

WELCOME TO CALVARY ACADEMY

New Student Orientation
2025-2026

SCHEDULES

1st Hour 8:20-9:11

2nd Hour 9:15-10:06

3rd Hour 10:10-11:01

4th Hour 11:05-11:56

JH Lunch 12:00-12:25

HS 5th Hour 12:00-12:51

HS Lunch 12:55-1:20

JH 6th Hour 12:30-1:20

7th Hour 1:25-2:16

8th Hour 2:20-3:10

<u>Course</u>	<u>Section</u>	<u>Room</u>	<u>Instructor</u>
English	07 ENG-1	230	Watts, Kendra
Geography	07 GEOG-7	232	Moore, Michelle
Science	07 SCI-3	265	Brown, Ben
Junior High Bible	07/08 Bible-4	266	Welk, Doug
Intermediate Math II	INT MATH II-2	232	Moore, Michelle
Art	JH ART-6	265	Brown, Ben
Computer	JH COM-6		Wetter, Daniel
Physical Education	JH PE-5/7	Gym	Harnacke, Brooklyn
Study Hall	JH SH-7th	232	Moore, Michelle

	Monday	Tuesday	Wednesday	Thursday	Friday A	Friday B
1st Hour	07 ENG-1 230					
2nd Hour	INT MATH II-2 232					
3rd Hour	07 SCI-3 265					
4th Hour	07/08 Bible-4 266					
5th Hour HS						
6th Hour JH	JH ART-6 265	JH COM-6	JH ART-6 265	JH COM-6	JH ART-6 265	JH COM-6
7th Hour	07 GEOG-7 232					
8th Hour	JH PE-5/7 Gym	JH SH-7th 232	JH PE-5/7 Gym	JH SH-7th 232	JH PE-5/7 Gym	

WHO TO KNOW



Dr. Hinckley
Superintendent



Miss Jeannie
March
Office Manager



Mrs. Smith
Principal



Miss Jeannie
Business
Associate



Coach Welk
Athletic Director
Math



Coach Harnacke
PE, Volleyball,
Health and
Consumer Ed

WHO TO KNOW

Mrs. Sanders
Science and
Math

Teacher TBD
History, Science,
Math, and Art



Mrs. England
Spanish and
Bible

Mrs. Burba
English and
History



Miss McElroy
English and
History



Mr. Welk
Bible and
History

WHO TO KNOW



Mr. Wetter
Computer



Mrs. Houchin
Music



Mrs. Wetter
Math



Mrs. Worley
Math Tutoring
and MAP Testing

HIGH SCHOOL DRESS CODE

Tops

- Shirts must be one of the following styles: Polos, collared button-downs, crewnecks, henleys, quarter-zips, and turtlenecks
 - A button-down shirt may be worn unbuttoned if the shirt underneath is one of the acceptable styles. If not, the button-down must be buttoned to within 3 inches of the neck.
- Clothing brand names and logos of any size are permissible as long as the brand name does not reference drugs, alcohol, sex, violence, illegal activity, the occult, profanity, or any viewpoints contrary to Biblical truth.
- Cardigans, lightweight jackets, hooded sweatshirts (zip up and regular), and sweaters may be layered over acceptable shirts.
- All Calvary Academy apparel

HIGH SCHOOL DRESS CODE

- Shirts with logos for professional sports teams and colleges/universities are acceptable as long as the shirt does not reference drugs, alcohol, sex, violence, illegal activity, the occult, profanity, or any viewpoints contrary to Biblical truth.
- Shirts with Christian messaging or the name of a Christian church or Christian ministry are acceptable.

HIGH SCHOOL DRESS CODE

Bottoms

- Jeans, khakis, or dress pants free from rips, holes, and tears which close with a button and/or zipper
- Loose-fitting, cotton-twill or dress joggers and loose-fitting, straight- or wide-leg dress pants without a zipper and/or button are acceptable
- Loose-fitting overalls are acceptable when accompanied by an acceptable shirt.
- Female students may wear skirts which fall no more than one inch above the knee when standing. Acceptable skirt cuts include: A-line, circle, pleated, maxi, and other straight-cut skirts that are loose-fitting around the hips and thighs.
- Female students may wear leggings only when accompanied by a dress or skirt no more than three inches above the knee. Leggings must be completely opaque and footless. The skirt or dress must still be one of the acceptable cuts.

