCA to list every possible good, bad or other practice related to this subject. It is the goal of CCA to make clear that what is said, written or done on social media by students and families must be in accordance with the behavioral standards listed in this handbook.

At a minimum, CCA students must adhere to the age and usage requirements outlined by each social media platform. In addition, a student's behavior on social media must adhere to CCA's own Statement of Faith and Code of Conduct guidelines. A student that violates any of the CCA behavioral standards on social media is responsible for that behavior. It is no different than and equal to actions or speech as if a student was saying or doing something directly in person.

Social media does not give any insulation from the guilt of responsible behavior and will be dealt with in the same way as any "in person" violation. Social media is an arena that parents must take responsibility for in the lives of their children. We highly encourage parents to know what their children are doing on the internet and social media sites at all times. As with all of life, social media is not exempt from what Paul the apostle said, we are not to "*be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is good and acceptable and perfect will of God.*" (Rom. 12:2).

Our hope is that parents will come alongside CCA in a way that keeps their children safe from what can be life affecting experiences in the realm of social media practices.

## **DISCIPLINE**

One of the most important lessons for any student to learn is how to properly respond to authority. The students must be guided to a proper response to their parents, teachers and to God. In order to accomplish this goal, we must set discipline standards that are enforced fairly, consistently and lovingly. God's word says to *"Listen to counsel and accept discipline, that you may be wise the rest of your days."* Proverbs 19:20

At CCA, the emphasis in discipline will always be based on love. More than anything else, we want each student to know that he or she is loved. However, love does not necessitate a tolerance of disobedience. Love exercised through discipline is designed to recover students from behavior that is destructive to them and their classmates. Godly love sets the highest standard for people. This is the goal of all discipline at CCA.

Since the teacher is the one who works most closely with the students, he or she carries the bulk of the discipline responsibility at school. It is important that the teacher work closely with the parents in these matters and for teachers to contact parents about any problems they have in this area. It is of the utmost importance that parents support the teacher in matters of discipline, and it is equally important that the teacher keep the parents informed of any problems.

### **CCA DISCIPLINARY ACTIONS INCLUDE ANY OF THESE OPTIONS:**

- Warning
- Loss of recess time / time out
- Conduct referral
- Visit to Administration and/or Headmaster
- Potential suspension or removal from school

### **CONDUCT REFERRALS**

Conduct referrals are written forms notifying the parents of a student's inappropriate behavior at school. Students will be warned before receiving a conduct referral and will need to meet with the Headmaster. Parents will always be contacted and sent a written copy of the conduct referral.

Conduct referrals rarely happen at the elementary level. If it does occur, and if there is a pattern of behavior which might necessitate additional action, this will be addressed with the student and parent(s). The additional action may include single or multiple day suspensions. Some situations may require a student's expulsion from CCA.

### **VISIT TO THE ADMINISTRATION OR HEADMASTER**

At times it becomes necessary for the teacher to send the student to the Administration's Office or the Headmaster's Office. In this event, the Administration or Headmaster will deal with the situation. The parents are called informing them that the student was sent to the office. At that time, the appropriate administrator will speak with the student and, if necessary, take further disciplinary action.

### **MAJOR INFRACTIONS**

In the case of major infractions, which could be any behavior deemed to be inappropriate by CCA Administration, it becomes necessary for the teacher to send the child to the Headmaster's Office. In this event, the Headmaster will deal with the situation. The parents will be informed that the child was sent to the Headmaster's Office. At that time, the Headmaster and/or a Pastor will speak with the child and, if necessary, further action will be taken.

Occasionally there is a student who does not respond to our ministry. If working with the parent(s) does not bring about a marked improvement in the student's conduct and the student continues to visit the Headmaster's Office, we reserve the right to remove the student from CCA. This will only be done in extreme cases, and particularly when the student is a bad influence on other students.

## HEALTH POLICIES AND MEDICAL INFORMATION

### EMERGENCY CONTACT CARDS

In August, you will receive an emergency contact card for each student. **Annually, CCA requires** each student maintain an updated and accurate emergency contact card. The information provided enables the CCA staff to offer the best care in the case of illness and/or emergency. Any emergency contact listed must be reliable and available for school pick up, if needed. Please ensure emergency contact(s) agree to this requirement.

Please fill out the emergency contact card – front and back – and return on either back-to-school night or to the school office. Students **cannot** start the new school year without providing an updated emergency contact form.

