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## **Calvary Baptist Christian Academy**

Kindergarten-Elementary  
Junior-Senior High School

### **Welcome to our School!**

I am happy to introduce you to Calvary Baptist Christian Academy, one of the ministries of Calvary Baptist Church. This ministry exists to offer a Bible-based, Christ-centered education for children and young adults.

This school handbook is written to present the rules, guidelines, policies, and other information that families need to understand and agree to prior to acceptance at this school. We believe all our policies to be Bible-based, educationally strong, and well-tested by Christian Schools across the United States.

It is our desire to have a good working relationship with each family in working together to educate your child according to God's Word. We realize that you as parents have the primary responsibility to train up your children and thus we are here to help you accomplish that purpose. By working together through prayer, I believe we can see young people accept Christ, live for Him, and find His Will for their lives. May God help us in this direction.

Sincerely yours,

Pastor Tyson A. Olheiser  
Pastor and Administrator

## **HISTORY**

Calvary Baptist Christian Academy began operation as a ministry of Calvary Baptist Church in August, 1982. The school began with Grades K-2 and one teacher, Mrs. Anita Gritton. Modular buildings on the property housed the school first and an additional building was built in 1985. All grades K-5 thru 12 are a part of this school.

The school is a ministry of the Calvary Baptist Church and is ultimately controlled by the membership of the church. The Pastor serves as Administrator and he along with the deacon board make the decisions with regards to the schools operation.

## **STATEMENT OF FAITH**

1. We believe in the plenary, verbal inspiration of the Scriptures (Genesis-Revelation, 66 books). We believe the Bible reveals God, the fall of man, the way of Salvation and God's plan and purpose for all ages.
2. We believe in the triune Godhead; God the Father, God the Son, God the Holy Spirit.
3. We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His substitutionary death for our sins, and His resurrection from the dead.
4. We believe every man is born with a sinful nature, in need of salvation which can only be obtained "by grace through faith" in the Lord Jesus Christ. The conditions to salvation are repentance and faith.
5. We believe men are justified by faith alone, not of works and are accounted righteous before God only on the merit of our Lord Jesus Christ.
6. We believe in the visible, personal, pre-millennial return of Jesus Christ.

## **ADMISSION INFORMATION**

Admission to Calvary Baptist Christian Academy is based upon the procedure outlined below. CBCA does not discriminate on the basis of race, sex, or ethnic origin. All new students are accepted on a six weeks trial period. If problems develop which cannot be resolved either academically or discipline-wise, a student may be asked to leave.

### **Admission Procedures for New Students**

1. Secure information from the school for enrollment. The school will send this to you or you can download the forms on our website.
2. After reading the information, call the school for an appointment with the administration. At least one parent/guardian and the child or children should attend the meeting. This interview will help you understand the philosophy, goals, and expectations of the school in a better way.
3. After the interview, the following information should be sent to the school as soon as possible.
  - a. Registration Forms
  - b. Medical Forms (Physical examination and immunization records)
  - c. Registration Fees (prior to actual enrollment)
4. The student will then be processed and a decision of enrollment made upon the trial basis.
5. Notice of Nondiscriminatory Policy As to Students
  - a. Calvary Baptist Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.
  - b. Calvary Baptist Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

### **Admission Procedures for Former Students**

Basically all that is needed is updated information, new financial pages signed and new medical forms (physicals must be taken prior to entrance in Kindergarten, Fifth Grade, and Ninth Grade as required by Illinois Department of Education).

Parents/Guardians will be notified if there is a problem in re-enrollment due to academics, attitude, or disciplinary problems, or any other reason. CBCA reserves the right to refuse admission on these grounds.

### **Academy Fees**

Financial sheets may be obtained in the office with specific information on the current registration fees, book fees, tuition and other fees. Effort is always made to try and keep fees as low as possible to help parents send their children to the Christian School.

Other fees would include: supplies from the school (paper, Bibles, etc.), graduation fees, school trips, sports activities, high school fees for typing, art, biology, etc. and other fees as it becomes necessary.

