

**2024-2025**  
**STUDENT/PARENT HANDBOOK**



**AN EDUCATIONAL MINISTRY OF  
CALVARY PENTECOSTAL CHURCH**

# OUR MISSION STATEMENT

The mission of Calvary Christian Academy is to provide students with an academically superior education founded upon the Bible and provided by Holy Ghost-filled teachers with a burden and a passion, which trains students to live with purpose and integrity like Daniel and Esther.

# PHILOSOPHY STATEMENT

Calvary Christian Academy's philosophy is based on saturating students in God's word, immersing them in God's wisdom, while amalgamating faith and learning. We strive to develop good study habits, research skills and critical thinking so that students will graduate and become the Godly citizens that they were created and designed to be.

# STANDARDS OF CONDUCT

Students must faithfully attend Calvary Pentecostal Church, sit in the front area reserved for youth or with their parents, and conduct themselves properly.

## **Tobacco use, vaping, drinking alcohol, drug use (including any marijuana product or illegal prescription drug use):**

Any student who does any of the above will be expelled from Calvary Christian Academy for an academic quarter for the first offense.

## **Pornography:**

Any student who sends any kind of pornographic or indecent material through cell phones or other modes of communication will be expelled for an academic quarter for the first offense.

Any student who intentionally views pornography will be expelled for a 7-day week for the first offense.

## **Fornication:**

Any student who commits fornication will be expelled for an academic semester for the first offense. In the event of a pregnancy, the couple involved will not be allowed to return to Calvary Christian Academy.

## **Cutting hair (young ladies):**

Any young lady who cuts, trims or alters the length of her hair in any other manner, will be expelled for an academic semester for the first offense.

**Inappropriate behavior:**

One day suspension for the first offense.

**Other violations of the standard of conduct will be penalized as the school administration deems necessary.**

**Upon expulsion for any of the above forbidden activities, if a student engages in additional activities, additional penalties will be added. Our guiding principle for allowing a student to return to Calvary Christian Academy after more than one offense comes from Matthew 3:8 “Bring forth therefore fruits meet for repentance.” Calvary Christian Academy is committed to producing godly young people who have not been defiled by the world and to maintaining a godly environment where young people can grow up in the “nurture and admonition of the Lord.”**

Calvary Christian Academy must provide an environment conducive to the spiritual growth of young people who are not yet mature Christians. To promote the welfare of students, we have adopted the following standards, which are based upon Biblical imperatives. Calvary Christian Academy, therefore, requests each student, whether at home, school or elsewhere:

1. To refrain from:
  - Cheating, lying, swearing, indecent language
  - Listening to or playing ungodly music (rap, rock, country, pop, etc.)
  - Watching television/video, movies or attending movies
  - Talking about ungodly sports figures, actors, singers, or celebrities
  - Attending any ball games (high school, college, semi or professional games)
2. No use of makeup, including self-tanner, tanning beds or fingernail polish of any kind including clear. No use of false nails.
3. To maintain Christian standards in morality, honesty, courtesy, kindness and modest attire as becoming a saint and member of Calvary Pentecostal Church.
4. To abide by the hair code.
  - Girls: Girls are not to cut or color their hair.
  
  - Boys: Must maintain a haircut that includes a neat trim, off the collar and ears, no long bangs, no extended sideburns. Hair must be combed off of the forehead. No extreme, immoderate or other styles determined by the administration to be inappropriate for a Christian, including extreme fades or undercuts.
5. Students must abide by the Calvary Pentecostal Church standards of dress.

6. To stay within the Calvary Christian Academy limits at all times during school hours unless express permission has been obtained from administration to leave the campus.
7. To have the right attitude and respect authority (to be subject to and accept correction from all members of the faculty and church staff).

**UNIFORM GUIDE – The uniform guide has already been handed out.**

**To comply with rules which are deemed to be necessary to be added in the future.**

**Students are expected to abide by these standards throughout their enrollment, whether at home, school or elsewhere.**

**To maintain a distraction-free environment:**

No cellphones, CD players, smart watches or ear buds are permitted in school. Students are not permitted to have electronic devices in their possession during school hours, except for those provided by the school. Students must leave devices in their vehicles or turned into the office upon arrival. Should a student have any of these devices in their possession during school hours, the student will lose the device for a day and will be required to pay \$10 or be assigned 1 hour of community service at the campground or church. If this is on a Friday, the student would lose the device until the following Monday if he/she opts not to pay \$10, or agree to community service. If the student chooses community service, it will be done at anytime outside of school hours. You will be given a community service form to be completed by an accompanying adult.

