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## Our Foundation

Thank you for your interest in Calvary Bible Academy. It is our privilege to serve you and your family, as well as, our local community. Calvary Bible Academy was established in 1981 as a ministry of Calvary Bible Church in Dowagiac, Michigan. The foundation of Calvary Bible Academy is a Biblically-based and Christ-centered philosophy of education. The curriculum, methods, and discipline used in Calvary Bible Academy are designed to build character and maintain a high academic standard.

## Our Purpose

It is our purpose at Calvary Bible Academy to establish and maintain a firm and meaningful relationship with each family. Our goal is to meet the mental, emotional, and spiritual wellbeing of our students and their families. This information will help you to determine if Calvary Bible Academy is right for you and your family.

## Our Commitment

At Calvary Bible Academy, it is our commitment as staff and teachers, to reach families and to help Christian parents to train their child for Christ. To reach the desired results of a quality Christian education, there must be thoughtful understanding between three parties: the family seeking to enter a child in our school, the Academy, and the local church.

## Our Affiliation & Accreditation

Calvary Bible Academy is a ministry of the Calvary Bible Church of Dowagiac, Michigan. We are fundamental in our belief in the Word of God and to be separated in our 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. CBA meets and exceeds the curriculum prescribed by the State of Michigan. CBA is also a member of:

*American Association of Christian Schools.* AAACS National Office 3323 Jenkins Road 37421.  
**Phone:** (423-629-4280)

*Michigan Association of Christians Schools.* 7306 E Atherton Rd, Davison, MI 48423.  
**Phone:** (810) 513-3680

# Our Staff

## ***Administrator – Pastor Stacey Wilder***

Pastor Stacey Wilder is a 1985 graduate of CBA. He has his Bachelor's degree in Bible from Bob Jones University 1990, and was principal from 1991-2018. He received ACE training from Accelerated Christian Education located in Lewisville, Texas.

## ***Principal – Pastor Nathan Wilder***

Pastor Nathan Wilder is a 2012 graduate of CBA. He has a Bachelor's degree from Baptist College of America in 2017. He has been principal since 2018.

## ***Kindergarten Teacher / Secretary – Mrs. Tamara Wilder***

Mrs. Tamara Wilder is a 1985 graduate of CBA. She has her Bachelor's degree in Elementary Education from Bob Jones University 1989. She has been teaching at CBA during the years of 1991-1993, and 2000 to present.

## ***Supervisor Teacher – Mrs. Amy Symonds***

Mrs. Amy Symonds graduated from Bob Jones University in 2001 with a bachelor's degree in Interpretive Speech and a minor in Radio & Television. She has been teaching at CBA since 2020.

## ***Supervisor Teacher – Mr. Leon Dayfield***

Mr. Leon Dayfield graduated from Pensacola Christian college in 2019 with a bachelor's degree in Pastoral Ministries. He also received his Master of Divinity from Pensacola Christian College in 2022. He has been teaching at CBA since 2023.

# General Information

## School Hours

### *Kindergarten*

Monday – Friday ----- 8:30 am. – 12:00 pm.

### *1st-12th Grade*

Monday – Friday ----- 8:30 am. – 3:00 pm.

## Bible

The Bible is our foundation at CBA. As such, it is a required subject. It augments the work in English, Science, Math, and History, and without it, a student can hardly be called educated. The Bible is the only light for mankind 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." We **require** students to use the **King James Version** for memory passages, chapel services, and general use.

## 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 wellbeing. The term "Patriotism" implies a feeling of oneness and membership to the nation and will be encouraged in the classroom. We believe patriotism is your faith nationalized.

Our school endeavors to develop patriotism with the goal of creating an appreciation for the common memories, hopes, and traditions of our country. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for our flag and country. All students are required to memorize and daily recite 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 for 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 words in my heart, that I might not sin against God."

## **Excellence**

Based on the biblical mandate in I Corinthians 10:31, that in whatever we do we are to do all to the glory of God, our goal is to strive for excellence in every academic subject as well as in our extracurricular activities. The Christian should always strive to excel for the purpose of glorifying the Lord.

## **School Closures**

If school is to be canceled due to inclement weather, you will be advised by Band. Please download the app. You will receive a follow request from CBA staff. Please respond to the request to receive notifications.

## **After-School Supervision**

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 or friend transport their children home. The school cannot be responsible for students who remain after 3:30 p.m.

## **Student Drivers**

It is a privilege to be able to bring a car to school. Students who plan to drive to school must obtain permission from the high school office in advance. Driving to school is a privilege that may be revoked at any time that the student demonstrates an unwillingness to assume the responsibility of that privilege. The following regulations must be observed:

1. All student driven cars are to be registered in the school office.
2. Students are to park in the student parking lot, and the cars are not to be moved until the student leaves for the day.
3. As soon as the student arrives at school, he (and all riders) must leave the car and go to their designated waiting area.