### **Financial Policies**

The first month's tuition and registration/book fee is due the 15th of July each year and must be paid before a child may begin school on the first day of classes. The remaining payments are due on the 15th of each month.

If an account becomes delinquent, a reminder will be sent home. When an account reaches 60 days past due, the student will be subject to suspension or expulsion from school unless special arrangements are made with the administration.

All report cards and records of students will be held at the end of school until financial obligations are paid.

The school office may answer other financial questions.

## **ATTENDANCE AND WITHDRAWAL**

Attendance at any school is compulsory in order for the child to gain the most from school. An absence from school will fall into two categories: Excused and Unexcused.

### **Excused Absence**

An excused absence includes the following:

1. Personal Illness – Parents are asked to call the office before 9:00am on days their children are sick. If the school is not notified, the school will call the student's home. **When a student returns, a note must accompany them** stating why they were absent the previous day(s) and must be signed by his parent or guardian.
2. Death of an Immediate Family Member – Please notify the school as soon as possible.
3. Doctor/Dental Appointment – Must give at least one-day notice- except in an emergency - and bring a note from the doctor when returning.
4. Previously Scheduled Absences – Parents must send in a written note that includes the date(s) and reason of the scheduled absence. The note should be received in the office at least one day in advance of the absence. The student will be responsible for completing make-up assignments and getting class material from other students.
5. Transportation Difficulties – Severe weather or transportation breakdown may allow the student's absence to be considered excused.

### **Unexcused Absences**

These will be recorded for absences not meeting the above requirements. Unexcused Absences will result in a zero on all work on the day missed. Make-up work will also be given.

\*\*\*Students who miss more than 30% of the school days will not be permitted to pass to the next grade level unless special arrangements are made with the administration.

### **Tardiness**

Tardiness must also be excused. A child is considered tardy if not in class when the bell rings. Tardiness will only be excusable for emergencies or natural difficulties beyond the student's control. Oversleeping, leaving home too late, stopping at the store are examples of tardiness that would be unexcused. Unexcused tardiness will be recorded and more than **3** may result in disciplinary action. **If a student is more than 1 hour late, he is considered absent for ½ day.**

### **Withdrawal**

Withdrawal from school should be made in the school office. The finances due the school must be up to date before the student's records will be released. Finances will be figured according to the financial page.

### **Early Departure**

When a student must leave school early for any reason, they must sign out at the office. All students must present a note from a parent or guardian, explaining the reason for the early dismissal. A student's failure to comply with these guidelines will result in the appropriate discipline.

## **ACADEMIC INFORMATION**

The school operates on a nine-week quarter grading system. Progress can be monitored using the online grading system in place.

The Grading Standard for all the school is as follows:

90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Poor
Below 60	F	Failure

### **Academic Probation**

To ensure that a student's extracurricular activities do not cause academic problems, a student who does not maintain at least a C average or who receives an F in any course will be placed on Academic Probation. Quarterly grades, not semester grades, are used to determine a student's grade status.

Students on Academic Probation will not be allowed to participate in extra curricular activities including athletics, cheerleading, academic tournaments, or any other activities the administration feels will be detrimental to the academic progress of the student. A three-week period of probation will be enforced (15 class days) before a child may return from Academic Probation.

## **Academic Requirements for Students Grades 9-12**

Students in Grades 9-12 earn credits toward graduation based on the following criteria:

- Each Course, which meets four or five days per week for full periods earn 0.5 credits per semester.
- Classes, which meet fewer than four times per week, earn 0.25 credits per semester.
- Credits are computed based on the semester grade.
- A failing grade for a semester will mean no credit for that course for the semester.
- Any student who fails to complete a course will not get credit.
- Students must have at least 20 credits to graduate from CBCA.

### **Credits**

Minimum requirements for graduation:

<u>Subject</u>	<u>Years</u>	<u>Credit</u>
English	4 years	4
Bible	4 years	2
Math	2 years	2
Science	2 years	2
Social Studies & History	2 years	2
Speech/Art/Music	2 years	1
Physical Education	2 years	1
Electives		6
		<hr/> 20

Students planning to attend college may need to take additional Math, History and Science other than the minimum requirements the Administration will help with decisions in the elective areas.

