

# ***CALVARY CHRISTIAN ACADEMY***

***2021-2022***

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### Admission

- Calvary Christian Academy is open to students of any race, color, or ethnic origin.
- Prospective students should already faithfully attend Calvary Baptist Church or a church of like faith and doctrine.
- Parents who agree with the philosophy of Calvary Christian Academy and are seeking admission for their children to the Calvary Christian Academy should read the handbook and call for an appointment to meet with the administrator.
- Students must be five years old by October 15 to enroll into the kindergarten class. K-4 will be offered as it is available.

### Introduction

- The rules are established to benefit all of the members of the school. It is for this reason that rules are looked upon as a positive part of the education process.
- At Calvary Christian Academy we have four types of rules.
  - 1. Rules that prohibit known sins.**
  - 2. Rules that help to establish self-discipline in the heart and mind of the student.**
  - 3. Rules that promote high standards of excellence in mental, spiritual and physical activities.**
  - 4. Rules that are for the protection and general wellbeing of the student or the student body as a whole.**
- Rules are meant to serve the student's best interest. The administration constantly scrutinizes the rules to see if they are serving their purpose. If a parent or student has a sincere question about a rule, he is urged to contact the office.
- Any student, who is in the judgment of the administration, does not fit the spirit and purpose of Calvary Christian Academy will be required to withdraw from school.

### Purpose

- The purpose of Calvary Christian Academy is to be of help to parents in raising their children "in the nurture and admonition of the Lord". The emphasis is on academics, building character, reaching the heart, and in teaching the doctrines of the Bible.
- This handbook has been produced in an effort to keep the lines of communication open. Our philosophy here at CCA is that leadership should make it easy for a child to do right and difficult for him to do wrong.

### Statement of Faith

- Calvary Baptist Church is an independent, fundamental Baptist Church. The Bible is taught not just as a separate subject, but as the center of every subject. Our doctrines include belief in: the Trinity (I John 5:4-8), salvation by grace (Ephesians 2: 8-9), the eternal security of the believer (John 10:28), Jesus' shed blood is the only way to heaven (Acts 4:12), the autonomy of the local, new testament church (Colossians 1:18), the Bible is given by the inspiration of the Holy Ghost and preserved for us today in the King James Bible (II Timothy 3: 15-17, Matthew 4:4), the rapture of His own before the tribulation (I Thessalonians 4:16 -17), the second coming of Christ to rule and reign on the earth for a thousand years (Matthew 24:30), those saved will be rewarded for what they have done for Christ and spend eternity in a literal heaven (I Corinthians 3: 9-15, John 14: 1-3), and those without Christ will be judged and spend eternity in a literal hell (Revelation 20: 11-15). Calvary Baptist Church stands against modernism (II Timothy 4: 3-4), worldliness (I John 2: 15-17), the charismatic tongues movement (Acts 2: 3-11), and worldly music and entertainment, whether "Christian" or otherwise (Colossians 3:16).
- Calvary Christian Academy is looking for parents in agreement with these doctrines in order to work together in training their children to love God and to live for Him.

## Open Lines of Communication

- It is of utmost importance to Calvary Christian Academy that the lines of communication be kept open between the school and our parents. In order to assure that this goal is to be met the following procedures are adopted:
  1. If there is question or a problem the first person to contact would be the teacher. This could be done by calling the office and leaving a message.
  2. If you have contacted the teacher but feel that you have further needs or concerns, then call Pastor Christner (207-754-6439) or email him at schristner@cbcturner.org.
- Some guidelines are as follows: When coming to a teacher with a problem remember that you have heard only one side of the story. If a problem is approached with a mind that has been made up and accusing or making demands, then little can be resolved or accomplished. A calm spirit with a mind to find out what happened and what should be the right response is necessary for the right outcome. Teachers and parents are to have a common goal. If parents and teachers work together, then a child will better have an understanding of what is required of him or her. Becoming defensive or unwilling to accept each one's part in the solution will not create an effective solution.