HIGH SCHOOL DRESS CODE VIOLATIONS

First Offense:

- The first time a student violates the dress code, he or she will receive a written warning sent home to parents/caregivers describing the nature of the violation. If the clothing violates the modesty guidelines or involves inappropriate or offensive messaging, then the student will be given an alternative shirt to wear for the remainder of the day.

HIGH SCHOOL DRESS CODE VIOLATIONS

Second Offense and Beyond:

- If a student is wearing a clothing item which is not in compliance with the dress code, the school office will have a supply of acceptable shirts which the student may be required to purchase and wear. Shirts will be sold for \$15 each.
- If a student has a piercing, hairstyle, or other violation not directly related to his or her clothing, the school office will sell the student a sticker that he or she must wear for the day. Stickers will be sold for \$5, and a new sticker must be purchased for every day that the student arrives with the non-clothing-related violation.
- Calvary Academy Administrators may allow students to purchase a sticker for select clothing violations which do not violate the modesty guidelines or the guidelines regarding offensive writing and messaging on clothing. This decision is at the sole discretion of the administration.
- Charges will be applied to the student's account.
- All dress code violations will be accompanied by a written warning sent to parents/caregivers detailing the nature of the violation.

JUNIOR HIGH UNIFORMS

Colors

Tops - Red, navy, light blue, and white

Bottoms - Navy or khaki

Girls (Grades 6th-8th)

Uniform skirts or skorts (no more than 2" above the knee)

Uniform pants

Knit or dri-fit collared polo shirts

Calvary Academy apparel

Boys (Grades 6th-8th)

Uniform pants

Knit or dri-fit collared polo shirts

Calvary Academy apparel

JUNIOR HIGH UNIFORM VIOLATIONS

- First Offense - The teacher will email the parent/caregiver a behavior notice indicating which article of clothing violated the school dress code.
- Second and Third Offense - Teacher will email the parent/caregiver a behavior notice indicating which article of clothing violated the school dress code, and the student will be administered a \$10 fine. The fine will be removed if a change of clothing is brought within one hour of the parent being notified; however, the uniform violation will remain documented in the student's behavior record. Charges will be applied to the student's account.
- Fourth Offense and Beyond - Detention

DOLLAR DRESS DOWN DAYS - EVERY FRIDAY

Tops

- Shirts of any neckline or style as long as the shirt complies with the modesty guidelines listed under “General Expectations.”
- Shirts with writing and pictures as long as they do not reference drugs, alcohol, sex, violence, illegal activity, the occult, profanity, or any viewpoints contrary to biblical truth.
- Sweatshirts and other layering items as long as the shirt worn underneath meets the modesty guidelines.
- Strapless shirts, tank tops, crop tops, and spaghetti straps are NEVER permitted.
- Girls may wear dresses which fall no more than two inches above the knee and which follow the modesty guidelines. (Please refer to the high school dress code for more guidance regarding dresses.)

DOLLAR DRESS DOWN DAYS - EVERY FRIDAY

Bottoms

- Jeans and other casual-style pants, which are free of rips, holes, and tears
- Drawstring and elastic-waistband pants, including sweatpants, which are free of rips, holes, and tears. Sweatpants must be loose fitting around the hips and thighs. Yoga pants are not permitted. Pajamas are not permitted.
- Girls may wear loose-fitting skorts and skirts that fall no more than two inches above the knee. (Please refer to the high school dress code for more guidance regarding skirts.)
- Shorts are NEVER permitted.

JUNIOR HIGH PE

Students will be required to wear the school PE uniform during PE class. PE uniforms can be purchased through the Calvary Academy store. Students must also provide their own athletic shoes on PE days. Failure to dress and participate in PE class will result in a “0” for the day and harm the student’s overall quarter grade. Three “no dress” days in a single quarter will result in a detention.