Elective courses offered will include more Math, History, Science Subjects, Foreign Language, Typing, Geography, and additional P.E. instruction.

## **Homework and Make-Up Work**

Homework is vital to the student academically. It stimulates independence and self-direction while reinforcing school instruction through practice. It further acquaints parents with what a child is doing and encourages parental involvement with their child in the learning process.

It is difficult to keep homework levels consistent for all students because of the differences between students. However, an average of 30 minutes to an hour would be normal for the elementary grades and one to two hours for the higher-grade levels.

To encourage Wednesday night church attendance, students will generally not be given homework on Wednesday nights. Regular church attendance is encouraged at Calvary.

Homework assignments must be submitted when due or penalties will be assessed by the teacher. Students who are absent from classes for excused reasons will be required to make up work, additional time will be allotted for this purpose.

## **Honor Rolls**

To recognize and encourage academic achievement, an honor roll is published each grading period. Awards will also be given at the close of the school year. The Honor Roll is broken into three categories:

- Principal's List -Straight A's
- "A" Honor Roll - Must attain a 90% average with no grade lower than a B.
- "B" Honor Roll - Must attain an 80% average with no grade lower than a C.

Handwriting, Art, P.E. and other non-academic subjects will not be included in determining the Honor Roll students.

## **DISCIPLINARY INFORMATION**

As we all know from the Word of God and from experience, we are all sinners. It is because of this fact that God has given parents the responsibility to raise and discipline their children to reverence the Lord and His commands. In sending your children to our school, you are allowing us to enter into that special work, which is an honor. Listed below are the steps for discipline:

### **Elementary**

- Step 1. Verbal warnings for minor and early misconduct.
- Step 2. Action by the teacher such as loss of privileges, separation from other students, extra work.
- Step 3. The Administration will get involved in the discipline procedure. Parents/Guardians may be notified about the problem as needed.
- Step 4. Suspension or Expulsion may be the final action depending upon the circumstances.

### **Jr.-Sr. High**

High School students need specific information and guidelines to develop godly character. A student performs best when he knows what is expected of him and what the consequences will be for failure to comply with the rules set forth. The stages of discipline are described below.

- Step 1. Verbal warnings for minor and early misconduct.
- Step 2. Action by the teacher such as loss of privileges, separation from other students, extra work.
- Step 3. The teacher will assign a three page theme to the student to be completed within 3 school days.
- Step 4. The Administrator will have a meeting with the student and the parents will be contacted. A five page theme will be assigned.
- Step 5. A meeting with the student and parents will be scheduled and the incident will be recorded in the permanent record.
- Step 6. If the issue persists, the student might face Suspension (1-3 days) or Expulsion.

The following is a list of offenses that will result in disciplinary action starting at Step 1:

- \* Tardiness
- \* Talking in class
- \* Class disturbance
- \* Writing or passing notes in class
- \* Eating or drinking in the classrooms
- \* Failure to follow dress code
- \* Hiding things
- \* Throwing things
- \* Wrestling or horseplay
- \* Failure to do homework

The following is a list of offenses that will immediately be addressed by the Administration:

- \* Profanity or vulgar language
- \* Lying
- \* Direct disobedience
- \* Disrespect to teacher or staff
- \* Playing improper music at school
- \* Playing improper videos at school
- \* Bringing improper books, magazines, etc to school
- \* Defacement of school property (will include payment for damage)
- \* Improper social conduct (kissing, hugging, holding hands)
- \* Cheating on a quiz or test (quiz or test will automatically be counted as a 0)

The following list of offenses will result in the disciplinary action starting at Step 5 or Step 6, possibly resulting in immediate expulsion:

- \* Smoking, alcohol consumption, or usage of drugs at school or away
- \* Involvement in sexual sin
- \* Repeated lying, stealing, cursing, cheating, disrespect, immodesty

## **DRESS CODE**

As is the case with many Christian and private schools, CBCA has a dress code. There are two main purposes for having a dress code. First, we try to live by God's command to dress modestly, which means we should not wear things that draw attention to our bodies or flaunt our wealth (1 Timothy 2:9-10). This is true for both men and women. Second, some articles of clothing or designs/wording on clothing can distract from learning, which we try to avoid. To be clear, we are not claiming that people that do not abide by this dress code are in sin or to be shamed. Outside of the context of the school, an individual is free to form their own convictions and dress according to their own conscience.

