

CALVARY BIBLE ACADEMY HANDBOOK 2015 EDITION

Dowagiac Michigan

The next few pages begin your journey on the delightful adventure of Christian Education a wonderful opportunity for every caring family.

It is our purpose here at Calvary Bible Academy to establish and maintain a firm and meaningful relationship with each family. This booklet will do much in accomplishing this goal if read and understood prayerfully.

The goal and foundation of Calvary Bible Academy is found in a Christ-centered philosophy aimed at developing the total child. The godless philosophy of humanism, which denies God, the Bible, and morality, has increasing influence in all government controlled public schools and institutions of learning.

The wise and caring parent now has an alternative through Christian Education. The curriculum, methods, and discipline used in Calvary Bible Academy are designed to build character and maintain a high academic standard. Incentives to build a wholesome, productive, and moral life are found in every aspect of Christian school life.

This, of course, would be impossible without necessary requirements and high standards. To reap the results of such guidelines, there must be thoughtful understanding of them by three parties: the student, the parent, and the school. This understanding is the purpose of the “Parent-Student Handbook.”

School rules and discipline are established to build a protective fence, to build self-discipline and character. They are never meant to create hardship or difficulty. May these simple guides build such a fence and help in the training of spiritual giants for this needed day.

Pastor Stacey Alan Wilder
Administrator

GENERAL REGULATIONS AND POLICIES

ADMISSION

A student will be placed in Calvary Bible Academy on the basis of entrance and placement tests.

Calvary Bible Academy reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to any one who violates the standards set down by the school. It should be noted that admission to Calvary Bible Academy is a privilege, not a right.

The administration also reserves the right of not defining the criteria or reason when applicants are not accepted.

REGISTRATION

Parents may register students in the school office any time, by appointment. Classes will be limited in size; therefore, first come-first served will be our policy in accepting students. A TELEPHONE CALL DOES NOT GUARENTEE ENROLLMENT. Registration of a student is not finalized until all the forms necessary have been completed and turned into the school office.

STUDENT PLACEMENT

Students who are transferring from another school will be expected to take an entrance examination. Should the student's accomplishments (as shown by test) be on the grade level to which he has been promoted, he will be admitted to that grade. However, should the results of the test indicate the student to be on a lower level, he will be placed in the grade best in accordance with his achievements.

AFFILIATION AND ACCREDITATION

This school is a ministry of Calvary Bible Church of Dowagiac, Michigan. It is fundamental in its belief in the Word of God and is separated in its position from the low standards and morals of the world. Those who teach at Calvary Bible Academy are qualified as Christian leaders of our students academically and spiritually. Calvary Bible Academy meets and exceeds the curriculum prescribed by the State of Michigan.

BIBLE

Bible study is recognized here as a fundamental importance and is a required subject. It augments the work in English, History, and Social Studies, and without it, a student can hardly be called educated. The Bible gives the best light for this life and the only hope for the life to come. There is no book that can so enrich the minds and hearts of men as the "Book of Books."

PATRIOTISM

Patriotism is the love and loyal support of a person for his country. This includes attachment to a country's land and people—admiration for its customs and traditions, and devotion to its well-being. The term "Patriotism" implies a feeling of oneness and membership to the nation.

Our school endeavors to develop patriotism in order to create an appreciation for the common memories, hope, and traditions of our country. We unashamedly teach the Biblical doctrines of the self-discipline, respect for those in authority, obedience to law, and love for flag and country. All students are required to memorize the following pledges:

[Pledge to the American Flag](#): I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice of all.

[Pledge to the Christian Flag](#): I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

Pledge to the Bible: I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, I will hide its word in my heart, that I might not sin against God.

SHOOL HOURS

Monday – Friday ----- 8:30a.m. – 3:00p.m.

Students should not arrive at the school prior the 8:15 a.m. unless prior arrangements have been made.

AFTER SCHOOL

All students should be off the school grounds by 3:15 p.m. If parents' work schedule prohibits picking up their children by this time, parents should arrange to have a relative a relative or friend transport their children home.

ILLNESS

If your child has a temperature or any other symptoms of illness, please do not send him to school. When students become ill during the school day, their parents will be called and requested to pick them up.

SCHOOL YEAR FAMILY VACATIONS

When children miss school for several days or more, it creates a hardship on them, the teacher, and the parents. Therefore, we discourage family vacations during the school year. However, if your child is to miss class for this reason, he should do his assignments and take any tests before he leaves for vacation. Arrangements may be made by contacting his teacher in advance so the assignments and tests can be given and completed.