## **ACADEMIC RECOGNITION**

Each academic semester, Calvary Christian Academy recognizes students who have excelled in either their studies or participation in various extracurricular activities. Achievements students can strive for include the following: Principal's List (all A's), "B" Honor Roll (B's), "A-B Honor Roll (A's and B's), Advanced Scholar, Presidential Award For Educational Excellence Gold (GPA 3.5 plus high achievement test score), Exceptional Attendance, Citizenship, Church Service, Ambassador, Athletic, special school projects, and Music. GPA 4.0=A, 3.0=B, 2.0=C, 1.0=D.

Senior Valedictorian/Salutatorian Honor Graduates are extremely special and sought after recognitions. In light of this, we take these two awards very seriously. Three main guidelines are observed – adherence to the Calvary Christian Academy standard of conduct; attitude towards staff, students and any other Calvary Christian Academy constituency; and GPA (3.5 and up to 4.0), in this order. For a student to be considered for valedictorian and salutatorian,

he/she must have a solid standing in all three of these areas. So, may the most qualified students win these awards each year!

# ATTENDANCE POLICIES AND PROCEDURES

## ABSENCES

This year, each student will receive five free absentee days for the full school year that include any unexcused absence or vacation times (this would be a great time for that hunting trip). For students in grades 6-12, the student will be allowed to make up work upon return (within five days). Per academic semester, students will be allowed up to five excused absences, which include absences explained by doctor's note, some kind of documentation/note, accidents and death in their family. Beyond that, a total of six unexcused absences will be allowed. For any excused or unexcused absences for students grades 3-5, all missed work will be made up with five days.

### **Responsibilities of the Parent**

1. Ensure the child attends school daily and on time.
2. Notify the school of an absence by 8:30 a.m. on the day of the absence.
3. Present documentation of the absence to the school within 48 hours of the absence.
4. Please try and make doctor appointments for Friday afternoons or after school, when possible.

## TARDIES/EARLY CHECK-OUT

A tardy or early checkout is excused for sickness explained by a doctor's note, an accident, medical emergency in immediate family, or death in immediate family. A tardy or early checkout for any other reason is unexcused. A student is considered tardy if he/she is not in the school building by 8:30 a.m. Students who are tardy must be signed in through the office by the parents before being admitted to class.

On the third unexcused tardy or unexcused early check-out within a two-week period, a disciplinary sanction will be assigned from the following alternatives.

1. After school, lunch or recess detention
2. In-school time out or in-school suspension

After 6<sup>th</sup> unexcused tardy or unexcused early check-out within an academic quarter, students will be required to attend school for a full day on Friday.

Please avoid checking out children unless there is an emergency. Please avoid late arrivals when at all possible, as core classes are taught in the mornings.

At the beginning of each academic quarter, the tardy/early check-out count starts over. Rather than texting to check out your student early, please call the office at 501-760-0025.

## SUSPENSIONS

How suspensions affect students' attendance record toward Summer School:

1. In-school suspension student will be marked present.
2. Out-of-school suspensions—all assigned suspension work must be completed.

## CHURCH ATTENDANCE

You are expected to attend church regularly.

## CALVARY CHRISTIAN ACADEMY INCLEMENT WEATHER

We will follow Cutter Morning Star inclement weather policy.

## DISCIPLINE

The primary reason for the existence of a Christian school is for spiritual training. Our primary objective is to train students in the way of life presented in the Bible. Essential to this character training is guidance and direction in respect for and obedience to authority. Promoting self-discipline is a strong goal.

To maintain an orderly atmosphere conducive to learning, it is necessary to set boundaries by reasonable rules to administer discipline. Order and structure is essential for training.

Major offenses and character problems such as cheating, lying and disrespect will be referred to the principal.

Paddling is one means of correction which may be used in grades K-12 (paddlings will be administered by the parent). If the parent refuses, they will be suspended for one day. Suspension from school is another form of correction. For some very serious offenses, expulsion may be necessary.

We are committed to administering correction with prayerfulness and fairness.

