

Welcome to our school .....	3
HISTORY .....	4
STATEMENT OF FAITH .....	4
ADMISSION INFORMATION .....	6
Admission Procedures for New Students.....	6
Admission Procedures for Former Students .....	7
Academy Fees .....	8
Financial Policies.....	8
ATTENDANCE AND WITHDRAWAL .....	9
Excused Absence.....	9
Unexcused Absences.....	10
Tardiness.....	10
Withdrawal.....	10
Early Departure .....	10
ACADEMIC INFORMATION.....	11
Academic Probation .....	11
Academic Requirements for Students Grades 9-12 .....	12
Credits .....	13
Homework and Make-Up Work .....	14
Honor Rolls.....	15
DISCIPLINARY INFORMATION.....	16
Disciplinary Procedures.....	16
Demerit Penalties .....	18
DRESS CODE .....	20
Girl's Dress Code (all grades) .....	20
Boys Dress Code (K-12) .....	21
Items Prohibited at CBCA.....	24
Standard of Conduct Form .....	24
General Information .....	24
School Affiliations .....	24
Arrival-Departure Times for School.....	25
Office .....	25
Early Dismissals .....	26
Lunch Program.....	26
P.T.F. Meetings .....	26

Visitors.....	27
Field Trips.....	27
Fine Arts and Academic Tournament.....	27
Graduation.....	28
Lost and Found .....	28

## 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 Christian education and way of life to parents and students. This education is Bible-based, Christ-centered, Holy Spirit-controlled, pupil-related, and socially applied.

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 Gary A. Gritton

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.
7. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

## **ADMISSION INFORMATION**

Admission to Calvary Baptist Christian Academy is based upon the procedure outline 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. The school reserves the right to place a child in a lower grade level if deemed necessary.

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

1. Secure information from the school for enrollment. The school will send this to you.
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, rules, etc. 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.

### **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).

Preference is always given to former students over new in-coming students. 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, registration and 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.

Please remember that you are under obligation to God to "owe no man anything" which certainly includes God's ministries. (Romans 13:8)

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 six-weeks grading system in elementary school and a quarter grading system in high school. Progress reports will go home after three weeks into each grading period in elementary and after five weeks into each quarter of high school. Report Cards go home after each grading period and **must be signed and returned the next day.**

The Grading Standard for all the school is as follows:

93-100	A	Excellent
85-92	B	Good
75-84	C	Average
65-74	D	Poor
Below 65	F	Failure

### **Academic Probation**

To insure 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 for Elementary is as follows:

- Star Honor Roll -Requires all A grades
- Honor Roll -Requires all A and B grades

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

Honor Rolls for High School students will be as follows:

- Principal's List -Straight A's
- "A" Honor Roll - Must attain a 93% average in all subjects with no grade lower than a B.
- "B" Honor Roll - Must attain an 85% average in all subjects with no grade lower than a C.

In High School, CBCA will also participate in the American Association of Christian Schools Honor Society. Information on this will be given to the students each year.

## **DISCIPLINARY INFORMATION**

A self-disciplined student is one who will have the greatest academic achievement and blessing of the Lord. To achieve self-discipline, children must be disciplined by adults. CBCA follows Biblical guidelines in discipline. Discipline is both positive and negative by showing a child what is right and what is wrong.

### Disciplinary Procedures

#### Elementary

1. Verbal warnings for minor and early misconduct.
2. Action by the teacher such as loss of privileges, seclusion in the classroom, extra work, etc.
3. Corporal Punishment may be used by the teacher. (Prov. 10:13, 13:24, 22:15, 23:13,14, 26:3, 29:15).
4. The Administration will get involved in the discipline procedure. Parent/Guardians may be notified about the problem as needed.
5. Suspension or Expulsion may be the final action depending upon the circumstances.

#### Jr.-Sr. High

A demerit system will be used for disciplinary action in Grades 9-12. The High School students need specific information and guidelines to develop godly character. A

student performs best when he knows what is expected of him.

**The list of offenses for demerits:**

<b><u>Offense</u></b>	<b><u>Demerits</u></b>
Tardiness	1
Talking in class	1
Class disturbance	1
Failure to return absence and demerit slips	1
Late return of progress report/report card	1
Writing or passing notes in class	1
Chewing candy, gum or food outside designated areas	1
Breach of hair or dress code	2
Hiding things	2
Wrestling, horseplay, throwing objects	3
Profanity or vulgar language	10-20
Disrespect to teacher or staff member	10-20
Direct Disobedience	10-20
Lying	10-20
Playing improper music at school	10-20
Mistreatment of others	10-20
Intentional defacement of school property (NOTE: Will include payment for damage)	10-20
Improper social conduct (kissing, holding hands)	10-20
Improper books, magazines, cards, etc.	10-20
Cheating on a test or quiz	10-20
Smoking (at school or away)	Suspension or Expulsion
Using drugs (at school or away)	Suspension or Expulsion
Drinking alcoholic beverages (at school or away)	Suspension or Expulsion

Immorality - Repeated stealing, cheating, disrespect, cursing, immodesty, lying, fighting, etc. Suspension or Expulsion

Repeatedly offending in any category may result in the doubling or tripling of the amount of demerits given.