STUDENT WITHDRAWAL OR DISMISSAL

Should it be necessary to withdraw your child for any reason during the school year, please notify the school as soon as you know. Transfer of your child's transcript and records is handled between the two school offices—our school and the new school of your child.

If a student is dismissed for any reason, all financial obligations, including tuition up to the end of the month of dismissal must be met. Dismissal of a student is the final step in discipline and will result only when all other means have been tried and a child continues to be a problem. Decisions in these matters are the full responsibility of the administration and further reviews or appeals cannot be considered.

MATERIALS AND SUPPLIES

The August payment will be an estimated materials charge. If your child uses more units during the year, you will receive a bill accordingly in June.

GENERAL SUPPLIES FOR KINDERGARTEN

1. Personal Bible (King James Version Only)
2. Scissors
3. Crayons
4. Glue (Preferably glue stick)
5. Ruler
6. Small school box for supplies
7. Kleenex
8. Old shirt for art class

It may be necessary for students to purchase miscellaneous items from time to time.

GENERAL SUPPLIES FOR STUDENTS GARDES 1-12

1. Personal Bible (King James Version Only)
2. Dictionary (paperback)

3. Pencils (two required at all times)
 4. Notebook paper – Standard size
 5. Eraser
 6. Ruler
 7. Small box for supplies
 8. Blue or black ink pen (green and red ink are not permitted)
 9. Kleenex
- Optional:
1. Felt markers
 2. Masking tape (Scotch tape may not be used in offices.)

LOST AND FOUND

The Lost and Found Department of the school is operated from the school office. A handling fee of 25 cents will be made on all articles recovered through the Lost and Found Department. After two weeks have passed, any item such as clothing, books, etc., that has not been picked up then becomes property of the school and may be disposed of as deemed necessary.

EMERGENCY CLOSING

In inclement weather, school may not be in session or may close early. In such cases, stay tuned to Channel WNDU Channel 16 or check online at www.wndu.com/weather/closings. You will also be sent a text message if we have your cell phone number. If you use Facebook, you can find a post on the academy page.

THE SCHOOL OFFICE

School office hours are from 8:00 a.m. to 3:00 p.m. SCHOOL PHONES ARE BUSINESS PHONES and are not to be used by students (except in emergencies.) Do not request messages or change in transportation for students after 2:00p.m. Finances should be handled at the office. All checks should be made payable to Calvary Bible Academy.

DISCIPLINE

This is not a corrective institution. Therefore, we ask that you do not enroll your child with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their role.

All new students are admitted in probation for the first six weeks.

Students must, at all times, conduct themselves in a manner becoming a Christian. GRIPING IS NOT TOLERATED! If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the faculty the benefit of the doubt.
2. Realize that his reporting is emotionally biased without all the information.
3. Realize that we have reasons for all rules, and they are enforced without favor.
4. Support the Administration and call us for all the facts.

When a child's ATTITUDE is not in accord with school policies or principles, the child will be placed on probation; both parents are to be called for a conference.

High school students in particular, because of their testimony before younger children, are trained to adhere to the school's philosophy and Christ-centered programs. This includes abstinence from smoking, alcoholic beverages, use of narcotics, secular or religious rock music, dancing, foul language, or any other questionable practice.

Behavior that hurts an individual's testimony, while away from school, shall be considered a serious offense. The testimony of Calvary Bible Academy is a very important asset to every student and to the entire school and Calvary Bible Church. It is to be guarded as one of our most valuable treasures.

Students, who by their attitude, dress, and behavior, give evidence of not wanting to uphold the testimony of the school will face expulsion from the school. Constant breaking of the rules will display this attitude.

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order” and that our student should be taught to accept a given responsibility to “walk honorable before all men.” Here a discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom by kindness, love, and genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life:

“Children, obey your parents in all things; for this is well pleasing unto the Lord.” Colossians 3:20

“Let every soul be subject to the high powers.” Romans 13:1a

“Obey them that have the rule over you, and submit yourself.”

Hebrews 13:17a

“For the commandment is a lamp; and the law is right; and reproofs of instruction are the way of life.” Proverbs 6:23

“He is in the way of life that keepeth instruction; but he that refuseth reproof erreth.” Proverbs 10:17

“Chasten thy son while there is hope, and let not thy soul spare for his crying.” Proverbs 19:18

“Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him.” Proverbs 22:15

STUDENT CONDUCT

There are many methods of discipline used in schools. We want to acquaint you with the ones used at Calvary Bible Academy. We feel it is a privilege, not a right, to attend CBA. If this privilege is abused, then it will be withdrawn from the student.