## **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.

# Financial Information

## Tuition & Registration Charges (2025-2026)

We are endeavoring to keep the cost of Christian education as affordable as possible. The September – May payments for tuition and registration fees are listed below. No bills will be sent out during the year. **Payments are due the 1<sup>st</sup> of each month**. Grace will be given until the 10<sup>th</sup> of the month. If payment is not made, a reminder letter will be sent and \$15 will be added to your account. Your child will not be permitted to return to school until a parent has notified us and made arrangement for payment of the past-due amount. Please help us by making your payments on time.

	Tuition & Registration	Monthly Payment
One Child	\$3,150.00	\$350.00
Two Children	\$4,770.00	\$530.00
Three Children	\$6,390.00	\$710.00
Four Children	\$8,010.00	\$890.00

## Materials Charges (2025-2026)

The estimated materials and S.A.T. cost for the 2025-2026 school year is \$500 per student for grades 1<sup>st</sup>-8<sup>th</sup> and \$550 per student for grades 9<sup>th</sup>-12<sup>th</sup>. These charges are due as follows:

Materials fee will be due upon reenrolling for current students. For new students, materials fee is due upon enrollment. Materials will not be ordered for your child until we receive at least half of the total materials fee. If your child uses more units during the year, you will be billed for the additional amount. There will also be a \$50 graduation fee for all graduating seniors. Students without computer access at home will be limited on SOS application and use. **PLEASE NOTE:** **Charges for materials are subject to change due to Alpha & Omega or ACE raising prices.**

If you have any questions, please do not hesitate to call the school office (269)-782-7296. It is our desire to work with parents and help in any way we can in the education of their children.

# Student Health Information

## Fever & Illness

Parents will be called to pick up a child if his temperature is 100 degrees or higher or if he is vomiting. **Students sent home with a fever or vomiting may not return to school for 24 hours from the last symptom.** Assignments may be sent home to help the student keep up with his work while recovering.

## Medications

When at all possible, we encourage parents to schedule their student's medication so that it may be given at home under direct parental supervision. However, we realize that this is not always possible. **Prescription medicine may be given at parental request only if it is in a prescription bottle with a prescription label identifying the student to receive the medication.** This must also be accompanied by a specific time for administration.

Over-the-counter medication is given at parental request if it is in a sealed container and accompanied by the name of the medication and a specific time for administration. **All such requests must be made in writing, signed by a parent.** All medications will be kept locked in a medicine cabinet within the administration area. No student will be allowed to take any medication on his own while at school.

## Injury

If a student is injured, the school will try immediately to reach the parent or guardian. In the meantime, the school will take the necessary steps that seem reasonable to care for the injury. In the case of an injury that requires medical treatment, the school will provide a supplemental student accident insurance form at the request of the parent.

# New Students

## General Admission Policies

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 anyone 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.

## Student Registration

Parents may register students in the school office any time, by appointment. Classes will be limited in size. Therefore, students at Calvary Bible Academy will be accepted on a first come, first served, basis. Registration of a student is not finalized until all the forms necessary have been completed and turned in to the school office.

## Student Placement Testing

New or transferring students will be expected to take a diagnostic test to determine level placement. 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 level. However, should the results of the test indicate the student has learning gaps in accordance with our scope and sequence, he / she will be placed in the level best in accordance with his achievements. We test students on all core subjects and each subject is individually evaluated. Student will be placed in each subject depending on performance. When students are placed on diagnosed levels, The student will be given an individualized curriculum, with the goal of helping them overcome the gap areas shown by diagnostic test, to receive the additional help with their learning diagnosis.

## Student Withdrawals

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.

# Academics

## Our Curriculum

### **The Bible: God's Word –**

At Calvary Bible Academy, we recognize that Jesus Christ is the source of all knowledge and that according to Proverbs 10:14, “*Wise men lay up knowledge.*” The Bible is the guide for life; therefore, Bible study is a recognized part of the curriculum of Calvary Bible Academy. All students have a Bible class which includes Bible study, Bible memorization, and practical Christian training. In the Bible classes and chapel, students are **required** to use the **King James Version of the Bible**. This is for the purpose of uniformity and memorization. Students will memorize monthly Scripture passages, which are **required** to achieve honor roll.

### **Kindergarten: A Beka Book –**

At Calvary Bible Academy, it is our desire to give students a strong, educational foundation. The A Beka Book curriculum contains day-by-day lesson plans for an entire year prepared by Christian teachers and administrators. The purpose of the curriculum is to be of help to teachers and students in the Christian school. Thousands of Christian schools around the world successfully use A Beka Book curriculums, which are based on sound scholarship, common sense, and the Word of God.

### **Phonics Defined**

Phonics is an important method of learning how to read and write. When taught intensive phonics, students learn sound-symbol relationships—the sounds made by individual letters or letter groups. They will use this knowledge to decode the words and sound them out. The intensive phonics method is often contrasted with the sight-reading method. This method teaches children to recognize words as wholes based upon shapes or outlines. Unlike phonics, students are taught to memorize words without paying direct attention to the individual letters and letter groups that make up words, leading to inability to adequately read, spell, write, and comprehend.