**Remember:** Taking a problem to one that is not involved or a part of the solution, or taking the problem to the public by way of Facebook or other social media, only complicates the problem and detracts from getting a real solution.

### ***Communication:***

We use email, text and the private school Facebook group for communication. If any of your contact information changes, please let the office know.

### ***School Day***

- Refer to the school calendar for scheduled school days, early dismissals, and vacation days. The school day begins at 8:15 a.m. and ends at 3:00 p.m. We do not have before and after school care. Students should not be dropped off before 7:45 or picked up after 3:15.

### ***Transportation***

- It is the parents' responsibility to see that their student has a ride to school.
- Students will not be permitted to transport other students to and from school except with permission agreed upon by the parents and administration.
- Students who participate in ball games and school field trips will ride to and from activities in a vehicle that is provided by the school unless the administrator has approved other arrangements in advance.
- Students should be dropped off before 8:15 and picked up after 3:00 at the glass doors in the front of the church.
- During the school day, 8:15 am to 3:00 pm, parents should use the school entrance to drop off students, pick up students, or to come into the school.

### ***Student Drivers***

- Safety is always a high priority for student drivers. We expect our students to drive with caution and respect to others.
- A transportation form must be filled out for each student driver. If any changes need to be made, call the office.
- Only passengers who have parents' permission and permission from the passenger's parents will be allowed to travel with the student driver.
- No high school student will be allowed to travel to and from school in any vehicle with only one other high school student of the opposite sex who is not a family member.
- Cars are to be parked in a designated parking area in the back parking lot and be dismissed at 2:50 pm.
- Cars are to be locked and will be considered a restricted area until after school or when the student is to leave
- The administration reserves the right to restrict a student's driving privileges on school grounds if safe driving procedures are not being observed.

### **School Attendance**

- In order for a student to be considered present in school, he or she must arrive before 9:30 am. A student is considered present for a full day as long as they have not missed more than one class hour. A minimum of three class hours is required in order to be considered present for a half-day. A student attending less than three complete classes will be considered absent that day.
- Parents are strongly encouraged to schedule doctor appointments and other scheduled absences to fall on scheduled days off to avoid the necessity of their child missing school.
- Missions or college trips supervised by parents or churches may be exempt from the attendance policy, but permission must be requested in writing in advance.
- Students need to see their teachers about any make-up work. Students have as many days as they missed, plus one day to make up work. (Example: If a student misses two days, he has three days to make up his assignments)
- Under the Laws of the State of Maine a student is truant if he/she has attained the equivalence of 10 full days of non-excused absences or 7 consecutive school days of non-excused absences during a school year.
- Students in grades K - 11 are allowed 3 personal days and seniors are allowed 5 personal days in a year.
- If a student's absences exceed 5 days in a quarter excused or un-excused, he will be deducted one full letter grade for that quarter.
- Requests for exemptions must be submitted in writing and prior to the absence. (i.e. Missions trips or college trips)
- College trips taken by students who are not seniors are counted as personal days.
- Personal days that are requested the last three weeks of school year must have approval by the Administrator.
- In order for a student to be considered present in school, he must arrive before 9:30 a.m. A student is considered present for a full day as long as he has not missed more than one class hour. A minimum of three class hours is required in order to be counted as being present a half-day. A student attending less than three complete classes will be considered absent that day.

**Whenever your child will be absent, please notify the school office by 8:30 a.m.**

- Students who are returning from being absent must bring or email a note from home on the day they return or call the school office explaining the absence. Elementary students turn in notes to their teachers and students in grades 7-12 turn in notes to the office.

### **Church Attendance**

- School families are expected to faithfully attend in person (one service per week) the regular services of Calvary Baptist Church or another Bible-believing church of like faith and doctrine.