Counseling: The teacher will have a private session with a student when there is a problem in the classroom. When the teacher feels that the student will not correct the problem, the student will be counseled by the administrator.

Detention: Detention will be each day after school. Detention is give to students who break school policies.

If counseling or detention does not produce the desired results, then the parents will be called to come to the school .

If the above methods are not effective and a student continuously disobeys the rules and regulations, he may be asked to withdraw from CBA.

Should you have a question about any discipline measure given your child, please feel free to call the school office, and we will instruct his teacher to phone or meet with you to discuss the matter.

Listed below are some of the offenses we feel require disciplinary action:

Profanity	Gambling	Fighting
Lying	Dancing	Vulgarity
Cheating	Smoking	Envious rivalry
Offensive	Disrespect	Immoral conduct (fornication, homosexuality, bisexual, transgender)
Slang	Hatred	Drugs

ATTITUDE

1. Students are to always show respect to adults.
2. Students are not to argue or make “wise cracks” when reprimanded by a teacher, administrator, staff member, or any other personnel.

3. If a student has a question about a teacher's action, he should personally and politely make an arrangement to talk with the teacher after school or during school hours, at a free time.
4. No teacher, administrator, or staff member should ever be addressed by his/her first name, but should be called as Pastor, Mr., Mrs., or Miss.
5. Each student should realize that his attitude can be manifested in a number of ways: by what he says, by his tone of voice, by his facial expressions, by the way he stands, sits, or walks. "Body Language" often betrays our verbal language.
6. No student will be retained who, after having been warned, continues to be disrespectful or to have what is considered by the teachers and administration a bad attitude.

DRESS CODE

It would be impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be merely conformity to man-made regulations.

Girls: Girls are not to wear slacks, shorts, crop tops, see-through or tight-fitting clothing to school or school activities. Dresses must be maintained no shorter than the knee. Warnings will not be given for violating dress standards. Parents will be called immediately and will be required to bring proper clothing or take their child home until dress code is adhered to. The student will also be marked unexcused, tardy, or unexcused absence, whichever applies.

Boys: Sweatshirts, T-shirts, fad shirts (pictures, printed, etc.), or overalls are not accepted attire for boys. All shirttails must be worn tucked in at all times. Boys are required to wear polo shirts and slacks. Please no blue jeans. Instructions will be given concerning gym wear. Boys' hair cuts will be of a manly type and neatly combed at all times. Hair is to be at least one finger width above the eyebrows and is to be off the collar and not over the ears. Boys are to be clean shaven and limit their side burns to the middle of the ears. If a boy's hair is not being maintained at the above standards, then a hair slip is sent home to tell the parents that a hair cut is in order. Every day the student is out of school, after being given a hair slip, is counted as an unexcused absence.

DISCIPLINE

CBA is not a corrective institution; rather it has an emphasis on training. In all discipline there is the goal of directing the individual to respond in God's way with behavior and thought patterns reflecting Christian character.

1. Demerits are given for most infraction of rules or improper behavior. Improper behavior may be determined by the reporting staff member, not necessarily by written rules.

Demerits shall be cumulative throughout each quarter. Accumulation will begin anew at the start of each new quarter. Any student with five or less demerits accumulated for the quarter will have his demerits erased rather than going on the permanent record.

Infractions: Running in building, unnecessary noise, talking at desk, dress code, unsigned homework slips, incomplete homework, books not returned, tardiness, playing at desk, deliberate mis-scoring, deliberate disregard to instructions, leaving class or school without permission, violating no-touch rule, lack of respect, negative attitudes, display of temper, lying, cheating, swearing, etc.

DEMERITS PER DAY PUNISHABLE BY DETENTION

1. 3 Demerits – 15 Minute Detention
2. 4 Demerits – 30 Minute Detention
3. 5 Demerits – 45 Minute Detention
4. 6 Demerits – 1 Hour Detention

Detention to be served during breaks or as supervisor deems appropriate the following day.

Fines and demerits may be assessed for property marked on, abused, defaced, or broken, and may be replaced at the offending student's expense.

2. Visits to the principal may be necessary for counseling regarding the student's behavior.
3. Suspension of a student from class for a specific period of time is occasionally used for gross misconduct and is generally considered to be a warning of possible expulsion if such conduct continues.
4. Expulsion means complete dismissal from school for the remainder of any school year, with accompanying loss of credit for the current quarter.

The overseeing of this disciplinary system will be carried out by the Administration and the Board of CBA.