## **Accelerated Christian Education: ACE. –**

Using the ACE curriculum, each student is carefully placed where they can accelerate in their education. Educational gaps may be filled while remaining with similar age students. At Calvary Bible Academy, no students are screened out for being behind. High achievers may accelerate above grade levels.

### **ACE Defined**

It is ***Accelerated***: Each year's work is divided into 12 work-texts called PACES. Students advance at their own pace, but a minimum is required. Final test grades below 70% require the entire Pace to be taken over.

It is ***Christian***: A Christian character trait is the theme of every PACE with a Bible Verse for memory. CBA has a longer monthly passage of memory for rewards and privileges. The entire atmosphere of the school is Christian and it is the basis for all activities.

It is ***Education***: Our annual nationalized testing uses the Iowa Achievement Test. Our High School students are encouraged to take the SAT or ACT college entrance exams.

## **Alpha Omega Publications: Ignitia Schools –**

AOP curriculum is written on the principle of mastery. This means that students truly master the content and skills of one unit before progressing to the next. Different students learn at different speeds, so mastery learning ensures success by allowing each student to spend as much time as needed in a particular subject area before moving on.

### **Ignitia Defined**

This virtual curriculum offers our 3-12<sup>th</sup> grade students a flexible curriculum for a traditional school setting. It is a self-paced curriculum that our staff supervises and guide your students through as they master the material. Ignitia is a versatile, online Christian curriculum and learning management system with dynamic, Christ-centered lessons. Features such as automatic grading, record keeping, and lesson planning significantly reduce administrative tasks, providing more time for teacher-student interaction. The five core subjects are all here – Bible, Language Arts, Math, History & Geography, and Science – plus a variety of electives.

### **Students and Teachers set Achievable Daily Goals**

Too little challenge brings complacency. Too much challenge brings frustration. We aim for just the right amount. Calvary Bible Academy uses proven methods that help your student learn and grow academically.

- Your average students can succeed.
- Your students who need a little more help can succeed with extra guidance from our staff.
- Your above-average students can excel and go on to attain more without feeling that school is boring or too easy.
- Your students will be required to complete their daily work. When that work is not completed at school, they will receive homework for that day's goals.

*References:*

[www.abeka.com](http://www.abeka.com)

[www.aceminiestries.com](http://www.aceminiestries.com)

<https://www.aopschools.com/ignitia>

# Our Five Laws of Learning

## 1. Integrating Biblical Philosophy with Education

The pupil must be placed on a level of the curriculum where he can best perform. Level acknowledges that all students are different. *"So, we, being many, . . . Having gifts differing according to the grace that is given to us . . ."* (Romans 12:5-6)

## 2. Setting Reasonable and Appropriate Goals

The pupil must set reasonable and appropriate goals which he can be expected to achieve in a reasonable and prescribed period of time. Goals reflect good judgment. *"For which of you . . . sitteth not down first, and counteth the cost . . ."* (Luke 14:18)

## 3. Motivation and Control

The pupil must receive motivation through encouragement and support in order to assimilate, use, and experience the educational material. Motivation is that inner desire prompted by the supervisor/teacher. *"Whatsoever ye do, do it heartily as to the Lord . . ."* (Colossians 3:23)

The student must also achieve control as they experience the educational material. Control acknowledges the necessity = for discipline, guidance, and responsible leadership. *"Train up a child in the way he should go . . ."* (Proverbs 22:6)

## 4. Appropriate Measurements

The pupil's learning must have appropriate measurement applied to the results. Measurements of results relates to accountability. *"For unto whomsoever much is given, of him shall much be required . . ."* (Luke 12:48)

## 5. Recognition and Reward

The pupil's learning must receive recognition and reward for its value, effort, and significance. The reward is the proper recognition for the student's effort. *"Reaching forth unto those things which are before, I press toward the mark for the prize of the high calling of God in Christ Jesus."* (Philippians 3:13-14)

## **Homework**

At Calvary Bible Academy, we believe that homework is an integral part of the educational process. Homework will be given based upon the amount of work that a student accomplishes on a daily basis. Therefore, each student is required to complete his homework assignments. This is a part of our desire to teach our students responsibility for one's work. When a student is given homework, they will be sent home with a homework slip that details their assignments. The homework slip must be signed by a parent and returned to school the following day, regardless of its completion. We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework, or return a signed homework slip will result in school discipline.

## **Late Work**

At Calvary Bible Academy, we believe that it is important to teach our students to be responsible for their work and that their work should be done "*heartily*" for the Lord. Because of this, any projects will receive a late grade deduction of 10% per day, that the project is overdo. Projects that are over 2 weeks late will receive an automatic 0%.

## **Grading Scale**

At Calvary Bible Academy, the following system is used to determine letter grades and grade points for the calculation of Grade Point Average (GPA). In order to pass a class and receive credit for it, students must receive an overall score of 70%. Any failed classes must be repeated, in order to fulfill necessary graduation requirements.