### **Immunizations**

- The State of Maine has legal requirements involving immunizations for all students enrolled in school. All students must have their immunizations current before they will be allowed to attend school. Parents of students who lack the necessary immunizations will need to meet the State of Maine's compliance or provide a statement of exemption.

### **Medical Forms/Medication**

- Students who need to take medication at school must have a medical release form filled out and in their file. This includes permission for taking Tylenol or cough drops. All medications are labeled and kept in the school office.

### **Illness at School**

- Students who become ill at school should tell their teacher they are sick, and they will be allowed to go to the office.
- The office secretary will determine the extent of a student's illness and the required treatment.
- If a phone call home is necessary, the office secretary will be the one to call home.

- A child will be sent home if he has a temperature of 100 degrees or above, is vomiting, or has other obvious symptoms.

### **Emergency Data**

- It is important that the school be kept informed of the parent's current address, phone number, and emergency contact numbers. If there is any change during the year, the office needs to know immediately.
- **Unlisted phone numbers will be kept confidential.**

### **Custody Agreement Order**

- If this situation applies to your family, we need a copy of the custody agreement decree for our school records.

### **Personal Property**

- The school cannot take responsibility for any personal property lost or stolen. No valuables should ever be brought to school.

### **Prohibited Items**

- **Students are not allowed to bring the following items to school.**
  1. Animals
  2. Lighters, matches
  3. Inappropriate reading material or magazines
  4. Knives or any weapons

### **Cell Phones**

Upon arriving at school, all students will place their cell phones in a designated, secure cabinet during the school day. Emergency calls may be made through the school office.

### **Lost Items**

- The lost and found is handled through the office. The school is not responsible for the loss of a student's personal property. All personal belongings should be labeled and clearly marked with your student's name whenever possible.

### **Weekly School Memo**

- A weekly school memo is sent home on Fridays through e-mail and posted on the school Facebook page. The yearly calendar is sent to each family at the beginning of the year. It is also posted on the school Facebook page and iGrade.

### **Library Procedure**

- All books are taken out for a two-week period and are due back on the date stamped in the book. Books may be renewed if needed. No books are to be taken out of the library until previous books are returned. Any books damaged or lost will need to be replaced or reimbursed.

### **Grading Information**

- Report cards will be emailed at the end of each quarter. Parent teacher conferences will be held at the end of the first quarter at the request of the parent or teacher.

### Grading Scale

A	94 - 100
B	87 - 93
C	77 - 86
D	70 - 76
F	Below 70

### Honor Roll

- To achieve the Honor Roll at Calvary Christian Academy, a student must maintain all A's for High Honors or A's and B's each quarter for A-B Honors.

### Valedictorian/Salutatorian

- Only those graduating seniors, who have attended Calvary Christian Academy throughout grades 9 through 12 will be eligible to receive the valedictorian or salutatorian award.
- Students must have an accumulative average above 93.5% (A) in grades 9 - 12 to be awarded either the Valedictorian or Salutatorian award.

### Graduation Requirements

Subject	Credits	
Bible	4	(Students transferring into CCA do not need to make up Bible credits)
English	4	
Math	2-3	
History	2-3	
Science	2-3	
Electives	6	
<u>Physical Education</u>	<u>1</u>	
<b>Total</b>	<b>22</b>	

- Classes offered for credit  
Math – Consumer Math, business Math, Algebra 1, Geometry, Algebra 2, Precalculus (includes Trigonometry)  
History – Government, Geography, US History  
Science – Physical Science, Biology, Chemistry, Physics  
Electives – Applied class credit (class secretary), Personal Finance, Computer Skills 1, Speech, Economics, Health, Drama, PE.
- Math, History, and Science may have a minimum of 2 credits each but must have a combined total of 7 credits.)

### Lunches

- Parents are asked to provide a nutritious lunch of a quantity sufficient to satisfy the needs of their children.
- Students may use microwaves in the cafeteria.
- Students may not use the equipment or supplies from the kitchen.
- Do not send food that must be refrigerated.
- Lunches will be billed to the family's school bill.