BEHAVIOR EXPECTATIONS

S	Safe
T	Trustworthy
A	Active Learners
R	Respectful
R	Responsible

- Safe students use their voices, bodies, and objects in ways that are appropriate and expected for the situation.
- Safe students keep their hands, feet, and all other body parts to themselves.
- Safe students are always where they are supposed to be.

Safe

- Trustworthy students always tell the truth.
- Trustworthy students follow the rules even when no one is watching.
- Trustworthy students are always where they are supposed to be and doing what they should be doing.
- Trustworthy students turn in schoolwork that represents their own knowledge.

Trustworthy

- Active learners listen to their teachers and participate in class.
- Active learners ask questions.
- Active learners put forth their best effort and are willing to try new and difficult things.

Active Learners

- Responsible students complete and turn in their homework.
- Responsible students take care of their own work, space, bodies, and personal items.
- Responsible students are prepared for class.
- Responsible students are present and punctual.

Responsible

- Respectful students care about the thoughts and feelings of others.
- Respectful students treat others in the way that they would like to be treated.
- Respectful students use their words, bodies, and possessions in ways that show care for themselves and others.
- Respectful students recognize that others have the right to say what happens to their own bodies and possessions.

Respectful

WHAT TO EXPECT

REWARDS

- Surprise teacher rewards
- Semester attendance
 - No more than 5 absences in a class for the semester = 5 extra credit points on your final exam
- Quarterly rewards - special lunch, treat, gift, or field trip
 - No detentions
 - No dress code violations
 - No more than 3 absences
 - No more than 3 tardies

DISCIPLINE

- Classroom consequence
 - Clean room
 - Seat reassignment
 - Loss of cell phone
- Detention
 - Serve with Mrs. Sanders
 - Parents will be notified
- Office Discipline Referral
 - Meet with principal or superintendent
 - Parents will be notified

CREDITS FOR HIGH SCHOOL GRADUATION

Freshman
0-5.75
Credits

**English
4 Credits**

English I
English II
English III
English IV

**Math
3 Credits**

Algebra I
Geometry
Pre-Algebra or
Algebra II

**Bible
4 Credits**
(or 1 per year of
CA attendance)

**Foreign
Language/Arts
1 Credit**

Spanish I
Performing Arts
Art

**Science
2 Credits**

Physical
Science
Biology I/II

Sophomore
6-11.75
Credits

**Social Studies
3 Credits**

World History
American
History
Government

**Other
1.5 Credits**

Con Ed - .5
Health - .5
PE - .5

Electives

Drivers Ed
Advanced Math
Calculus
Spanish II/III

Electives

Computer
Chemistry
Physics
Teacher Assistant

Electives

Office Assistant
Athletics
HS Musical
CACC
Study Skills

Senior
18-23.75
Credits

24+ CREDITS =

GRADUATE

SAFETY

- Only exit from the Main Entrance Doors. Do not open other doors for anyone.
- Before the warning bell rings at 8:15, you should be in the cafeteria. No one is allowed upstairs before school unless you are attending a help session.
- Opening a locked door for ANYONE between the hours of 8:00AM and 3:30PM will result in a \$25 fine.
- You must sign out for lunch if you are leaving campus. Failure to do so will result in a detention. You must be on time for 7th hour. NO EXCEPTIONS
- You must have a hall pass if you are in the hallway other than passing period time,

ATTENDANCE AND TARDY POLICY

Updated by school board June 2023

ABSENCES

- You are allowed 4 full-day, undocumented absences per quarter.
- After your 4th absence in a quarter, you will need to provide official documentation of the reason for your absence. Official documentation includes:
 - Doctor's note
 - Obituary or program from a funeral
 - Confirmation of family emergency like a police report, insurance report, or photos of property damage

ABSENCES

- If you miss 3 or 4 class periods in a single day, you will be counted as half-day absent.
- If you miss 5 or more class periods in a single day, you will be counted as full-day absent.
- If you miss a single class 12 or more times in a quarter, your quarter grade will be reduced to a 59% F.
- If you miss more than 20 minutes of a single class period, you will be considered absent.
- You will not be counted absent when you are at a school function.

