

CALVARY CHRISTIAN ACADEMY

Student Handbook K - 6

Revised May 9, 2025

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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 the administrator.
- Students must be five years old by October 15 to enroll into the kindergarten class.

Introduction

- The rules are established to benefit all 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 to 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, in the judgment of the administration, does not fit the spirit and the 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 teaching the doctrines of the Bible.
- This handbook has been produced 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.

Get to Know CCA

- Calvary Christian Academy is a ministry of Calvary Baptist Church. All buildings and property belong to Calvary Baptist Church. The school administrator and all full-time teachers are members of Calvary Baptist Church. The Senior Pastor of Calvary Baptist Church is ultimately responsible for Calvary Christian Academy.
- **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 following:
 - 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 3:16-17, 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 3:12-15, John 14:1-3)
 - 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 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. To ensure that this goal is to be met the following procedures are adopted:
 1. Contact the teacher.
 - a. Call the office and leave a message.
 - b. Email the teacher (teachers will not respond to emails after 3pm until the following day).
 2. Meet in person with the teacher (meetings are by appointment only).
 3. If, after the meeting with the teacher, you need further assistance, then contact the administration.

Tips for Effective Parent/Teacher Communication

- Be mindful that you have heard only one side of the story.
- If a problem is approached with a mind that has been made up, that is accusing, or that is making demands, then little can be resolved or accomplished.
- Come to the meeting with a calm spirit and a mind to find out what happened.
- Teachers and parents need to have a common goal.
- If parents and teachers work together, then a child will better understand 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.
- Taking a problem to one that is neither directly involved in the situation nor a part of the solution only complicates the problem and detracts from getting a real solution.
- Taking a problem to the social network also complicates the resolution process.

Communication

- We use email, text, and the CCA 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 7:30 a.m. or picked up after 3:00 p.m.

Transportation

- It is the parents' responsibility to see that their student has a ride to school.
- 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 of other arrangements in advance.
- Students should be dropped off by 8:10 a.m. and picked up at 3:00 p.m. at the glass doors in front of the church.
- During the school day, 8:15 a.m. to 3:00 p.m., parents should use the school entrance to drop off students, to pick up students, or to come into the school.
- Please communicate with the office regarding any change in your student's pick-up plan. If there is a change, please contact the office before 2:30 pm or send a note with your student.

School Attendance

- A student is considered present for a full day if he/she has not missed more than one class hour.
- A minimum of three class hours is required to be considered present for a half-day.
- A student attending less than three complete classes will be considered absent.
- Parents are strongly encouraged to schedule doctor appointments and other scheduled absences to fall on scheduled days off to avoid their child missing school.
- Students need to see their teachers about any make-up work. Students have as many days as they have missed, plus one day to make up work. (Example: If a student misses two days, he has three days to make up his assignments)
- We strongly discourage any student from being absent for any reason during the last three weeks of school.
- It is the parents' responsibility to notify the school office by 8:30 a.m. to report an absence. The office will contact you via phone call or text if we have not received notice of the absence.

Church Attendance

- Students are expected to faithfully attend, in person, one service per week at Calvary Baptist Church or at another Bible-believing church of like faith and doctrine.

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 to take Tylenol or cough drops. All medications are labeled and kept in the school office.
- CCA asks for a copy of immunizations or an exemption form which will be kept in the office in the event of an illness outbreak.

Illness at School

- Students who become ill at school should tell their teacher that 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.
- The office will call parents if necessary.
- A child will be sent home if he has a temperature of 100 degrees or above, is vomiting, or has other obvious symptoms.
- Students may return to school after the fever or obvious symptoms have been gone for twenty-four hours.
- Specific questions should be directed to the school office.

Emergency Data

- It is important that the school be kept informed of the parents' current address, phone number, and emergency contact numbers. If there is any change during the year, the office needs to know immediately.
- Phone numbers and emails 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 that gets 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 or matches
3. Inappropriate reading material or magazines
4. Knives or any weapons
5. Smart watches
6. Video games

Cell Phones

- Upon arriving at school, all students will place their cell phones in a designated, secure space. Emergency calls may be made through the school office.
- Earbuds or headphones are not allowed to be used before, during, or after school or at school functions (i.e. sports events, practices, field trips) unless given permission by administration.