### **Girl's Dress Code (K-12)**

Girls are expected to come to school dressed in skirts or dresses with an appropriate top. No shorts, pants, or slacks are allowed. A criteria for what is allowed at school is given below.

#### 1. Clothes should not be tight fitting

- \* the girl's curves should not be pronounced
- \* the skirts should not ride up too much when seated
- \* a girl should be able to pinch 2-3" of fabric on all garments

NO: pencil, mini, tube, bodycon skirts

#### 2. Clothes should cover the body

- \* skirts must be long enough to cover to the knee (in front and behind the leg) in all standing and seated positions
- \* skirts cannot have slits that go above the knee
- \* all tops must have sleeves that cover the shoulders and armpit area when the arms are raised
- \* all tops must have a neckline to conceal cleavage
- \* all tops should cover the top and lower back as well as the stomach

NOTE: layering can be used and is an effective way to ensure modesty

NOTE: tights or leggings can be worn under the skirt to give an extra layer during winter months

3. Clothing should not draw attention to the body

- \* no writing or sayings are allowed on garments
- \* no part of the undergarments should be visible
- \* no denim should appear dirty, have holes, or draw attention

**Boys Dress Code (K-12)**

1. Slacks/Jean's must be clean, neat, and in good repair. There should be no pictures or writing other than small labels on the pants. Stonewashed denim, faded jeans or jackets, sweatpants, shorts, unhemmed, or excessively baggy slacks/jeans are not permitted. Also, no "skinny jeans" are allowed.
2. Jewelry, other than a watch or ring, is not permitted. Pocket chains are not to be worn to school or school activities.
3. Sweaters and shirts should have no pictures, writing, or advertisements of any kind. (Small insignias/crests are acceptable.) Sweatshirts and t-shirts are not appropriate for class. All shirt tails need to be tucked in. Tank tops, t-shirts, fleece-type pullovers, hooded-style shirts and casual sweatshirts are not to be worn in class or as outerwear at school. All shirts must have a collar. A collared shirt must be worn under sweaters.
4. Socks must be worn at all times with appropriate footwear. Shoes requiring laces must be tied. Sandals or other open-toed footwear are not appropriate for wear during the school day.
5. Students are not allowed to wear coats in class.
6. Hair must be short (off the ears, eyebrows, and collar) and evenly tapered or blocked in the back and on the sides. Hair should remain its natural color. Unusual styles, designs cut into the hair, or excessively uneven lengths are not permitted. A masculine appearance is expected. No bizarre style or extreme fads will be acceptable. Examples of non-permissible styles would be mohawks, rat tails, spiked hair, etc...). Young men must be clean-shaven and not wear any form of facial hair. Hats are not to be worn in the building.
7. Boys must wear a belt.

### **General Dress Code Items**

The school will from time to time have to add to these basic guidelines as new fads and styles come out. The administration reserves the right to disallow any manner of dress it deems inappropriate at CBCA. Students who violate the dress code will be warned privately not to wear the clothing again the first time. The second occurrence will result in a phone call to the parent in order to get everyone on the same page. Parental cooperation is always the key in this area. Students must abide by the dress code at all school functions.

### **Items Prohibited at CBCA**

Tobacco, vaping devices, alcoholic beverages, drugs, knives, guns, fireworks, magazines or books not approved by the administration, and any other item deemed destructive, disruptive, or a nuisance by the school.