<b>Overall Score</b>	<b>Letter Grade</b>	<b>GPA Scale</b>
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	-
50-59	F	-

## Courses

The classes below are part of what is offered for college preparatory courses. Other electives may be available upon request.

<b>Grade 9</b>	<i>credits</i>
Algebra I	1
English I	1
Earth Science	1
World Geography	1
NT Survey	1
Michigan History	$\frac{1}{2}$
Etymology	1
PE	$\frac{1}{4}$

<b>Grade 11</b>	<i>credits</i>
Algebra II	1
English III	1
Chemistry	1
U.S. History	1
Bible Doctrines	1
Music	$\frac{1}{2}$
Foreign Language II	1
PE	$\frac{1}{4}$

<b>Grade 10</b>	<i>credits</i>
Geometry	1
English II	1
Biology	1
World History	1
OT Survey	1
Speech	$\frac{1}{2}$
Foreign Language I	1
PE	$\frac{1}{4}$

<b>Grade 12</b>	<i>credits</i>
Consumer Math	1
English IV	1
Gov. & Econ.	1
Christian Service	1
Computer	1
Com. Volunteer	$\frac{1}{2}$
PE	$\frac{1}{4}$

## Physical Education

At Calvary Bible Academy, P.E. is a required school activity. Furthermore, it is required to fulfil necessary requirements for graduation. As such, it is necessary for students to bring required clothes on the days that physical education class takes place. If a student repeatedly fails to bring required clothes, they will be subject to school discipline.

## **Ignitia: Pass Threshold & Assignment Attempts**

At Calvary Bible Academy, our Ignitia program has a pass threshold and number of possible attempts for lessons, quizzes, and tests.

### **Lessons –**

Lessons are designed for the students to learn the necessary information for any given unit in their classes. Students are expected to read and study the material carefully, taking notes about any important information. Students will have a maximum of 2 attempts on any lesson. The pass threshold for lessons is 100%. Therefore, if a student gets 100% on attempt 1 of their lesson, they will not be allowed to do their 2<sup>nd</sup> attempt for their lesson.

### **Quizzes –**

Quizzes are designed to assess a student's understanding on a portion of the material that they have been learning throughout the current unit in their classes. Students are expected to study attentively prior to their quizzes. Students will have a maximum of 1 attempt on any quiz. The pass threshold for quizzes is 80%. Quizzes must be done at school.

### **Tests –**

Tests are designed to assess a student's understanding of an entire unit in any given class. Students will be expected to study their lessons, quizzes, and notes in order to adequately prepare for their test. Students will have 1 attempt on any test. The pass threshold for tests is 70%. Tests must be done at school.

## **PACEs: Checkups & Self-Tests**

### **Checkups –**

Checkups are designed to assess a student's understanding on a portion of the material that they have been learning throughout any given PACE. Checkups must be signed at the top of the page by a staff, or volunteer at school in order for a student to do a checkup. However, if a checkup is assigned for homework, parents may sign the checkup at the top of the page.

### **Self-Tests –**

Self-Tests are designed to assess a student's understand of the entire PACE that they have been assigned in any given subject. A Self-Test may only be done at school and must be signed by a CBA staff member. In order for a student to take a Self-Test, every page of the PACE in question must be completely scored and checked.

# Student & Parent Responsibilities

## Church Attendance

All students must attend church somewhere at least once a week. If you don't have a church, we would love for you to join us for one of our services.

## Standards of Christian Conduct

The following items exemplify the standards of Christian conduct, which will help us have a school that is Godly and orderly:

1. Whether at school or away from school, the Christian student's goal should be to "*let your light so shine before men that they may see your good works and glorify your Father which is in heaven.*" (Matt. 5:16). Christians should desire to honor the Lord and to maintain a testimony of love for the Lord. Therefore, we should be alert to do things that please the Lord (Eph. 2:8-10, I Thess. 4:1-9) and desire to think like Christ (Phil. 2:5). Typical of this standard is faithfulness in attendance at a local Bible-preaching church (Heb. 10:25).
2. Christian students will show respect for those in authority over them. (Eph. 6:5-8; I Tim. 5:1; 13:17) The student, as a Christian, will show respect for the feelings and property of others (Phil. 2:3).
3. Every Christian student should allow the Holy Spirit to rule his tongue. He will strive to avoid offending and hurting others by careless and thoughtless words, words that may be a stumbling block, gossip, backbiting, or slander (Prov. 10:1, 25:9; Rom. 1:28-32).
4. Students should recognize that using the tongue for cursing, vulgarity, profanity, euphemisms, and lying has no place in the life of a Christian. The use of slang is discouraged (Matt. 5:37; Eph. 4:29; Col. 4:6). Students are encouraged to address teachers with "Yes Ma'am/Sir" or "No Ma'am/Sir."
5. Stealing and cheating are condemned by God's Word and therefore should not be accepted in the life of a Christian (Exo. 20:15; Eph. 4:28). Calvary Bible Academy students should refrain from activities that are not glorifying to God.
6. Immorality, drinking, drug use, dressing immodestly, and reading or viewing pornography are typical of such activities (I Co. 6:19, 20; II Co. 6:17; I Thess. 5:22; I Jn. 2:15). Two other areas of special concern involve media and music.