**Demerit Penalties**  
**(Per Semester)**

10 Demerits	3 page theme due Letter sent to parents
20 Demerits	5 page theme due Letter sent to parents
30 Demerits	2-hour detention hall after school required Parents called for a conference
40 Demerits	Academic probation with 2 hour detention hall (No sports teams, cheerleading, outside activities allowed) Parents called for a conference
75 Demerits	Suspension from school for 1-3 days depending upon offenses. Expulsion for up to 1 year or permanently

Students begin each semester with a clean record. Any student receiving 5 or less demerits in a semester will have the demerits removed at the end of the semester. Over 5 demerits will be recorded on the student's permanent record. Students with fewer than 5 demerits

will also be eligible for a special certificate at the end of the school year.

Any student totaling 75 demerits is subject to suspension for 1-3 days and/or expulsion from school for up to 1 year or permanently. Suspension means a student may not attend school or school activities during suspension time. He/she will receive zeros on all work and may not make it up when he returns. An expelled student may not return to school property during expulsion or attend school activities unless accompanied by his/her parents.

If any question arises, talk to the administrator.

The student once given a demerit by a teacher may talk to the administration about the demerit if they deem it is unfair. The administration and teacher who issued the demerit will make the final decision whether or not a demerit remains on the record.

## DRESS CODE

CBCA has a definite dress code like all fundamental Baptist Schools for the purpose of teaching the young people to be modest, neat, proper, and Christ-like in outward appearance. Educational studies have shown that students act according to the way they dress. Modesty promotes a good learning atmosphere.

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

1. Dresses or skirts must be worn to school and all school sponsored activities unless otherwise announced.
2. Dresses must come to the middle of the knee while standing and the top of the knee while sitting. Slits must not come above the knee on the dress or skirt. Slits that do not meet these requirements must be sewed, not pinned.
3. No shorts, slacks, culottes, split-skirts, mini-skirts, or pantsuits may be worn at school. Culottes will be used in P.E. and extra-curricular sports activities for girls.
4. Sundresses, t-shirts and tank tops are not permitted.
5. No sleeveless dresses or blouses may be worn.
6. No seems or undergarments should be seen.

7. Stone-washed and denim clothing is not acceptable in Jr./Sr. High. Denim is permissible in Elementary.
8. Shirts, blouses, or skirts with pictures, sayings, or words on them are not permitted unless it is the brand names and symbols. Shirts and blouses must be long enough to be tucked in.
9. Girls must wear socks or hose, as the case might be, with shoes, except with sandals in the warm weather. Shoes must be worn at all times at school.
10. Clothing should not be tight fitting.
11. Necklines should be modest.
12. In all areas, girls should be an example of modesty.

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

1. Slacks must be clean, neat, and in good repair. There should be no pictures or writing other than small labels on pants or jeans. Stonewashed, denim, faded jeans or jackets, sweatpants, shorts, unhemmed, or excessively baggy slacks/jeans are not permitted in Jr./Sr. High. Denim is permitted in Elementary School.
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.

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 not to wear the clothing again the first time. The second time they will be sent home to change. Parental cooperation is always the key in this area. Students must abide by the dress code at all school functions. Parents are urged to do so as well.

### **Items Prohibited at CBCA**

Tobacco, alcoholic beverages, drugs, playing cards, knives, guns, fireworks, cell phones, game boys, walkmans, radios, TVs, magazines or books not approved by the administration, and any other item deemed destructive, disruptive, or a nuisance by the school.

### **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.

### **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:

Kindergarten	8:30-11:30 A.M.
1-6 grades	8:30-3:00 P.M.
7-12 grades	8:00-3:00 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**

367-2262

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 aired on WDWS AM-FM in Champaign.** Feel free to call the school if there is a question. A decision is **not** usually made until 6:30 A.M.

### **Lunch Program**

The lunch program varies from year to year. Children must bring lunches. Drinks will be available for purchase. The lunch program, if hot lunches are available, will also be announced.

### **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. Parents going on field trips should abide by the school dress code.

### **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.

Last Update  
September 13,