### FIRST AID

In the event that a student is injured, basic first aid will be administered. NO prescription medication will be dispensed in the school. If a unique situation arises, it must be discussed with the school nurse.

### REQUIRED HEALTH EXAMINATIONS

The Massachusetts School Health Law requires that each student is to have a medical examination entering the following grade-levels:

- Pre-Kindergarten
- Kindergarten
- Fourth Grade
- Seventh Grade
- Tenth Grade
- Transferring to CCA without complete health records or from out of state

**\*All NEW students are required to provide a copy of the most recent health exam including full immunization history. Please be advised that a sports physical is not accepted as a complete health exam.**

### IMMUNIZATION REGULATIONS

Massachusetts Department of Public Health Immunization regulations require that:

- **All pupils must be immunized or exempted before admission to any school in Massachusetts.**
- Immunization data must be received for all students, including all pre-kindergarten programs.

Students may be **registered** without proof of immunizations prior to the start of school. However, in order to **attend** school, written proof of a minimum of at least one dose of each required vaccine is needed. This is called **provisional** admission. When a student is admitted **provisionally**, a plan for completing the immunizations must be submitted by the parent. Provisional records must be reviewed every 60 days by the school nurse. If the plan is not followed, or the provisional period expires before immunizations have been completed, the student may not attend school until evidence of immunization or exemption is submitted.

There are two categories of **EXEMPTION** from the immunization requirements:

- **Religious exemption:** Students need not be immunized if the parent or guardian, in writing, submits to the school an objection to the immunization based on religious grounds or a strong or ethical conviction. Please note that **religious exemptions must be renewed annually**. Annual renewal means that parent(s)/guardian must write and sign a new religious exemption each year at the start of the school year. All religious exemptions should be dated and signed by parent(s)/guardian for each student to allow for monitoring of annual renewals each school year.

- **Medical exemption:** Students need not be immunized if a physician or his/her designee submits to the school, in writing, that the immunization may be detrimental to the health of the student. This may be either a temporary or permanent status. When the physician determines that the immunization is no longer detrimental to the health of the student, the exemption ceases to be valid, and the child must be immunized.

**\*\*Parents of all exempt students should be aware that if the Massachusetts Dept. of Public Health declares an epidemic of a disease for which immunization is an admission requirement, students who are exempted will not be permitted to attend school for the duration of the epidemic.**

## **REQUIRED IMMUNIZATIONS**

The Massachusetts Dept. of Public Health now strongly recommends that every school age child receive an annual influenza vaccine.

### **PRE-KINDERGARTEN:**

- 4 doses of DTaP/DTP (Diphtheria, Tetanus, and Pertussis)
- $\geq 3$  doses of IPV (Polio)
- 1 dose of MMR (Measles, Mumps, & Rubella)
- 1 to 4 doses of Hib (Haemophilus influenza Type B Bacteria)
- 3 doses of Hep B (Hepatitis B)
- **1 dose of Varicella** (Chicken pox) or MD-certified hx of disease

### **KINDERGARTEN:**

- 5 doses of DTaP/DTP (Diphtheria, Tetanus, and Pertussis)
- 4 doses of IPV (Polio)
- **2 doses of MMR** (Measles, Mumps & Rubella)
- 3 doses of Hep B (Hepatitis B)
- **2 doses of Varicella** or MD certified history of disease

### **GRADES 1-5:**

- 4 doses of DTaP/DTP or  $>3$  doses Td (Tetanus)
- $\geq 3$  doses of IPV (Polio)
- 2 doses of MMR (Measles, Mumps, & Rubella)
- 3 doses of Hep B (Hepatitis B)
- **2 doses of Varicella** or MD-certified history of disease

## **MEDICATION POLICY**

Parents/guardians are expected to administer medications **at home** (with the exception of some emergency medications). The first dose of ANY medication must be given at home due to the possibility of adverse effects or allergic reaction. Medicine (i.e. antibiotics) ordered to be given two or three times per day must be given at home.

CCA will only administer Tylenol (acetaminophen) and Advil (ibuprofen) if permission has been provided on the emergency contact card and/or if the school has contacted you first. Tylenol is contained in many cough/cold preparations. If your child appears to need either of these medicines on a routine basis, you will be notified by the school nurse, and he/she may need to be evaluated by an MD.