7. Christian students should practice sexual purity in word and deed. Sexual intimacy should be reserved for a faithful, life-long marriage of one man and one woman. Christians should oppose all forms of sexual immorality, including premarital sex, adultery, homosexuality, and pornography. Failure to remain sexually pure will result in discipline, including suspension or dismissal (Gen. 1:27-28, 2:18-24, 19:1-7; Lev. 18:22, 20:13; Prov. 5; Matt. 5:27-32, 19: -9, Mark 10:6-9; Rom. 1:24-32; I Cor. 6:9-10, 7:1-5).
8. Christian students should follow biblical standards of conduct toward members of the opposite sex. We strongly discourage “steady” dating among our students.
9. No student will use, have in his possession, or make pretense of using, possessing, or encouraging others to use illegal drugs, tobacco of any kind, smoking paraphernalia of any kind, beer, or other alcoholic beverages at or away from school. Violations of this nature will result in automatic suspension or dismissal from school.
10. Students are expected to maintain Christian standards of courtesy and kindness as well as a pleasant spirit and a constructive attitude (Num. 11:1; John 16:33).
11. A disagreement with a faculty or staff member should be approached in a scriptural manner. These disagreements should be handled privately, respectfully, and humbly. The offended party should attempt to reconcile the difference with the other party before bringing in a higher authority (Matt. 18:15-17).
12. Fighting between students will not be tolerated. Any type of physical altercation between students will be thoroughly investigated and dealt with promptly. The minimum disciplinary action for physical fighting will be suspension. Retaliation is not acceptable. We seek to follow the example of Christ and will not excuse retaliation. (Luke 6:27-36)

High standards of conduct are required of all those associated with Calvary Bible Church and Calvary Bible Academy and expects that its students live above reproach showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, and profanity is not tolerated. Constructive suggestions are welcome, but griping is not tolerated.

Anyone who will not cooperate spiritually, morally, or scholastically will be required to withdraw. The administration has the right to dismiss any student who they do not think is in a “spirit of cooperation” with the school’s philosophy and practices. Calvary Bible Academy does not accept nor retain faculty, staff, or students who profess or practice a homosexual lifestyle.

A student living in violation of one of the aforementioned standards displays an area of need in his life. A teacher or administrator aware of the need may therefore point out the problem to the

student and communicate the sphere of concern to the parents. At that time, those involved in counseling may consider it necessary to employ some form of discipline to help the student mature in the given area. If the problem persists, more severe discipline may be in order.

## **Discipline Policy**

The purpose of discipline is to encourage students to develop biblical self-discipline in their lives (Prov. 25:28) and to aid young people in the development of Christian character. We want to help each student understand his responsibilities and to accept the consequences for his actions. Discipline of the student is the joint responsibility of parents, teachers, and the administration. We believe that parents and school personnel must cooperate fully with one another. Anything that tears down respect and confidence for either will harm the student.

The Bible gives several admonitions and principles regarding orderliness. Thus, at Calvary Bible Academy, firm and consistent discipline is maintained and tempered with love. Teachers maintain standards of behavior in the classroom through kindness, love, and a genuine concern for their students. Likewise, misbehavior is dealt with firmly and consistently.

The teacher handles most discipline problems in the classroom. If the teacher must correct the student for multiple infractions, he may contact the parents of the student to inform them of the recurring problem and to seek parental correction of the difficulty. If parental involvement with the situation proves to be an ineffective remedy, the problem may be referred to the school administration (supervisor and/or principal), who will counsel and perhaps impose some further form of discipline (Ps. 94:12; Heb. 12:10-11).

### **Elementary Discipline Policy**

Each elementary child is expected to follow the directions and instructions of his teacher. To encourage proper behavior, teachers employ a variety of positive rewards (verbal praise, notes and phone calls home for good behavior, and class rewards). Likewise, teachers may also use a variety of methods to deter students from improper behavior. These methods will vary depending on the classroom, but their goal is to encourage students toward right and proper Christian behavior. These disciplinary actions may include, but are not limited to, loss of recess, loss of rewards, verbal rebuke, notes or phone calls to the parents, or discussion with the principal. Fifth- and sixth graders will be subject to the secondary disciplinary policy on a limited basis.

### **Secondary Discipline Policy**

With increased independence for secondary students, some actions requiring disciplinary actions are character development issues, while others are issues of the heart. Character development

issues tend to be accidental and indicate the student's need for self-discipline. On the other hand, more severe disciplinary issues are those actions that are deliberate and reveal a heart issue. The resulting discipline policy shows Calvary's efforts to encourage students toward self-discipline while providing consequences for deliberate behaviors of insubordination.