### School Closing Information

- School closings will be posted on channel 6 television station, on the school Facebook page, and parents will receive a text from the school. Parents wishing for students to be dismissed early because of inclement weather must call the school office at 225-3665 to request the early dismissal.
- Parents can sign up for channel 6 news center text alert to find out if school is closed or delayed.

• **General Rules**

- Students that damage property will be expected to replace that property.
- Prospective students may be brought to school to observe classes; however, advance notice of at least one day must be made with the school office and the home room teacher. CCA dress code rules and regulations must be observed by the guest.
- Students are not permitted to leave school property during the school day without parental and administrative permission.
- No student who is engaged to be married will be allowed to attend Calvary Christian Academy.
- Students must live at home with their parents or legal guardians. A student who does not live at home with his or her parents or legal guardian and wishes to remain a student at Calvary Christian Academy, must meet with the school board.
- Threatening, harassing, or racial comments are not tolerated at Calvary Christian Academy.

**Financial Information**

- No student will be allowed to attend CCA whose family has not paid all past-due bills from a prior year at CCA.
- The first tuition payment is due on August 15. This payment will be 1/10 of the family's total tuition bill. Each payment will be due on the 15th of each month until May 15.
- A family that is behind in their payment will be contacted by the school board and satisfactory payment arrangements will need to be made for your students to remain in school. Students of a family who are more than 3 months behind will be financially withdrawn after the 25<sup>th</sup> of the 3<sup>rd</sup> month.
- A graduating senior will not receive a diploma or release of transcripts upon graduation unless the senior's tuition bill is completely paid.
- A \$100.00 registration fee is charged one time for all new students.
- The yearly tuition rate is as follows:
  - Kindergarten \$1700.00
  - Grades 1 - 12 \$1800.00
- Tuition discounts:
  - 5% off if full tuition is paid before the beginning of school
  - \$50 - 2<sup>nd</sup> child discount
  - \$100 - 3<sup>rd</sup> child discount
  - \$150 - 4<sup>th</sup> child discount

**Dress Code**

- A school dress code is important for several reasons. Of primary importance is that it sets minimum standards for modesty. It is widely recognized that behavior is related to dress. A proper climate for learning demands that attire be appropriate for the classroom
- We desire our students to be clean, well-groomed and to dress neatly and modestly. All garments should be neat, clean, ironed, and in good repair, not ripped or torn.
- Most dress code violations are demerit offenses, however, if necessary, a student may be asked to leave the school or school activity until they are within the dress code of the school.
- Habitually violating dress code will result in a parent conference.
- Students are to arrive at school and to leave from school in CCA dress code whether or not they remain in school for the day. This includes students who are taking personal days.
- Students are to abide by the dress code standards of Calvary Christian Academy for all activities sponsored by Calvary Christian Academy or for any activities which involve the school's participation. These standards must be met whether or not the activity occurs on school grounds.
- Sunglasses may not be worn in the school building.

## ***Girl's Dress Code***

### **• Skirts or dresses**

- Must completely cover the knees (front and back) when sitting, standing, seated, or walking. No part of the hemline may be above the knees. (scalloped hemlines)
- Must hang freely from the hips and allow reasonable freedom of movement.
- May not have not a slit that extends above the knees (front, back, or side); slits extending above the knee must be fastened to knee level.

### **• Shirts and blouses**

- Sleeves must extend to the top of the bicep.
- Neckline may not extend past 3 finger widths (2 inches) below the collarbone.
- May not cup under the bust line or hug the midriff. The material should flow and hang freely.
- Must be long enough to cover the midriff when arms are raised.
- Undergarments must be worn at all times. i.e. camisole, tank, sleeveless shirt.
- No shear or see-through material is allowed.
- When wearing a shirt with buttons, buttons must be buttoned to 3 fingers width from the collar bone.
- When wearing a light shirt all undergarments must be white.
- Students in grades 7 – 12: Shirts are not to have words or pictures on them.