## **EMERGENCY MEDICATIONS (Epi-Pens, Inhalers, Diabetic Meds)**

If a student has any medical condition, which would require the use of emergency medication or any assistance, please schedule an appointment with our school nurse to review your child's medical condition needs. Working with the parent, the school nurse will develop an Emergency Care Plan to best serve the student.

**All medication** must be brought into school in their **ORIGINAL** pharmacy labeled containers. **An updated written physician's order and parent permission are also required for each medication at the beginning of each new school year.** Medicine will not be administered if it is not in its original container and/or accompanied by an updated physician's order and parent permission.

## **HEALTH POLICIES**

We encourage parents to call any time they have concerns and specifically for the following reasons:

- A new medical diagnosis or change in your child's health status
- A newly prescribed medication
- A change in current medication
- A serious injury, illness or hospitalization
- A fracture, sprain, cast or stitches
- A contagious disease such as chicken pox, flu, strep throat, whooping cough, conjunctivitis or lice
- If a child is absent for an extended period of time
- If there are any recent changes in your family that may affect your child, such as a birth, a recent loss, or a sudden illness

### **When to keep your child home if they are ill:**

To allow sufficient time to recover from an illness or injury and to minimize the spread of an infectious illness, your child **should be kept home from school** if he/she has:

- A communicable (contagious) disease
- Fever greater than 100 degrees F within the last 24 hours
- Vomiting/diarrhea within the last 24 hours
- Pain that requires the use of narcotic medications
- An upper respiratory illness with significant coughing and/or nasal discharge

### **When to return to school after an illness:**

- He/she should remain at home for at least 24 hours after their temperature has returned to normal WITHOUT the use of TYLENOL or IBUPROFEN.
- If an ANTIBIOTIC was required, he/she should remain out of school until it has been given for **at least 24 hours** or more depending upon the type of infection and MD order.
- There should be a **24-hour period with no vomiting or diarrhea.**
- All students returning to school after having had one of the following **COMMUNICABLE DISEASES** must present a certificate from a healthcare provider stating the nature of the illness. They may not return to school **without** this certificate as prescribed by the Massachusetts Dept. of Public Health.

Chicken Pox	Impetigo	Mumps
Encephalitis	Measles	Scarlet Fever
Fifth Disease	Meningitis	Strep Throat
German Measles	Mononucleosis	Whooping Cough

After pediculosis (head lice), your child must be checked by the school nurse before re-entering the school.

Thank you for your cooperation. Please remember that these policies are for the safety of our children. If you have any questions, please contact the school or e-mail the nurse at [nurse@ccobacademy.com](mailto:nurse@ccobacademy.com).

## TECHNOLOGY AND COMPUTER USAGE POLICY

While student use of the internet will be supervised and filtering software is used, CCA does not have full control of the content that may be accessible on the internet. This policy is focused on what CCA's computers and available technology is to be used for and how it should be used.

Each student is responsible for his/her actions and activities involving CCA's computers, networks and internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the Headmaster.

### **CONSEQUENCES FOR VIOLATION OF COMPUTER USE POLICY AND RULES**

Student use of CCA's computers, networks and internet services is a privilege, not a right. Compliance with policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The Headmaster or Assistant Principal shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

### **ACCEPTABLE USE**

The CCA's computers, networks and internet services are provided for educational purposes and research consistent with its educational mission, curriculum and instructional goals. A student may bring his/her personal laptop to school in grades nine through twelve. All policies, school rules and expectations concerning student conduct and communications apply when students are using either CCA or personal computers/laptops. Students are also expected to comply with all specific instructions from teachers and other school staff when using the school's computers.

### **PROHIBITED USES**

Examples of unacceptable uses of CCA's computers that are expressly prohibited include, but are not limited to, the following:

- **Accessing Inappropriate Materials:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.
- **Illegal Activities:** Using school computers, networks and internet services for any illegal activity or in violation of any policy or school rules. CCA assumes no responsibility for illegal activities of students while using school computers.
- **Violating Copyrights:** Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission. CCA assumes no responsibility for copyright violations by students.
- **Copying Software:** Copying or downloading software without the express authorization of the Headmaster or Assistant Principal. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. CCA assumes no responsibility for illegal software copying by students.
- **Plagiarism:** Representing as one's own work any materials obtained on the internet (such as term papers, articles, music, etc.). When internet sources are used in student classwork the author, publisher and web site must be identified and properly cited.
- **Non-School-Related Uses:** Using CCA's computers, networks and internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or any other personal use not connected with the educational program or assignments.
- **Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords, and accessing or using other users' accounts.
- **Malicious Use/Vandalism:** Any malicious use, disruption or harm of CCA's computers, networks and internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

Violations of the computer use policy will have disciplinary actions determined by the CCA administration in accordance with the behavioral standards in the Parent/Student Handbook.