**For discipline to be effective, the confidence and support of the parents is imperative.** This is so necessary that we request that you not place your children in the school unless you have that confidence in the staff.

Just as students must meet certain requirements and conditions for enrollment, parents must meet this condition of full support and cooperation (founded on faith in God and the power of prayer). **Should a parent at any time lose confidence, we ask that you request a conference with the principal. Should the problem fail to be resolved to your complete**

**satisfaction, we request that you withdraw your child from the school.** (We feel that this will be most unlikely since we have a great determination to work together in Biblical unity).

## HEALTH & SAFETY

### ILLNESS

Parents are required to keep students at home when they are ill. Fever, severe coughs, body aches, chills, diarrhea or vomiting are considered symptoms of contagious illnesses. If you have any questions or concerns, please see a doctor. Students must be fever-free and/or symptom-free for 24 hours without the aid of medication and return to a normal diet before returning to school. The benchmark for fever is >100 degrees Fahrenheit. Students that become ill at school will be sent to the School Office. If it is determined that the student is too ill to remain at school, the Office will call the parents. Parents are required to pick up sick students as soon as possible. A doctor's note may be requested for the student to return to school.

### MEDICATIONS

There will be a medication form for you to complete when medication is to be kept/administered at school. It is kept in the Principal's office. This is for prescription and over-the-counter medications. Please complete a form for each child/medication. Parents will be responsible for providing over-the-counter medications to be kept at the school for their child(ren). **ALL MEDICATIONS WILL BE KEPT IN THE PRINCIPAL'S OFFICE. Students are not to self-administer ANY medications, even over-the-counter. If a student is caught doing such, the student will be suspended for 1 day, and after that the parent will then be responsible for coming to the school to administer the medication.**

**Prescription Medications** - If your child has a prescription medication that needs to be administered during school hours, it must be clearly labeled. The pharmacy will give you an extra bottle with a label for medications for school use.

**Over-the-counter Medications** – All over-the-counter medications must be in their original packaging. All over-the-counter medications must have the student's name on it. If you have more than one student, they can use the same over-the-counter medication as long as their name is written on the package.

### INJURIES

When a student incurs an injury at school that needs further treatment, the parent will be notified immediately by the School Office. If the parents cannot be reached, the school will do what is expedient and safe for the injured or seriously ill student, which may include transportation of the student to the preferred hospital. It is very important for parents to update all telephone numbers, including emergency contacts, should a crisis situation arise. The school does not assume responsibility for treatment.

## **FIREARMS, WEAPONS AND CONTRABAND**

A student should not possess, handle or transmit any object which can be considered a weapon or dangerous instrument while on school property and at school-sponsored events. Examples of dangerous instruments include but are not limited to pocket knives, pellet guns, paint ball guns, etc. If something like a sword is needed for a historical exhibit, it must be checked in with administration.

Alluding to weapons, any reference to having a weapon at school by any student will be interpreted as truth. Any comments which can be taken as threats will bring severe consequences.

Contraband – Many items have no business on a school campus and some are expressly prohibited. Students should not bring significant sums of money to school. Absolutely no fireworks or skateboards are allowed at any time on school property.

## **HOMEWORK**

We acknowledge family time is very important. Therefore, we plan to keep homework to a minimum. However, any work that is not completed Monday through Friday during school hours will be sent home with the student.

## **STUDENTS DRIVING TO WORK**

Students who have a valid driver's license and drive to school will park in the designated area. Students are expected to go directly inside the building upon exiting the vehicle and will not be allowed to go back to their vehicle until school is over for the day, unless permission is obtained from Administration.

## **ACADEMIC WORK**

Students are expected to complete all work assigned by the teacher. Any incomplete work may result in a score of zero. Any work not completed by the end of the quarter will result in a score of zero. Students need to "Study to shew thyself approved unto God, a workman that needeth not to be ashamed..." Laziness will not be tolerated as it is displeasing to God.