ABSENCES

- If you exceed 16 absences in the school year, you will be considered “Chronically Absent,” and you will be required to provide official documentation for all following absences.
- If you do not provide official documentation when asked, you will be marked as Unexcused Absent.
- If you exceed 9 unexcused absences, you will be reported to the Sangamon County truancy office.

SKIPPING CLASS

Any junior high or high school student who fails to show up to a scheduled class period (including chapel) on a day on which they are present at school will be marked as “unexcused absence” and considered truant. Students who fail to check out with the school office when leaving prior to the end of the school day for a non-school activity will also be marked as “unexcused absence” and considered truant. Students will also be marked as “unexcused absent” and considered truant if they miss more than 20 minutes of a class period without approval from school administration.

SKIPPING CLASS - CONSEQUENCES

- First Offense - The student will receive a detention.
- Second Offense - For an academic class, a 2% grade reduction of the quarter grade will be enforced, and the student will receive a detention. The 2% grade penalty cannot be waived for any reason.
 - For a non-academic class, the student will receive detention.
- Third Offense - The student will move up a step on the discipline plan and receive the corresponding suspension for that step. (See Junior High and High School Behavior Management Plan).

TARDY POLICY

- Students arriving between 8:20 and 8:25 will be automatically excused up to four times each quarter, regardless of reason.
- For students arriving between 8:25 and 8:35, parents/guardians may call and excuse their student up to four times each quarter. If a parent/guardian does not call, the tardy will be marked as unexcused.
- Students arriving after 8:35 will automatically receive an unexcused tardy unless they provide a doctor's note.

20+ TARDY POLICY

Junior high and high school students arriving after 8:40 without official documentation will be marked as unexcused absence from their first hour class and will be marked as unexcused absence from their first hour class regardless of the reason. They will also be marked as unexcused absence if they miss more than 20 minutes of any other class periods that day.

Consequences for being 20 or more minutes late to school are as follows:

- 1st UA = Written warning from teacher sent to parents and student
- 2nd/3rd UA = Detention issued by teacher
- 4th UA and beyond = Detention AND 1% quarter grade reduction for each occurrence with written notice sent to parents.

The UA count will reset every quarter.

TARDY POLICY

Students are only allowed four undocumented excused tardies per quarter regardless of time of arrival. After the fourth excused tardy, official documentation will be required for all tardies for the remainder of the quarter.

Exceptions from Documentation

- Parent verifies that your sibling caused you to be late. Your sibling will be unexcused, and you will be excused.
- Severe weather - Administration will notify teachers that NO ONE will be marked tardy in the event of severe weather impacting traffic conditions.

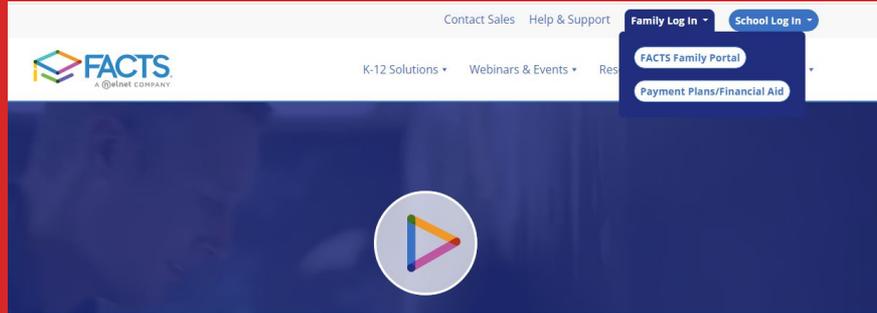
TARDY POLICY CONSEQUENCE S

- First-hour unexcused tardies will result in the student losing cell phone access for the day.
- The cell phone must be left in the school office in order for a pass to be issued. If a student does not have a cell phone, he or she will be expected to help with cafeteria clean up on the day of the tardy.
- Second- to eighth-hour tardies are automatically unexcused and will be accompanied by a detention.