### **NO EXPECTATION OF PRIVACY**

CCA's computers remain under the control, custody and supervision of CCA at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files and internet access logs.

### **COMPENSATION FOR LOSSES, COSTS AND/OR DAMAGES**

The student and his/her parents are responsible for compensating CCA for any losses, costs or damages incurred by the school for violations of policies and school rules while the student is using CCA's computers, including the cost of investigating such violations should this occur. CCA assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers.

### **STUDENT SECURITY**

A student should not reveal his/her full name, address, telephone number, social security number or other personal information on the internet. Students should never agree to meet people they have contacted through the internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way. Student security is a serious matter.

### **SYSTEM SECURITY**

The security of the CCA's computers, networks and internet services is a high priority. Any student who identifies a security problem should notify his/her teacher immediately. The student shall not reveal the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

### **RULES FOR USE OF PERSONAL LAPTOPS**

A student may bring his/her personal laptop to school ONLY in grades nine through twelve.

### **RULES FOR USE OF CELL PHONES**

CCA is committed to providing a learning environment that is free from distraction. Cell phones can be disruptive. However, the school recognizes the value that parents place on allowing their child to have a cell phone for emergencies and easy communication.

Elementary school students are only allowed to bring cell phones if they are kept in the student's backpack. Cell phones are to be off from 8:30 a.m. - 2:30 p.m. and cannot be used in the school building.

## **BULLYING PREVENTION AND INTERVENTION PLAN AND POLICY**

CCA is committed to ensuring the respect of, and protecting the dignity of, all members of the CCA community (faculty, staff, parents, students). Everyone has the right to work, study, and engage in co-curricular activities without harassment, intimidation or bullying. With this right comes the responsibility to respect the rights of others to work, study and engage in co-curricular activities without harassment or intimidation.

The Bullying Prevention and Intervention Plan and Policy is published in response to the Massachusetts law against bullying and is an integral part of our efforts to promote learning and to prevent behavior that can hinder the learning process. This plan outlines CCA's approach to addressing bullying, cyberbullying and retaliation. This plan is consistent with broader protections at CCA against discrimination, harassment, bullying and retaliation that appear in the CCA Parent Student Handbook. It is important that the Bullying Prevention and Intervention Plan and Policy be well understood by all members of the CCA community.

The Headmaster is responsible for the implementation and administration of the plan. Questions, concerns and comments related to this plan may be referred to him. Each year, this plan is reviewed and revised as needed and presented to all members of the CCA community. At CCA, topics related to bullying are also addressed in Bible classes, Chapel, student assemblies, as well as other classes and forums throughout the year.

CCA's plan was created to comply with the requirements of the State of Massachusetts and is an expansion of one aspect of the overall CCA Discipline/Training procedures plan.

### **DEFINITIONS**

**Aggressor:** A student or a member of a school staff who engages in bullying, cyberbullying or retaliation towards a student.

**Bullying:** Defined as the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor

to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or of a physical act or gesture, or of any combination of these directed at another individual that:

- causes physical or emotional harm to that individual or damage to that individual's property;
- places that individual in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the targeted individual;
- infringes on the rights of the targeted individual at school; or
- materially and substantially disrupts the educational process or orderly operation of the school.

**Cyberbullying:** The above bullying includes "cyberbullying," here defined as bullying through the use of technology or electronic communication which shall include but not be limited to any transfer of signs, signals, writing, images, sounds, data intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, devices such as telephones, cell phones, computers, and the Internet, including, but not limited to, email, instant messages, text messages, facsimile, and Internet postings. (M.G.L. c. 71, § 37Q).

Cyber-bullying also includes:

- a) The creation of a web page or blog in which the creator assumes the identity of another person, or
- b) The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated under bullying above.

Cyber-bullying also includes the distribution by electronic means of a communication to more than one



person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution of posting creates any of the conditions enumerated under bullying above. (M.G.L. c. 71, § 37O)

**Hostile Environment:** Hostile Environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions or a student's education.