# **ACCOMMODATIONS FOR STUDENTS WITH LEARNING DISABILITIES**

Calvary Christian Academy works to provide intervention and modifications/accommodations to students with physical, developmental and learning disabilities. Calvary Christian Academy uses a multi-tiered approach to learning, known as Response To Intervention (RTI); with Tier 1 being core classroom instructions (the child's classroom teachers), Tier 2 being targeted Small Group Instructions (reading intervention) and Tier 3 being Intensive Individualized Intervention (occupational, physical and/or speech therapy). When a child is identified as having difficulties in the classroom and/or presented from parental concern, a referral/screening process is followed to assure that the student is referred to the appropriate Tiered Support. Calvary Christian Academy values a multidisciplinary teams approach, in that, we believe it is important to include the parent, student, teacher and interventionist on finding the best intervention plan/program for the student.

Once the referral process is completed and your child has the supporting document(s) (i.e., psychoeducational evaluations, therapy evaluations and/or literacy evaluations) outlining their need for accommodations and modifications, an Individualized Service Plan (ISP) will be considered and implemented by our Special Education Department (SPED). Each Individualized Service Plan (ISP) is carefully written based on the student's needs recommended in the evaluations provided by the licensed professional(s). Once the Individualized Service Plan is completed, a copy will be provided to the parent and teacher where the modifications/accommodations will be implemented in the classroom (Tier 1) setting. In addition, your child may be recommended for small group reading sessions (Tier 2) and/or occupational, physical or speech therapy services (Tier 3).

It is important to note that having a disability may not be enough to qualify for special education. The disability has to have an "adverse effect" on a child's education; therefore, not every student who struggles in school will qualify for services. Common disabilities identified in the school setting under the Individuals with Disability Educational Act (IDEA) are as follows: Specific Learning Disability (SLD: i.e., Dyslexia, Dysgraphia, etc.); Other health impairment (such as ADHD, Sensory Processing Delays, Fine Motor Delays, etc.); Autism Spectrum Disorder; Emotion disturbance; Speech or language impairments; Visual impairments; Deafness; Hearing impairments; Deaf-blindness; Orthopedic impairments; Intellectual disability; Traumatic brain injury; and Multiple disabilities. Although Calvary Christian Academy is a private entity and is not required to adhere to the IDEA guidelines, we strive to meet each child's specific educational needs and provide support where possible.

## **NON-DISCRIMINATION CLAUSE**

Calvary Christian Academy admits students of any color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, national or ethnic origin in

administration of its educational policies, scholarship programs and other school-administered programs.

## **NUTRITION**

School lunch will not be provided. Each student is required to bring their own lunch including a drink. Students will not be allowed to leave campus to grab lunch. If a student forgets their lunch, accommodations will be made and an expense ticket will be sent home with the student.

## **PARENT/STAFF COMMUNICATIONS**

We ask that any communications with the staff be professional and courteous. Also, the staff is encouraged to enjoy their families and time at home in the evening. As a result, they are encouraged to answer any communications received after 5:00 p.m. the following day. We ask that you do not text your child's teacher during the school day, when possible. When teachers are in class, they may not respond until their next break. If you need immediate assistance, please call the school phone and a message will be delivered to the teacher. Please refrain from discussing school during church times.

## **CRITERIA FOR COMPLAINTS**

This criterium covers all matters relating to actions of staff employed by the school and bullying/alleged bullying by students.

The responsibility of the person making the complaint is to report the alleged incident in writing via letter or email to the teacher and/or principal as soon as possible after the event(s) has occurred. The complaint will be investigated and the individual bringing the complaint will be advised of the outcome of the investigation with ten (10) days.

All communication will be respectful. No adult conversations will be conducted in front of children.

## **SOCIAL MEDIA**

Social media can be used for good or bad. Psalm 133:1 says, "*Behold, how good and how pleasant it is for brethren to dwell together in unity?*" We ask that any social media posting regarding to Calvary Christian Academy parents, students, administration, faculty and other staff be positive. Should any family member of a Calvary Christian Academy student who

is a member of Calvary Pentecostal Church or any Calvary Christian Academy student post anything negative towards Calvary Christian Academy families or staff, we will ask the responsible party to remove the post. Should the issue not be resolved, we will ask the family involved in the negative posting to withdraw their child(ren) from the school.