NOTE: Anything the administration considers to be a fad or an extreme will not be permitted. The administration reserves the right to determine if dress or appearance is not appropriate. Dress and hair code is for school and school functions.

Also, we would appreciate the cooperation of all parents in helping our school carry out our dress standards by wearing appropriate attire when visiting the school for any purpose or attending any school functions.

Parents, please observe no smoking signs while on school and church property. Outward appearance is a reflection of our hearts and minds. We either draw attention to ourselves, or we magnify the Lord through our clothing and hair styles and actions before others.

HOMework

We believe that a student who is behind or does not complete his goal for the day should take work home. Each teacher is at liberty to assign such work as he deems it necessary for the student's advancement. Likewise, each student is expected to complete such an assignment. Work not completed on item is reasonable cause for detention.

We encourage you to assist by seeing that this work is done and returned the next day of school. However, please do not do the work for the child. Here are some ways you can assist your child.

1. Provide a quiet, well-lit, comfortable place to study and do homework.
2. Keep distractions to a minimum.
3. Reserve a certain period of time for study and homework and hold to this as rigidly as possible.
4. Check from time to time during this time to see if help is needed.
5. Be sure necessary materials are available for homework.
6. Computer and internet services are needed.

Assignments must be complete, on time, and written properly. The only acceptable excuse for not completing homework is the student's illness or a written note stating an emergency which prevented homework from being done. Please note: Shopping trips, camping trips, having guests at home, or visiting relative or friends are not acceptable excuses for not completing homework.

If a student fails to bring in homework, he must make it up the following day. If a student consistently fails to complete homework assignments, the parents will be notified and asked to make sure all work is done on time. Continued delinquency in homework preparation may result in suspension from school.

PROGRESS REPORT

The progress report will be sent home at the end of the first, second, and third quarters. Parent-Teacher Conferences will be held at the end of the first and third quarters. At the end of the year, the progress report will be handed out only if the parent's financial account has been paid. A charge of \$10 will be charged if a progress report is lost.

A percentage grading system is used. On your child's units he will receive a percentage grade. A score of 70% or higher is considered passing. Any score below 70% means the child must repeat the PACE. Only the passing score will be recorded on his progress report along with the corresponding unit number.

EARLY DISMISSAL

Students desiring to be dismissed early for any reason must bring a written note from his parents the day before he is to be dismissed, if possible. No one is to leave school property during school hours without permission of the administration. If administration is not available, then the teacher and school secretary will make the decision. The student must then sign out in the school office before leaving. Any student who leaves without permission will be considered skipping school and will be dealt with accordingly.

TARDINESS

Promotion is a measure of school citizenship. A student is tardy if he is not in his room at 8:30 a.m. Chronic tardiness will require administrative action.

DEPARTURE FROM SCHOOL

All students, except those in detention or sport activities, are required to leave the school ground by 3:15 p.m.

BOY-GIRL RELATIONSHIP

1. Holding hands, hugging, embracing, kissing, or other similar forms of physical contact are not in good taste and will not be permitted.
2. Students should be discreet in their relationship toward one another at school and at school activities.
3. No couple should ever be alone in an unobservable or secluded location.
4. WE strongly feel that it is unwise for high school students to go steady.
5. These rules apply even when coming with a non-Calvary Bible Academy student to any school activity.
6. No academy student should be living the homosexual, bisexual, transgender, or any other sexual perversion lifestyle.

ATTENDANCE REQUIREMENTS

Regular attendance of all students is expected. In case of absence, the parent should write a note of explanation to the teacher when the child returns to school. If you know in advance that your child will be absent, please send a note to school before the absence. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences.

STATEMENT OF POLICY

Calvary Bible Academy retains the right to make changes, amendments, and corrections, as we see fit, of the rules and policies of the school, at any time, with or without prior notice.

CELL PHONE USE

Cell phone use is not permitted during school hours. If student needs to call, they must have permission from the supervisor. Students are not allowed to text or call without staff permission. Violations may result in cell phone confiscation. Parents may pick up the phone from the school office.

VISITORS

Calvary Bible Academy does not allow a student to bring visitors to school without advance permission from the office.

AUTOMOBILES

The following rules must be obeyed by any student who wishes to drive a car to school and bring it on campus.

1. Cars must not be driven over 5 mph on the campus.
2. Cars must be parked in the area designated by the school.
3. No car may be driven during the school day without written permission by parent and approved by the administration.
4. No student is to be in or on a car during the school day,
5. All cars driven on campus must be insured.
6. All traffic laws must be obeyed by driver of car on and off campus when transporting other students. Breaking any of these rules will result in suspension or loss of driving privileges on school and church grounds.