**Retaliation:** Retaliation, including any form of intimidation, reprisal or harassment, directed against a person who reports bullying, provides information during an investigation of bullying, witnesses bullying or has reliable information about bullying is also prohibited.

**School Staff:** School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff or paraprofessionals.

**Target:** Target is a student against whom bullying, cyberbullying or retaliation has been perpetrated.

### **BULLYING PROHIBITED**

- All such bullying and retaliatory behavior is prohibited on school grounds and property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions, or programs (whether on or off school grounds), on vehicles owned, leased, or in use by the school, or through the use of technology or electronic devices owned, leased or in use by the school.
- Such bullying and retaliatory behavior is also prohibited at locations, activities, functions, or programs that are not school-related through the use of technology or electronic devices that are not owned, leased, or in use by the school, if the acts create a hostile environment at school for the targeted individual or witnesses, infringe on their rights at school, or materially and substantially disrupt the educational process or orderly operation of the school. It should be noted, though, that the law does not require the school to staff any non-school related activities, functions or programs. Activities initiated by non-school persons, including parents of students, are not school-related activities, functions or programs.
- Whenever necessary, the Headmaster or his/her delegate shall make the determination of whether any activity, function or program is school-related.
- It is important to bear in mind, however, that CCA reserves the right to require standards of behavior under its policies that are stricter than the laws of the Commonwealth of Massachusetts in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law.

### **REPORTING**

It is important for students who think they have been bullied to promptly report the incident. Any such complaint shall be pursued according to the procedures described below. All allegations of bullying will be immediately investigated. CCA will not tolerate either mishandling of complaints by authorized personnel or negative behavior responses to a student after making a complaint. Violation of this Policy will result in disciplinary action up to and including dismissal or expulsion.

### **COMPLAINTS**

Reports of bullying or retaliation must be made by faculty, staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. CCA has an Incident Reporting Form available in the school's main office for those who desire to use this form as a means of reporting, though it is not required in order to submit a report.

### **STUDENTS**

Any student who suspects or has knowledge of an incident of bullying or cyber-bullying or has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this Policy is strongly encouraged to report that information to the Headmaster or other faculty or staff member with whom the

student is comfortable speaking. Also, any student who is subject to retaliation in violation of this Policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible. Students may request assistance from a faculty or staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a faculty or staff member, or with the Headmaster or his/her designee. Any school faculty or staff must immediately report the relevant information to the Headmaster or his/her designee.

## **PARENTS**

A parent of a student who is the target of bullying or cyber-bullying or of a student who has witnessed or otherwise has relevant information about bullying or cyber-bullying is strongly urged to promptly notify the Headmaster or his/her designee.

## **FACULTY AND STAFF**

All faculty and staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, the coach, advisor to an extracurricular activity or paraprofessional, shall immediately report when he/she witnesses or becomes aware of conduct that may be bullying or retaliation to the Headmaster or his/her designee. The requirement to report to the Headmaster or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

## **OTHERS**

- Other persons who witness or become aware of an instance of bullying or retaliation are strongly encouraged to report it to the Headmaster or his/her designee.
- Pursuant to the state law, reports may be made anonymously, but it should be noted that the school shall not take disciplinary action against a student solely on the basis of an anonymous report. Therefore, faculty and staff are highly discouraged to make anonymous reports under this Policy. In addition, the School urges students and their parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Students and parents are encouraged to bear in mind that the School takes its Policy against retaliation seriously. Also, while the School cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying, cyber-bullying, and retaliation only on a legitimate need-to-know basis.

## **RESPONDING TO A REPORT OF BULLYING, CYBER-BULLYING OR RETALIATION**

- When a complaint of bullying, cyber-bullying or retaliation is brought to the attention of the Headmaster, the Headmaster or his/her designee shall make an assessment as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying or retaliation during an investigation. Responses to promote safety may include, but not be limited to: creating a personal safety plan; pre-determining seating arrangements for the targeted student and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the targeted student; and altering the aggressor's schedule and access to the targeted student. The Headmaster or his/her designee will take additional steps to promote safety during the course of and after the investigation, as necessary. Those steps shall include protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation or a student who has reliable information about a reported act of bullying or retaliation.
- If the reported bullying incident involves the Headmaster as the alleged aggressor, the Chair of the Board or his/her designee shall be responsible for investigating the report and other steps necessary to implement the Policy, including addressing the safety of the alleged victim. If the Chair of the Board is the alleged aggressor, the Board or its designee shall be responsible for investigating the report and other steps necessary to implement the Policy, including addressing the safety of the alleged victim.