## **Disciplinary Probation**

On occasion, it is necessary to put a student on disciplinary probation as the last resort before dismissal from school. The school's Administrative Committee will review probation situations periodically. Students who have long-term behavioral probations may be dismissed from the school.

## **Student Dismissal**

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.

### **Additional Reasons for Dismissal**

- Parent(s) will not cooperate with school policies or administration of the school.
- A student's negative influence makes it inadvisable for the student to remain at Calvary Bible Academy.
- Continual failure to achieve academically or continual lack of effort.
- Threats to a teacher or staff member, the destruction of school property, and obscene gestures and language directed at the faculty and staff.

## **Re-Enrollment After Dismissal**

To be considered for re-enrollment after being dismissed from the school (or for enrollment after dismissal from any other school), the student and his parent(s) or guardian must meet with the school administrator to determine if the discipline has accomplished the desired development in spiritual maturity. Normally, the school's Administrative Committee will only consider a student for re-enrollment after one semester has elapsed.

*THESE POLICIES HAVE BEEN ESTABLISHED IN AN EFFORT TO  
HELP PROTECT THE CHILDREN, AS WELL AS STAFF.*

## **Demerit Policy**

### **Level 1 offenses = 1 demerit**

Level 1 offenses are seen as a self-discipline issue. However, repeated offenses may indicate a heart issue. Level 1 offenses include things such as:

- Tardiness
- Unprepared for class
- Incomplete Homework
- Dress code violation
- Disturbing class

### **Level 2 offenses = 3 demerits**

Level 2 offenses may indicate a heart issue that needs to be discussed and dealt with. Level 2 offenses include actions such as:

- Inappropriate use of technology
- Deliberate disobedience
- Deceitfulness
- Disrespect
- Destruction of property
- Inappropriate physical contact

## **Detention Policy**

Each detention will be served for  $\frac{1}{2}$  hour after school.

**Detention** = 4 demerits (4 total):  $\frac{1}{2}$  hour Detention after school: An additional \$20 charge will be applied to your monthly account to cover additional staffing.

**Detention** = 6 or more demerits: 2 consecutive days with  $\frac{1}{2}$  hour Detention after school: An additional \$20 charge (per day) will be applied to your monthly account to cover additional staffing.

**NOTE:** Detentions will be served dependent upon staffing availability. Detentions will normally be served next school day. Detentions will be served at the convenience of CBA staff members.

## **Parent Communication following Discipline**

It is our goal as a school to partner with parents in the training of their children. As such, we want to maintain constant communication regarding the discipline of students. Therefore, when a staff member issues demerits of any kind, the student will be notified by the teacher. If a student receives a detention, the teacher will send a detention slip to the parent, explaining the situation. Disagreements with disciplinary action should be handled in person, with the assigning teacher.

## **Dress Code**

At Calvary Bible Academy, we desire that students have a standard of dress that is modest and neat. Parents/guardians, as the primary educators of their children, play a key role in this area of standard of dress. It is important for parents/guardians to guide and supervise their children in the selection of appropriate clothing. The guidelines below are intended to clearly outline the expectations of Calvary Bible Academy.

### **Dress Code Principles:**

1. The Bible exhorts us to dress modestly and live not for ourselves only but for Christ and others. Modesty refers not only to avoiding that which is sensual, but also that which calls attention to oneself.
2. The Bible teaches that we should recognize and honor God-ordained distinctions between male and female.
3. Clothing should be appropriate for promoting the goal of academic excellence. It should be of reasonable comfort for the wearer and not a distraction to others.
4. Good stewardship requires clothing to be practical and affordable.
5. A good dress code is easily interpreted by parents, students, and teachers.
6. Clothing for school or work should be distinct from clothing worn for play and recreation.

### **Standard Dress Code Requirements:**

1. Students must be in compliance with the Standard of Dress prior to entering the school and continue until the end of the school day.
2. All clothing must be properly sized, modest and unrevealing in cut, fit, and texture.
3. Modesty is expected at all times at any school event or function including any co/extra-curricular activities.
4. The Standard of Dress is for all school days unless special dress is approved by the administration.

**NOTE:** Warnings may or may not be given for violating dress standards. Parents may be called and 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.

### **Girls Dress Code: Classroom / Learning Center**

- Girls are required to wear skirts or a dress. Skirts and dresses must be modest in length. This standard is in place even when girls are wearing leggings. No higher than the knee. Pants are not allowed.
- Girls should wear shorts under skirts or dresses if using playground equipment.
- Leggings should be worn *only* under modest length dresses and skirts, not as pants.

### **Boys Dress Code: Classroom / Learning Center**

- Polo Shirts or Button up shirts.
- Belts are required when pants have belt loops. No denim.
- Dress shoes or Tennis shoes. No flip-flops or slides.