### **• Footwear**

- Students in grades K-6 can wear sneakers or casual shoes as long as they are clean and in good condition.
- Students in grades 7-12 are to wear casual or dress shoes. Dress boots may be worn.
- Flip flops, crocs and athletic style sneakers are not to be worn. Heels over 4" are not to be worn.

### **• Hair**

- Hair must be clean and neatly styled and of natural color.
- No eccentric hair styles, unnatural coloring, short, tapered, fad or male-styled haircuts are allowed.
- Only girls in grades 7-12 are allowed to highlight their hair. (Unnatural or streaks of color in the hair are not allowed, such as blue, pink, green, etc.)

### **• Make-up**

- Students in grades K-6 are not allowed to wear make-up.
- Students in grades 7-12 may wear make-up and jewelry in moderation.
- Only two earrings on each ear are permitted and on the ear lobe only.
- Only the bottom earring may be a hoop, the top must be a stud.
- No other body piercing or tattoos are allowed.

### **• Miscellaneous**

- No coats, jackets, sweatshirts, outside type vests, or hats may be worn in the classrooms.
- Leggings may be worn under skirts.
- Hats, boots, and mittens are necessary playground clothing during the winter. Outdoor boots are not to be worn during class time. A snowsuit is permitted for recess.
- For PE class (Grades 3-6), girls are to wear loose-fitting shirts, school-approved culottes, sneakers, and socks.
- School culottes are to look like a skirt with front and back pleats.
- No blue jean skirts or jackets are allowed.

### **Dress Down Days**

- On dress down days girls may wear jean skirts. Dress down day clothing must meet all other dress code guidelines regarding modesty.

### **Boys' Dress Code**

- We desire our boys to be well-groomed and attired in a fashion befitting a gentleman. The following standards will serve as general guidelines for your boy's dress and appearance.

#### ***Hair***

- Must be clean, neatly cut and of natural color.
- Must be tapered not blocked in the back and off the collar, ears, and eyebrows.
- No eccentric, non-traditional, weird, "punk" or spiked hair; artificial coloring or highlighting.
- Faces must be clean-shaven. No mustaches or beards.
- Sideburns must not be any longer than the opening of the ear.

#### ***Shirts***

- Shirts must be neat and clean. Work shirts, discolored and sloppy shirts are not allowed.
- Shirts must have a collar.
- Tank tops or sleeveless shirts are not to be worn.
- Shirt buttons must be buttoned up
- Shirts in grades 7-12 must stay tucked into the pants

#### ***Pants***

- Boys may wear dress or casual pants.
- Boys are not to wear form fitting pants or blue jeans.
- Boys in grades 7-12 are not to wear Cargo pants or pants with outside pockets.
- Grades 7-12, pants must have belt loops and be worn with a belt.
- Grades 7-12 jogger style pants with elastic around the ankles may not be worn.

#### ***Footwear***

- Students in grades K-6 can wear sneakers or casual shoes as long as they are clean and in good condition.
- Students in grades 7-12 are to wear dress or casual shoes.
- Flip flops, cros and athletic style sneakers are not to be worn

#### ***Miscellaneous***

- For PE, boys (grades 3-6) will wear plain tee shirts, solid-colored shorts or sweatpants, socks, and sneakers. Tank tops will not be permitted.
- Hats, boots, and mittens are necessary playground clothing during the winter. Boots are not to be worn during class time. Snowsuits are permitted for recess.

### **Dress Down Days**

- Clothing must be neat and appropriate. Sweat pants and shorts are not allowed.

### **Not Allowed**

- Blue jeans shorts or camo are not allowed.
- Coats, jackets, sweatshirts, outside type vests may not be worn in the classrooms.
- No necklaces, bracelets, earrings or tattoos are permitted.
- Rings are limited to one per hand, no thumb rings.