GOOGLE CLASSROOM

- You will use the same username for student email, Google classroom, and all things Google
- Your username is the first three letters of your last name and the first three letters of your first name @caspringfield.org. For example, if Jessica Smith had a student google email address, it would be smijes@caspringfield.org
- Your password is FIRST INITIAL, LAST INITIAL, Student ID number, and 3 exclamation points. For example, if Jessica Smith had a student ID number of 00011, her password would be **JS00011!!!**
- Practice Chromebook login

HOW TO CHECK YOUR GRADES



FACTSMGT.COM

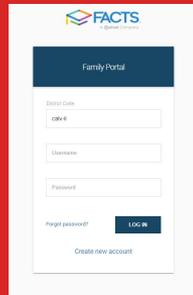
Select "Family Log In"
Select "FACTS Family
Portal"

HOW TO CHECK YOUR GRADES

**DISTRICT CODE:
CALV-IL**



A screenshot of the Family Portal Login page. At the top is the FACTS logo with the tagline 'A BELIEB COMPANY'. Below the logo is the text 'Family Portal Login'. There is a text input field labeled 'District Code' with the value 'CALV-IL' entered. Below the input field is a grey 'Login' button.



A screenshot of the Family Portal account creation page. At the top is the FACTS logo. Below it is a dark blue header with the text 'Family Portal'. The page contains a form with the following fields: 'District Code' (with 'CALV-IL' entered), 'Username', and 'Password'. Below the form are two links: 'Forgot password?' and 'Create new account'. A dark blue 'Login' button is also visible.

CREATE NEW ACCOUNT

Use your student
email to create
your account.

FINAL STEPS

- Walk through your schedule and find each classroom.
 - New students also need to see the gym, cafeteria, bathroom, playground, and Oasis.
- Find your locker.
- Look over your schedule and let me know if any changes are needed.

Saints Bingo

School Start Time	Name a Math Teacher	Acceptable Color for JH Polo	How much does it cost to break the dress code?	The S in STARR is for...
A reward you might earn	Number of English Credits	School End Time	Which day of the week can you break the dress code?	Name a history teacher
Acceptable color for JH pants	The T in STARR is for...	Name a student you met today	What happens the first time someone breaks the dress code?	Number of science credits
Name a science teacher	HS Lunch time	Name an elective	Name an English teacher	JH Lunch time
Number of social studies credits	Number of credits to be a junior	The A in STARR is for...	Who is the principal?	The R in STARR is for...

Saints Bingo

Number of Bible credits	Number of credits to be a sophomore	The A in STARR is for...	Who is the principal?	School Start Time
HS Lunch time	Name an English teacher	Acceptable color for JH pants	The T in STARR is for...	Name a student you met today
What happens the first time someone breaks the dress code?	Number of science credits	Name a science teacher	School start time	Name an elective
School End Time	Which day of the week can you break the dress code?	Name a history teacher	JH Lunch time	Number of credits needed to graduate
Name a Math Teacher	Acceptable Color for JH Polo	How much does it cost to break the dress code?	The S in STARR is for...	The R in STARR is for...

Saints Bingo

School End Time	Name a coach	Acceptable Color for JH Pants	School Start Time	The T in STARR is for...
A reward you might earn	Number of math Credits	How much does it cost to break the dress code?	Number of science credits	Name the Spanish teacher
Acceptable color for JH polo	The S in STARR is for...	Name a student you met today	HS Lunch time	Which day of the week can you break the dress code?
Name a science teacher	What happens the first time someone breaks the dress code?	Name an arts credit	Name an English teacher	JH Lunch time
Number of social studies credits	Number of credits to be a senior	The R in STARR is for...	Name the office manager	The A in STARR is for...

Saints Bingo

Name a science teacher	What happens the first time someone breaks the dress code?	Number of social studies credits	If you have less than 6 credits, you are a	The R in STARR is for...
Name the office manager	The A in STARR is for...	Name an arts credit	Name an English teacher	JH Lunch time
A reward you might earn	Name the Spanish teacher	The T in STARR is for...	School End Time	Name a coach
Acceptable color for JH polo	Number of math Credits	How much does it cost to break the dress code?	Number of science credits	Which day of the week can you break the dress code?
Acceptable Color for JH Pants	Name a student you met today	HS Lunch time	Which day of the week can you break the dress code?	School Start Time