

# ***CALVARY CHRISTIAN ACADEMY***

***2020-2021***

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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 Calvary Christian Academy, should read the handbook and call for an appointment to meet with Pastor Christner.
- Students must be four years old by September 1 to enroll into the K-4 class or five years old by October 15 to enroll into the K-5 class.

### **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 well being 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 work together with parents to raise 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 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 further needs or concerns, call Pastor Christner (207-754-6439) or email him at schristner@cbc-turner.org.

- General 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, or 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. If parents and teachers work together, 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 someone that is not involved or a part of the solution; or taking the problem to the public by way of Facebook, only complicates the problem and detracts from getting a real solution.

### **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. Students should not be dropped off before 7:45 or picked up after 3:30.

### **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 administration has approved other arrangements in advance.
- Students should be dropped off and picked up at the school entrance at the rear of the building. Please do not use the church doors. (Student drivers will be asked to park in front of the church building and use the front entrance to the church.)

### **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.
- Only passengers who have permission from their parents and permission from the driver'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 front of the church building.
- Cars are to be locked and will be considered a restricted area until after school or when the student is to leave.
- If changes need to be made to a student's transportation form, please call the office.
- 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, they must arrive before 9:30 a.m. 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 counted present a half-day. A student attending less than three complete classes will be considered absent that day.
- Parents are encouraged to schedule doctor appointments and other scheduled absences on scheduled days off.
- 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)
- If a student is absent and a parent wishes to pick up school work, we ask that an email be sent to the school office in the morning. That afternoon, by 3:00 pm, the work may be picked up in the school office. Please do not go to the classroom to pick up the work.
- Whenever your child is absent, please call, text, or email the school office to verify the absences and reason for the absence by 8:30 am.
- A student that exceeds 10 unexcused absences in a school year must make up those days on a day off or after the school year is complete. This is done with a teacher present, at school, and at the expense of the parent. Excused

absences are absences for illness or professional appointments. Other absences may be considered excused on an individual basis, if requested in advance, work is complete, and the reason would qualify.

### **Church Attendance**

- School families are expected to faithfully attend the regular services of Calvary Baptist Church or another Bible-believing church of like faith and doctrine at least one service each week.

### **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.
- Generally we try to keep the students in school, however, 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, email, 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**

1. Animals
2. Lighters, matches
3. Inappropriate reading material or magazines
4. Knives or other weapons

### **Cell Phones**

- Upon arriving at school, all students up to and including tenth grade 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 and Monthly School Calendar**

- A weekly school memo is sent home on Fridays with the youngest student in the family and through e-mail. The yearly calendar is sent to each family at the beginning of the school year, posted on the school facebook page and available on 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 through 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**

<i>Subject</i>	<i>Credits</i>	
Bible	4	Students transferring into CCA will not be required to make up Bible credits.
English	4	
Math	3	
History	2	
Science	2	
Electives	6	
Physical Education	1	
<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, World History  
 Science – Physical Science, Biology, Chemistry, Physics  
 Electives – Applied class credit (class secretary), Personal Finance, Computer Skills 1, Speech, Economics, Health, and Life Skills.
- Math, History, and Science may have a minimum of 2 credits each but must have a combined total of 7 credits.)

### **Home-Work Due Dates & Days of Testing**

- Tests and homework will not be due on Thursdays. Our teachers will not provide an excuse for students to stay home from church to study.

### **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.
- Students may not leave school property in order to eat out unless advance permission is granted.

### **School Closing Information**

- School closings will be posted on channel 6 television station, on the school Facebook page, and 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 early dismissal.
- Parents may also 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 and requirements 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 guardian. Any student moving away from home must immediately withdraw from school. A student who does not live at home with his 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**

- Registration and book fees are non-refundable and must be paid for to begin school.
- 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 the student 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 school bill is completely paid.
- A \$20.00 registration fee is charged for each student whose parents are members of Calvary Baptist Church in Turner, ME.
- A \$100.00 registration fee is charged for each student whose parents are not members of Calvary Baptist Church.
- The book fee is \$100 for each student. This covers the use of the books and other supplies.
- The yearly tuition rate is as follows:
  - Kindergarten \$1350.00
  - Grades 1 - 12 \$1450.00
- 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 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 although, 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 conference with the parents.
- 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**