BICYCLES

Bicycles may be ridden as transportation but must not be played with before, during, or after school.

FIRE DRILLS, TORNADO DRILLS, AND LOCK DOWN DRILLS

All drills are mandated by the state and will appear on the school website.

LUNCHES

Calvary Bible Academy does not have a lunch program. Students will have to bring their own lunches and beverages.

All lunches will be eaten in the lunchroom. Food will not be taken outside the lunchroom at any time. Talking in the lunchroom should be at a minimum. This includes all grades. Students must remain in the lunchroom until they are dismissed by the teacher in charge. If the teacher allows, students are to go to the recreational area after dismissal from eating.

FIELD TRIPS

Field trips for the most part are used in our incentive program and are available to those who earn the privilege of going. Participation in school field trips is a privilege.

A natural outgrowth of such trips, under the supervision of adults on every occasion, is that the student is disciplined in the art of self-control and gracious deportment in all kinds of situations.

READING MATERIAL AND ELECTRONIC EQUIPMENT

All books and magazines must be approved by the teacher upon arrival at school. Books and other items not approved by the teacher will be kept by the teacher and returned at the end of the day. They should not be brought to school again. All electronic must be approved by staff.

EMPLOYMENT

High school senior students must maintain the following requirements to be excused from school early for outside work:

1. Work permits must be obtained from school office and signed by the employer.
2. Attendance in school for four hours minimum per day, until graduation.
3. A note acquired from prospective employers, indicating acceptance of the students work during school hours, plus hours to be worked.
4. Job must be of the type that would not be a poor testimony for the school or the Lord Jesus Christ.
5. Must maintain academic progress throughout the entire year so at graduation all work is completed.

STUDENT OFFICES

Student offices are private and are not to be used by other students. Offices are assigned and are changed only by the supervisor. Offices are to be kept clean and free from any writing or drawings. Anything to be placed in your office must be approved by the supervisor before placing the item in the office. The

electric outlets are for approved equipment only. Any repairs necessary because a student has defaced his office will be charged to the parent's account.

ACADEMIC

GUIDANCE

Guidance is available for personal, academic, and vocational need through the school and is available to any student at any time.

God's Word gives us the basic principles needed to solve these problems and obtain guidance, and He has promised to give wisdom to those who seek it (James 1:5; Proverbs 3:5b). Standardized testing helps to determine aptitude and ability in certain areas.

Group guidance is offered through the Learning Center supervisor. You should have at least one conference each semester with your advisor.

God's will for you, at this period of your life, is the mastery of your school subjects. You should give yourself as earnestly to your studies now as you will later in your life's work. Studies form the most important part of your school training. Good studying begins with the proper attitude.

STUDENT LOADS AND CREDITS

The normal load for a student in grades 9-12 is five credits, plus Bible and physical education.

Please pay special attention to the following notes:

1. A student will receive credit for a course only if completed and all required work is turned in to the teacher by due dates.
2. All students are required to carry at least four academic subjects, unless special permission is given to carry less.
3. Permission to carry more than the normal load will be given or withheld according to the student's past record and present circumstances.
4. Permission to graduate early can only be given by the administrator.

CLASS STANDING AND PLACEMENT

9th – must have completed the required amount of units up to this point

10th – must have accumulated six credits

11th – must have accumulated twelve credits

12th – must have accumulated eighteen credits and have tentative plan to graduate in the immediate year or the following summer.

PHYSICAL EDUCATION

All students are required to take PE each year, unless they have an excuse from their doctor:

Dress Code:

Girls: Nice T-shirts

Sweat pants

Boys: Nice T-shirt

Sweat pants

HONOR ROLL

Grades one through twelve: Each nine week quarter the student must complete the required work. Grades in each subject will be averaged to determine Honor Roll students.

“A” Honor Roll 90 – 100 percent average

“B” Honor Roll 80 – 89 percent average

CONTROLS IN THE LEARNING CENTER

General:

1. If you need help, put up your flag. Do not raise your hand.
2. Talking is only allowed in the Learning Center when permission is given by the supervisor.
3. Goal Chart must be kept on bulletin board for supervisor to check at any time.
4. At noon and at the end of the day, you are dismissed by the supervisor and not by the bell.
5. When you leave for break, you are to do it quietly and without talking.
6. You may only use pencils in your PACES, no pens.
7. Do not get out of your seat without permission.
8. All PACE work and tests must be done neatly using correct spelling, punctuation, grammar, and capital letters.