- It is the policy of the School to notify the parents of any student who is an alleged target of bullying, cyber-bullying or retaliation and the parents of any student who may have been accused of engaging in such behavior promptly after a complaint has been made. Further, to the extent consistent with state and federal law and 603 CMR 49.00, the parents or guardians of the victim shall also be notified of the actions taken to prevent any further acts of bullying or retaliation.
- An impartial investigation of the complaint is conducted by the Headmaster or his/her designee. That investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff, parents or other persons who witnessed or who may otherwise have relevant information about the alleged incident.
- The Headmaster or his/her designee conducting the investigation may also choose to consult with other teachers and/or other school personnel.
- Following interviews and any other investigation undertaken, as the School deems appropriate, the Headmaster or his/her designee will determine whether and to what extent the allegation of bullying or retaliation has been substantiated. If bullying or retaliation has taken place, the Headmaster or his/her designee shall administer appropriate disciplinary action and/or remedial action. These actions will balance the need for accountability with the need to teach appropriate behavior.
- As appropriate, the Headmaster or his/her designee will discuss options for counseling or referral to appropriate services for both the targeted student(s) and the perpetrator(s) and for family members of said students. A perpetrator can include a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or a paraprofessional who engages in bullying or retaliation.
- The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.
- In appropriate circumstances, such as when the Headmaster has a reasonable basis to believe that criminal charges may be pursued against the aggressor or a child may have been subject to abuse or neglect of the type that is reportable under Section 51A of the Massachusetts laws, law enforcement or another appropriate government agency may be notified immediately.
- Upon completion of the investigation, the Headmaster or his/her designee who conducted the investigation will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made, their parents and the tutor to report the results of the investigation and, what disciplinary or other corrective action is determined to be appropriate, and to inform the parties of the steps that will be taken to correct the situation. Notwithstanding the foregoing, the amount of information provided in these meetings may be limited by confidentiality laws protecting student records.
- The Headmaster has final authority over the determination of what information to provide to the various persons involved.
- Follow-up contacts will be made with any student found to have been targeted in violation of this Policy and his/her parents to inquire as to whether there have been any further incidents.
- Bullying incidents involving a student(s) of other schools or a former student(s) under the age of 21 will be addressed as required by G.L. c.71, §37O.
- Determinations made by the Headmaster or his/her designee with respect to bullying claims are final.

### **ALLEGATIONS IN BAD FAITH**

The School also recognizes that knowingly false accusations may have serious effects on innocent persons. Students found to have knowingly made false accusations of bullying will be subject to appropriate disciplinary action, up to and including suspension or expulsion. Please note: This is not meant to include allegations that were made in good faith and reasonable belief of their accuracy but which were later determined to be insufficient or unsubstantiated so as to not prompt remedial action, in which the complainant has done nothing improper. This provision is meant only to cover allegations that the accuser knows to be false at the time they are made or makes them with reckless disregard for the truth.

## **OTHER REMEDIES**

This Policy is the school's internal policy and is only intended to address bullying or retaliation that involves students. There may be other internal or external means of address and nothing herein is intended to replace any statutory rights of redress either under state or federal law. Nothing in the Policy prevents the school from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies. In addition, nothing in the Policy is designed or intended to limit the authority of the school to take disciplinary action or other applicable laws or school policies in response to violent, harmful or disruptive behavior, regardless of whether the Policy covers the behavior.

## **ONGOING ACTIONS**

Faculty and Staff will be provided annual written notice of the Policy and trained annually with respect to the Policy requirements. Relevant sections of this policy relating to the duties of faculty and staff shall be included in the Employee Handbook. CCA shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the Policy.

If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, CCA, if it is the school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator.

## **MISCELLANEOUS**

### **BIRTHDAY/OTHER INVITATIONS**

Please do not hand out birthday or other invitations at school. Please use another means of distribution.

### **NO SOLICITATION OR TRADING OF ITEMS**

The selling of any items is prohibited in school. No private business is allowed to take place in the school at any time. Students should not trade personal items at school.

### **PERSONAL BELONGINGS**

Please label all clothing and school supplies with your child's name. Students must not bring in toys or electronic devices to school. Please make sure that any personal items are labeled and stay in backpacks during school hours.

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