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.

School Calendar/Weekly School Memo

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

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. 93-86
- C. 85-77
- D. 70-76
- F. 0-69

Honor Roll

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

Lunches

- Parents are asked to provide a nutritious lunch of a quantity sufficient to satisfy the needs of their children.
- Parents are asked to provide the necessary utensils.
- Students need to have a lunch bag, snacks, lunch, and a refillable water bottle.
- 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 that are offered by the school will be charged to the family's school lunch bill.

School Closing Information

- School closings will be posted 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 207-225-3665 to request the early dismissal.

General Rules

- Students that damage property will be expected to replace that property.
- Students are not permitted to leave school property during the school day without parental and administrative permission.
- 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 CCA.

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 first. This payment will be the first of ten payments of the family's total tuition bill. Each payment will be due on the 1st of each month from August 1 to May 1.
- A family that is behind in their payments 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 three months behind will be financially withdrawn after the twenty-fifth of the third 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 \$125.00 non-refundable registration fee is charged one-time for all new students.
- There is a one-time charge of \$50.00 for families who enroll late or withdraw early.
- The tuition is prorated by day if you enroll late or withdraw early.

Tuition: includes books and resource fee:

Tuition for Kindergarten, K4 and K5	\$2,300
Tuition for Grades 1-12	\$2,500

Family Discounts:

2nd Student Price	\$2,250
3rd Student Price	\$2,000
4th Student Price	\$1,550

Calvary Christian Academy Dress Code Guidelines:

A school dress code is important for several reasons:

1. It sets minimum standards for modesty.
 2. It is widely recognized that behavior is related to dress.
 3. A proper climate for learning demands that attire be appropriate for the classroom.
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- We desire our students to be clean, well-groomed, and dressed 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.

School Uniforms

- Students will be expected to wear uniforms from Lands' End. The website is: www.landsend.com. Our account is 900203365.
- Students are to arrive and leave school in the CCA dress code.

No Uniform

- New students who do not have a uniform before school starts must follow these guidelines until your uniform arrives.
 - Girls: skirt or dress that comes below the knee, leggings are allowed under the skirt. No pencil skirts. Shirts: plain color, crew neck or polo shirt.
 - Boys: casual uniform pants, no jeans. Shirts: plain color, polo or collared shirt.

Tops: Girls and Boys

- All shirts must be purchased from Land's End and must have the CCA logo.
- All sweatshirts (plain, hooded or zipped) must be purchased from Land's End or Rokkitwear and must have the CCA logo.
- Hoods are not to be worn in the classrooms or at school events.
- Pullover sweaters must be purchased from Land's End and must have the CCA logo.
- Cardigans and vests are not required to be purchased from Land's End and the logo is not required.

Shoes: Girls and Boys

- Students may wear sneakers and casual shoes if they are clean and in good condition.
- Flip flops, crocs, and combat and work-style boots are not to be worn.
- Girls: heels over 4 inches are not to be worn.

Casual Dress Day

- All tops must be clean with appropriate pictures and words.
- Girls' tops must be loose fitting with a neckline no lower than three fingers from collar bone. The sleeves must cover the biceps. There cannot be any openings in the shirt. The shirt must cover the midriff when raising arms.
- Girls' bottoms may be denim skirts, school-approved culottes, or non-uniform skirts that are loose fitting, fall freely from hips, and cover the bottom of the knee (front & back while standing, walking, and sitting). No pencil skirts.
- Boys may wear jeans or non-uniform slacks. No joggers, shorts, or sweatpants.

School Games and School Functions

- Students' uniforms are required unless otherwise announced.
- 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. This includes athletic events held at other locations.

Miscellaneous Dress Code

- Sunglasses may not be worn in school or church buildings.
- Hoods and hats may not be worn in the classrooms or at school events.
- Hats, boots, and mittens are necessary playground clothing during the winter.
- Outdoor boots are not to be worn during class time.
- Snowsuits are permitted for recess.
- No smart watches or watches with screens.