## **STATEMENT OF COOPERATION FIELD TRIPS/ACTIVITIES**

By signature, I certify that I am the parent/legal guardian of the student listed below (“my child”) and thereby complete the Statement in such capacity and on the terms set forth therein. As the parent/legal guardian of my child, unless I otherwise advise Calvary Christian Academy in writing with respect to the specific activity, I give Calvary Christian Academy permission for my child to take part in all Calvary Christian Academy activities including bus trips, sports activities and school-sponsored trips away from Calvary Christian Academy premises. My child and I agree that my child will abide by school regulations for dress and conduct and be subject to supervision by Calvary Christian Academy faculty and staff at all times while under the supervision and care of Calvary Christian Academy agents.

I believe that discipline is necessary for the welfare of each student of Calvary Christian Academy, both on an individual and collective basis. Therefore, I consent to my child’s teacher and/or other authorized agent of Calvary Christian Academy to make and enforce classroom regulations consistent with Christian principles and discipline as set forth in the scriptures.

I further agree to hold Calvary Christian Academy, its agents, employees, successors and assigns (individually, “other indemnified part” and collectively, “other indemnified parties”) harmless from and for any liability to me or my child arising from any claim on my behalf or on behalf of my child against Calvary Christian Academy and other indemnified parties based upon any circumstances covered by this Statement. Should legal action (including administrative claims) be taken against Calvary Christian Academy or any other indemnified party based upon a claim raised by me or my child or on my behalf or on behalf of my child, and such action results in the determination of no liability on the part of Calvary Christian Academy or other indemnified party, I shall reimburse Calvary Christian Academy and the other indemnified party for all costs of defending the action, including attorney fees, court and administrative costs, or any other expense incurred by Calvary Christian Academy and/or the other indemnified party in defense of such action.

This Statement shall be effective from the date set forth on the attached signature page, until the earlier of my child no longer being enrolled in Calvary Christian Academy or my written notification of withdrawal of this Statement delivered to Calvary Christian Academy. Further, should my marital status or legal relationship to my child change, I agree to provide Calvary Christian Academy an updated Statement within ten (10) business days of the effective date of the change noting the nature of the change. During such change period, this Statement shall remain in full force and effect.

# TECHNOLOGY CODE OF CONDUCT

All persons using computers, tablets, or other digital devices are expected to use the devices in accordance with the school mission and guiding principles for the promotion of learning and creating.

As internet access is readily available, all members of the school community are expected to use it responsibly and within the framework of the class lesson or task. Students and faculty should use the Internet to expand their knowledge and to enrich and support the curriculum. While the school uses a firewall and content filter to restrict certain access, the tools are not 100% guaranteed. Laptops, tablets, phones, etc. are intended to aid in learning and certain uses are considered unacceptable because they are unethical, security risks, obscene, inconsistent with our mission or other.

## VANDALISM & THEFT

One of the most important rules at Calvary Christian Academy is to treat the property of the church, school and other students with respect. Therefore, vandalism of any kind or theft will not be tolerated at Calvary Christian Academy. Any student caught stealing or vandalizing any property on school or church premises will be subject to disciplinary action and will be required to pay for the costs of damaged or missing property.

## EXPECTATIONS

### CLASSROOM

--No gum or food in the classroom. Students will be allowed to bring a **water** bottle to school each day, which will be kept in a designated area in the classroom, but not at the student's desk. Any other drink is not allowed.

--Teachers will be called "Sister" or "Brother" (insert name). This is a sign of respect.

--Work (study) to show thyself approved.

--There will be no running or horseplay in the building.

--Students are expected to clean up after themselves and keep their work area neat and organized.

--No blankets are allowed in the classroom.

## CAFETERIA

- Enter quietly as a group and sit as a class.
- No horseplay or yelling in the cafeteria.
- Pick up all trash and clean your area when finished.
- Students will eat only the food they bring and will not share. This is to avoid inadvertent reactions to allergies.

## PLAYGROUND

- Remain within assigned playground areas. If found outside of these areas, you will lose the privilege for outdoor play for a day for the 1<sup>st</sup> offense.
- No throwing of objects (rocks, sticks, pine cones, etc.).
- Play on designated equipment.
- Do not enter other buildings on campus.

## MISCELLANEOUS

No personal toys will be allowed in the school at any time. If toys are brought to school, they will be taken and not returned until parents come and get them. The only exception to this is in the event a classroom has a show-and-tell day.

# CALVARY ACADEMY HANDBOOK AMENDMENTS

Amendments to the handbook may be made throughout the course of a school year or the following summer. We will communicate these changes as they are made.