### **Student Dress Code: Physical Education**

Calvary Bible Academy requires a uniform for all students for physical education class. Information regarding the uniform and its purchase will be given prior to the start of the school year.

### **Boys Haircuts**

Boys are to have their hair cut regularly, not allowing it to become long. Hair is to be kept off the eyebrows and neatly tapered off the collar and off the ears. Hair should not be “unkept” in appearance. No extreme hair styles or unusual colors are permitted. The terms “extreme” and “unusual” will be interpreted by the administration. Facial hair (beards, goatees, mustaches) must be shaved as facial hair is not permitted for students. Sideburns are not to be below the bottom of the ear.

### **Work Release**

In order to participate in a work release program, the student must maintain a 2.0 GPA and be current on all assignments. Available work release days include Monday – Thursday. Friday is not available for work release.

## **Phone/Electronic Devices**

Electronic devices, such as, PDAs, Ipods, cameras, and video cameras, are not allowed on campus. Unauthorized electronics will be confiscated. Only a parent of the student may retrieve the device from the principal's office. School computers should be primarily used for academic-related tasks. School computers should not be used for unrelated activity unless prior permission has been given by a CBA teacher. Any students to fail to follow this procedure may lose their privilege for the remainder of the school year.

Student may not use cell phones on campus for any reason between 8:30 a.m. and 3:00 p.m. For emergencies, students may use the phone in the school office. It is recognized that parents may provide their students with cell phones for safety and coordination issues after school. However, cell phones must remain turned off during school hours and be kept in the student's locker. If a cell phone is seen or heard it will be confiscated.

## **Confiscated Electronic Devices**

Unauthorized electronics will be confiscated. Only a parent of the student may retrieve the device from the principal's office. Students who have their cell phone confiscated waive their right to privacy. Confiscated phones may be examined, including numbers called, pictures, texts, etc. On the third infraction of this policy, the student will not be allowed to bring a cell phone on campus for the remainder of the year. Continued infraction will result in dismissal or appropriate discipline to be determined by administration.

Students may request special permission to use their cell phone when the office phone is not available. When cell phone use is approved, it should be used for communication purposes only (talk/text). Cell phones may not be used for gaming, video, pictures, music, internet, etc. On school trips, students may be allowed to use cell phones for the purpose of communication with family members at arrival and departure time. Cell phones may be collected by the school chaperone or driver and kept until approved use.

## **Media**

Most of the material that is portrayed in movies and on television completely opposes the truths of Scripture. Media that overtly or inadvertently portrays and/or promotes sexuality, sensuality, corrupt language, lying, adultery, immorality, disrespect, rebellion, stealing, deception, drug use, disobedience, and other anti-biblical themes will have a corrupting influence. The Bible commands us not to put any wickedness before our eyes (Ps. 101:3) and therefore, we urge our students and parents to carefully set biblical viewing standards.

## Social Networking

CBA depends upon parents to monitor social networking (i.e., Facebook, Twitter, Instagram, TikTok, etc.). However, if anything is brought to the administrations' attention that directly affects, mentions, and/or portrays CBA negatively, it will be addressed as the administration deems appropriate. If ungodly behavior is displayed (such as drinking, smoking, drug use, sexuality, profanity, etc.), the administration reserves the right to administer discipline, including suspension and expulsion.

## Music

The purpose of our school is to build into a young person the proper spiritual and academic direction for life. We are concerned about the negative impact that worldly music is having on our youth. In the school, we use a conservative standard in all our music both from the secular realm and from the sacred. Musically, Calvary Bible Academy reflects the music philosophy of Calvary Bible Church.

At salvation, the believer becomes a “*new creature*” (creation) in Christ; “*old things*” including his worldly music are to pass away (II Co. 5:17). He has a “*new song*” in his heart (Ps. 40:1-3). We are now to be holy in “*all manner of conversation*” (I Pet. 1:14-16), which includes our music. The emphasis of Christian music should be to exalt Christ, not the performer; to exalt the unchanging God, not the changing world; to promote excellence (Phil 1:10).

Therefore, Christian music is music in which the text (lyrics), music, performers, and performances practices are conformed to the image of Christ (Rom 8:29). Christian music that sounds like the sensual music of the world still has a sensual message which cancels out the message that might be in the “good Christian words” of the song. The Christian young person should not follow a style of Christian music that creates feelings, ideas, or values of an “unchanged” life, nor should he follow the musician whose performance practices are just like those of the current popular worldly musician.

In summary, if at CBA, we determine that a student is involved in using these kinds of media and is seeking to influence others in these areas, disciplinary action will result. We recognize that our school has no authority to set viewing or listening standards for families. We hold a sacred trust for all who attend. Many families have chosen our school as a place of refuge and security from the philosophies and deeds of the world. They do not want their children influenced by these things. To be blameless, CBA may at times err on the side of caution on this issue. CCM will not be allowed music based on questionable style, lyrics, and artists.