- Girls are to wear skirts or dresses
- Must cover the knees.
- Must hang freely from the hips and allow reasonable freedom of movement.
- May not have a slit that extends above the knees.
- **Shirts and blouses**
  - Sleeves must extend to the top of the bicep.
  - Neckline may not extend past 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 sheer or see through material is allowed.
  - When wearing a white shirt all undergarments must be white.
- **Footwear**
  - Students in grades K-5 can wear sneakers or casual shoes .
  - Students in grades 6-12 are not to wear sneakers or crocs and must have a strap on the back. Casual and dress shoes are to be worn. Dress boots may be worn that are not snow boots or work boots. Heels over 4" are not to be worn.
- **Hair**
  - Hair must be clean and neatly styled and of natural color.
  - No "male styled" or fad hair cuts are allowed.
  - Only girls in grades 6-12 are allowed to highlight their hair. Unnatural or streaks of color in the hair are not allowed, such as blue, pink, green.
- **Make-up**
  - Students in grades K-5 are not allowed to wear make-up.
  - Students in grades 6-12 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 blue jean material for skirts or jackets to be worn.
  - No outside coats, sweatshirts, 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 3-5), 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.

### ***Dress Down Days***

- Girls may wear jean skirts or school approved culottes. 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.
- Styles and fads such as “man buns” are not allowed.
- Boys are not to have mustaches or beards.

#### ***Shirts***

- Shirts must have a collar.
- Tank tops or sleeveless shirts are not to be worn.
- Shirt buttons must be buttoned up.
- Shirts in grades 6-12 must be tucked into the pants and remain tucked in for the normal routine of the day.

#### ***Pants***

- Boys may wear dress or casual pants and no blue jeans.
- Boys are not to wear form fitting pants.
- Pants with belt loops must be worn with a belt.

#### ***Footwear***

- Socks must be worn at all times.
- Students in grades K-5 can wear sneakers or casual shoes.
- Students in grades 6-12 are to wear dress or casual shoes and no sneakers.

#### ***Miscellaneous***

- Hats, boots, and mittens are necessary playground clothing during the winter. Snowsuits are permitted for recess.

### ***Dress Down Days***

- No shorts or sweat pants.
- Clothing must be neat and appropriate.

### **Not Allowed**

- Blue jeans, shorts, or camo are not allowed.
- Outside coats or sweatshirts 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 Fifth 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 6-12, 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**

Late to class  
Unprepared for class

#### **Three Demerit Offenses**

Talking in class or chapel  
Fooling in class or chapel  
Inappropriate language or behavior  
Physical contact (intentional w/ opposite sex)  
Dress Code Violation  
In restricted areas  
Throwing objects, including snow & ice

#### **Five Demerit Offenses**

Suggestive Talking  
Disobedience  
Writing on school property  
Destruction of school property  
Bringing prohibited items to school  
Inappropriate reading material or pictures

#### **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  
Watching an "R" rated movie  
Dancing/Attending a dance  
Rock Music  
Gambling

#### **Expulsion from School**

Consuming Alcohol  
Pornography  
Adultery

### **Lockers**

- Students in grades 6 - 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**

- The qualifying week is Tuesday through Tuesday.

#### **Church Requirements**

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

#### **Academic Requirements**

- B (87%) or higher on all Bible memory quizzes
- 77% average or above in each class.
- Fulfill all classroom responsibilities. (homework, projects, book reports, Bible reading, etc.)

- ***Conduct Requirements***

- Cannot exceed 5 demerits in a week. Students must attend school on Friday in order to be eligible to play Friday night. Students who miss extensively through the week may not be eligible to play Friday night if their work is not caught up.
- A game day is considered a dress up day. 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 - \$60, fees for tournaments are as announced.
- JV Basketball and Volleyball - \$20
- Uniforms – uniforms must be purchased and maintained by each athlete.