Girls' Dress Code

- Skirts and dresses must completely cover the knees (front and back) when sitting, standing, and walking. No part of the hem may be above the knee.
- If you do the following it will help you to make sure you get the correct skirt or dress length, to cover the knee:
 - Make sure you order according to the size chart. Choose the size (click size chart on the right).
 - On the top left you will see "Item dimensions".
 - Measure the largest part of the waist/hip area for hip measurements.
 - Measure the smallest part of the waist to the bottom of the knee for length.
 - If you are not sure, you can always order the maxi skirt or size up for the hip measurement.
- Leggings are permitted to be worn under skirts.
- Tops must be loose fitting, have a neckline no lower than 3 inches from the collar bone, and be long enough to cover the midriff when arms are raised.

Hair

- Hair must be clean, neatly styled, and of natural color.
- No eccentric hairstyles, unnatural coloring, short, tapered, fad or male-styled haircuts are allowed.
- Students in grades K - 6 may not highlight their hair.

Make-up

- Students in grades K-6 are not allowed to wear make-up.

PE Classes

- Wear loose-fitting shirts, school-approved culottes, sneakers, and socks.
- School culottes are to look like a skirt with front and back pleats. Modesty in Motion has approved choices for purchasing culottes. (<https://modestyinmotion.com>) Search for the box pleat or skirt style culottes, both are approved culottes.

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

- Hair must be clean, neatly cut, and of natural color.
- Hair must be tapered and off the collar, ears, and eyebrows.
- No eccentric, non-traditional, weird, “punk” or spiked hair, artificial coloring or highlighting.
- If needed, haircuts will be requested at the discretion of the teachers or school administration.

Shirts and Pants

- Shirts and pants must be purchased from the CCA Land's End account 900203365.
- Boys must have collared shirts under their crew neck shirts, sweatshirts and hoodies.
- Shirts must be neat and clean.
- Shirts must stay tucked into the pants.
- Pants with belt loops must be worn with a belt.

Boys PE

- Wear plain tee shirts, solid-colored shorts or sweatpants, socks, and sneakers. Tank tops will not be permitted.

Not Allowed

- Necklaces
- Sport bands
- Bracelets
- Earrings
- Tattoos
- Rings are limited to one per hand, no thumb rings.

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.
- Appropriate photographs of family and friends are acceptable.
- Students are not to be in another person's locker for any reason.

Discipline

- Students may not engage in any type of speech, regardless of method or platform, that is disrespectful to the church, school, or staff. Anyone who engages in this form of speech will be subject to disciplinary action up to and including immediate ineligibility to attend CCA.
- 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.
- Procedural matters will not be addressed with demerits unless speaking to a student does not change the behavior. This would include matters such as being unprepared for class or late to class. These will be addressed as separate incidents.
- Any demerits or behavioral notes will be noted on igradeplus. Any questions should be directed to the teacher.

Kindergarten – Second Grade Discipline

- Students will be instructed in such a way to be sure that they understand what is expected.
- Students will be given clear instructions and opportunities to correct their behavior.
- Students are given incentives and rewards for doing right.
- Parents of kindergarten students are sent emails regarding behavioral situations.
- Demerits are given in grades 1 and 2 at the discretion of the teacher.
- It is expected that students keep their hands to themselves and follow directions.
- It is expected that students do not talk during class and not disrupt the teacher or the classroom.
- If any of these are not followed, then appropriate action will be taken to communicate to the student that the behavior is unacceptable.
- If this continues, the students will be sent to the office to stop and think about what they need to do. Parents will be notified of what has happened.
- If needed, a student may be sent home and a meeting with the administration may be necessary.

Third – Sixth Grade Discipline

- Students will be instructed in such a way to be sure that they understand what is expected.
- Students will be given clear instructions and opportunities to correct their behavior.
- Students are given incentives and rewards for doing right.
- Demerits are given in grades 3-6 at the discretion of the teacher.
- It is expected that students keep their hands to themselves and follow directions.
- It is expected that students do not talk during class and not disrupt the teacher or the classroom.
- If any of these are not followed, then appropriate action will be taken to communicate to the student that the behavior is unacceptable.
- If this is not effective, then the student will be sent to the office, and the administration will speak with the student to determine what would be the appropriate consequence.
- The goal is to work with the parents to have the students learn to follow instructions and to mature.