### Discipline

- When a student habitually receives demerits without the desired results the Administrator will be notified and the parents will be contacted for a further plan for the student.
- Discipline in the Kindergarten through Sixth grades will be carried out by the teacher in an age-appropriate manner. Demerits or notes will be noted on iGrade for that student. Questions should be addressed to the teacher.

### Junior and Senior High Discipline

- Demerits or notes will be noted on iGrade for each student.
- Questions about demerits given should be addressed to the teacher first.
- Parents will be notified if a student reaches the 10, 20, or 30 demerit level.  
In grades 7-12, demerits accumulate over a nine-week period.
- **10 Demerits** - When a student receives 10 demerits, he must serve a half-hour in-house detention during lunch in a designated room doing school work.
- **20 Demerits** - When a student receives 20 demerits, he must serve a one-hour in-house detention done during two lunch periods in a designated room doing school work.
- **30 Demerits** - When a student receives 30 demerits, he must serve a one-day in-house suspension doing school work.

#### One Demerit Offenses

Slips not signed and returned  
Late to class  
Unprepared for class

#### Three Demerit Offenses

Talking in class or chapel  
Running in buildings  
Fooling in class or chapel  
Inappropriate language or behavior  
Physical contact (intentional w/ opposite sex)  
Dress Code Violation  
In restricted area (see general rules)  
Horseplay  
Eating or Chewing gum  
Throwing objects, including snow & ice  
Disrespect toward other students

#### Five Demerit Offenses

Suggestive Talking  
Disobedience  
Writing or Doodling on school property  
Destruction of school property  
Cutting class or chapel (over 10 minutes)  
Bringing prohibited items to school  
Inappropriate reading material or pictures  
Unsupervised Movie Theater

#### Eight Demerit Offenses

Physical Contact (holding hands, kissing, etc)  
Swearing  
Fighting  
Disrespect toward a teacher or staff member  
Leaving school without permission

#### Ten Demerit Offenses

Lying  
Cheating  
Stealing  
Reckless Driving  
Watching an "R" rated movie  
Dancing/Attending a dance  
Rock Music  
Gambling

#### Meeting with School Board

Consuming Alcohol  
Pornography  
Adultery  
Smoking  
Vaping

### **Lockers**

- Students in grades 7 - 12 are issued lockers. The following policies are in place regarding lockers.
- Do not bang or kick the lockers.
- Tape or magnets may be used on the inside of the locker. If tape is used, it will need to be removed at the end of the school year.
- No tape is to be used on the outside of the locker for any reason.
- Photographs of family and friends are acceptable as long as the pictures are appropriate.
- Students are not to be in another person's locker for any reason, even if you have permission from that student.

### **Athletic Participation Requirements**

- The qualifying week is the previous week of the game.

#### **Church**

- Attend two services a week. Sunday morning, Sunday evening, or midweek service.
- Sunday school is not considered a service.

#### **School**

- B (87%) or higher on all Bible memory quizzes
- 77% average or above in each class (determined by mid-quarter grades, quarter-end grades, or anytime consistent grades below "C" are turned in). Any student who receives a grade below a 77% on mid-quarter grades or report card will be ineligible to play until the grade is brought back up to a 77%.
- Fulfill all classroom responsibilities. (homework, projects, book reports, Bible reading, etc.)

### **Conduct**

- Cannot exceed 5 demerits in a week.
- Student must attend school on the Friday of game day in order to play that day.
- Maintain a proper Christian attitude off the playing field or court as well as on it.
- A game day is considered a dress up day. Varsity boys wear a dress shirt, tie and suit jackets. Junior High boys wear a tie.
- Students must ride the school transportation to the games except when prior arrangements have been made to ride with their parents.

### **Fees:**

- Varsity Basketball and Volleyball - \$50, fees for tournaments are as announced.
- JV Basketball and Volleyball - \$20
- Uniforms – uniforms must be purchased and maintained by each athlete.