## **GENERAL INFORMATION**

### **School Affiliations**

CBCA is a member of the Illinois Association of Christian Schools (recognized by the State of Illinois), and the American Association of Christian Schools. These organizations promote Christian Education, provide guidelines, accreditation, aids, and workshops and protect the freedoms of Christian Schools. CBCA also abides by the health, safety, and general requirements for schools in Illinois. Students have no problem transferring from or to public schools from here.

### **Arrival-Departure Times for School**

Students may arrive after 7:30 A.M. for school and should depart no later than 3:15 P.M. The school day is as follows:

K5 (half day)	8:30-11:45 A.M.
K5 (full day)	8:30-3:00 P.M.
1-6 grades	8:30-3:00 P.M.
7-12 grades	8:30-3:00 P.M.

No transportation to and from school is provided by CBCA. However, help will be given in finding carpools.

Students of driving age must receive permission to bring cars to school. If permission is granted, students must obey traffic laws, drive slowly in the parking lot and generally be proper in driving habits or permission will be rescinded.

### **Office**

The school office is open during school hours. Please pay bills, call, or visit the office at that time. Phone calls for students or teachers will be held, except in an emergency, until they are available. If you wish to see the administrator, please call in advance to make sure he is available.

### **Early Dismissals**

Parent/Guardians wishing to pick up their children from school for excused reasons should send a note to this effect to their child's teacher advising the reason for early dismissal. Students will only be released to parents if arrangements have been made in the office.

In the event of bad weather conditions, school will dismiss as is warranted. School closings will be announced on Facebook and parents will be notified by text. Feel free to call the school if there is a question. A decision is **not** usually made until 6:30 A.M.

### **Lunch Program**

Hot lunches will be offered for sale on Tuesdays and Fridays of most school weeks. Children must bring lunches on days when hot lunches are not available. The office is also stocked with snacks and drinks that can be purchased to help supplement a student's lunch.

### **Medications**

All medications – prescribed and/or over the counter – are to be sent in with a written, signed and dated note explained in detail when and how much to administer and for what reason.

### **P.T.F. Meetings**

Parent-Teacher Fellowship Meetings are held four times a year. The dates for these meetings will be published in the school calendar. **Parents are urged to attend** to hear information about the school, learn more about education, talk to the teachers, see student programs when performed and in general support the school.

An informed parent will be able to help his/her child in the best possible way. We encourage you to also talk to your child's teacher and keep communication channels open.

### **Visitors**

If you wish to visit the classrooms during the school day, you may do so. Please contact the office for a planned visit to make sure it is the proper time. Students wishing to bring visitors may do so if approved by the administration. Visiting parents or students must abide by the school dress code and rules when visiting classrooms. Any disruptions or problems with a visiting child will result in his/her abrupt removal from the classroom and school.

### **Field Trips**

Field trips can be very useful learning experiences. Parent/Guardians will be notified when field trips are planned. A permission form will be sent home for out-of-town field trips and parent/guardians will be asked to go along if available. Participation is required in field trips unless some problem is brought to the teacher's attention. It would be appreciated if parents would abide by the school dress code when participating in field trips.

### **Fine Arts and Academic Tournament**

CBCA participates in competition with other schools in the Illinois Association of Christian Schools This experience is challenging in various areas. Information on these tournaments for the various grade levels will be sent home each year.

### **Graduation**

Graduation ceremonies will be held at the end of the school year for the Kindergarten students, Sixth grade students and Graduating Seniors. Awards night for all the school is held in conjunction with graduation.

### **Lost and Found**

All items left after school in an improper place will be confiscated by the school. Students may inquire about the items from the teacher or school office. Each child is responsible for lost or misplaced books, supplies, clothing, and other articles, **NOT THE SCHOOL**. Unclaimed articles will be disposed of after a certain length of time.

These policies and procedures are not exhaustive. These are the main guidelines for the school. Call the administration about any subject not covered by this booklet.

### **Standard of Conduct Form**

Students will be required to sign the standard of conduct form in grades 7-12 and parent/guardians must sign it for all grade levels. It gives items we want students to refrain from while attending CBCA. A student will not be permitted to attend CBCA without the form being properly signed.

Last update: June 15, 2023