## **Student Relationships**

Students should be above reproach in their relationships in and out of school. This is particularly important in boy-girl relationships. Holding hands, embracing, kissing, or any other form of physical contact is not allowed anywhere on campus or at any school related function. Students are not permitted to be alone in an unobserved location. Any infraction of these policies will result in a conference with the students and parents involved. Appropriate disciplinary action will result, including suspension or expulsion.

# Divorce & Separation

Divorced and separated families are realities of contemporary life which affect the school's responsibilities to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs, or access to the student's records, unless the school is presented with a court order or comparable legal document which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. In cases where legal documents restricting access have been presented, the school will not permit the non-custodial parent to take custody of a student or remove the student from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s), and to take other reasonably necessary action.
4. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
5. Copies of school work, certificates, awards, progress reports, report cards, and other communications from the school will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. The school will not be responsible for the duplication and distribution burden for divorced or separated families. It is expected that the custodial and non-custodial parents make their own arrangements for the sharing and distribution of school materials.

## **Doctrinal Statement of Calvary Bible Church and Academy**

1. We believe in the Scriptures of the Old and New Testament as the verbally inspired, inerrant Word of God. We, the faculty, hold to the King James Version of 1611 as the final authority in all matters of faith, practice, doctrine, science, religion, philosophy, morals, education, and politics.
2. We believe in one God, eternally existing in three persons, Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, and born of the Virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature.
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified by faith in His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
7. We believe in “That blessed hope,” the personal, pre-millennial and imminent return of our Lord and Savior, Jesus Christ.
8. We believe that all who receive by faith, the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
9. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting, conscious punishment of the lost.

**We have read the above and understand this doctrine will be taught to our child.**

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

## STUDENT INFORMATION

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Birth Date: \_\_\_\_\_

School Last Attended: \_\_\_\_\_

School Address: \_\_\_\_\_

Last Grade Completed: \_\_\_\_\_

## FAMILY INFORMATION

Father's Name: \_\_\_\_\_

Employment: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Employment: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Emergency telephone number: 1. \_\_\_\_\_

Emergency telephone number: 2. \_\_\_\_\_

Marital Status: Married      Widow      Divorced      Separated

If separated or divorced, does parent seeking information have custody? \_\_\_\_\_

## **RELIGIOUS INFORMATION**

Church Attending: \_\_\_\_\_

Address: \_\_\_\_\_

Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_

Father: Have you ever made a profession of faith in Christ? Yes \_\_\_\_\_ No \_\_\_\_\_

Mother: Have you ever made a profession of faith in Christ? Yes \_\_\_\_\_ No \_\_\_\_\_

Has student applicant ever made a profession of faith in Christ? Yes \_\_\_\_\_ No \_\_\_\_\_

## **SCHOLASTIC INFORMATION**

Has child ever been expelled, dismissed, suspended, or refused admission to another school? If yes, please explain: \_\_\_\_\_

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Has child ever had disciplinary difficulties? If yes, please detail: \_\_\_\_\_

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Has child ever been in trouble with the law, arrested, etc.? If yes, please explain: \_\_\_\_\_

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Has child ever used tobacco or drugs of any kind? If yes, please explain: \_\_\_\_\_

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Please indicate academic level of pupil's previous work: \_\_\_\_\_

Excellent. Good. Average. Poor.

Has child ever failed a grade in school? If yes, please explain:

Why is your family interested in Calvary Bible Academy? (Explain)

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

## PHYSICIAN REFERENCE

It is mandatory that pupils who show symptoms of communicable diseases be excluded from classes until readmission is acceptable to the Church's Educational leaders. Your cooperation will be greatly appreciated. Thank you!

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_\_\_

Father's Occupation \_\_\_\_\_ Mother's Occupation \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

### **Immunization Record (a copy of physician's immunization card accepted)**

Vaccine	Date	Date	Date	Date	Date
DTP					
Hepatitis B					
Polio					
MMR					
Chicken Pox					

Other disease: \_\_\_\_\_ Date: \_\_\_\_\_

Physical Limitations: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Physician Signature: \_\_\_\_\_

## REFERENCE

Student's Name: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

How long have you known the applying student? \_\_\_\_\_

How long has the applying student attended your church? \_\_\_\_\_

Has the applying student made a profession of faith in Christ? \_\_\_\_\_

Is the applying student faithful to church services? \_\_\_\_\_

Please provide a brief summary of the applying student's character: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Pastor's Signature: \_\_\_\_\_

Please fax this information to (269)-782-7296

**OR** Email to [nate@calvarybibleministries.org](mailto:nate@calvarybibleministries.org)

**OR** Mail to: Calvary Bible Academy PO box 56, Dowagiac, Michigan 49047

Thank you again for your interest in Calvary Bible Academy!  
It is our privilege to serve you and your family, as well as, our local community.

If you have any questions, please do not hesitate to call the school office (269)-782-7296

*Calvary Bible Church  
27032 Marcellus Hwy. Dowagiac MI. 49047*