



CALVARY BAPTIST ACADEMY
PARENT/STUDENT HANDBOOK
Grades K5 - 6th

*Connecting people to Christ through ... Academics, Leadership, Values
Athletics, Relationships, Youth*

*Take the helmet of salvation and the sword of the Spirit,
which is the word of God.*

Ephesians 6:17



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NOTICE OF NONDISCRIMINATORY ADMISSIONS POLICY

CALVARY BAPTIST ACADEMY ADMITS STUDENTS OF ANY RACE, COLOR, NATIONALITY OR ETHNIC ORIGIN TO ALL RIGHTS, PRIVILEGES, PROGRAMS, AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO STUDENTS AT THE SCHOOL. IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONALITY, OR ETHNIC ORIGIN IN ADMINISTRATION OF ITS EDUCATIONAL POLICIES, ADMISSIONS POLICIES, FINANCIAL AID, AND ATHLETIC AND OTHER SCHOOL-ADMINISTERED PROGRAMS.

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Dear Students and Parents,

We are excited about the opportunities God has given us at Calvary Baptist Academy, and look forward to this school year. We welcome you to CBA and hope that this handbook will assist you with pertinent information for guidance and understanding of our school.

I have always believed that education is a team effort involving the school, parents and students. We all have responsibilities as part of this team and hopefully we will work together in a collaborative effort so our/your students succeed.

I will have the privilege of working with outstanding administrators, Mrs. Rhonda Honea, Mrs. Jenni Chenier, and Mr. Mike Fitzwater. In addition, our faculty and staff have prepared to have a great school year.

Thank you for choosing Calvary Baptist Academy as your school of choice. May God richly bless each of you.

Sincerely,

*Kenneth N. Kruithof
Superintendent*

MISSION STATEMENT

The mission of Calvary Baptist Academy is to glorify our Lord in a Christ-centered, Bible-focused educational environment which provides a quality college-preparatory education.

Vision Statement

Connecting people to Christ through ... Academics, Leadership, Values
Athletics, Relationships, Youth

EDUCATIONAL GOALS AND OBJECTIVES

Calvary Baptist Academy exists because of the belief that Christian parents should have the opportunity to give their child a quality education based on the Word of God. Our school views itself as a ministry of Calvary Baptist Church and seeks to reach the greater Caddo-Bossier and DeSoto community areas for Christ.

Calvary Baptist Academy teaches its students through a balanced curriculum in the spiritual, intellectual, social, and physical areas.

At Calvary Baptist Academy we emphasize school life and the purposes of God in studies, activities, creative abilities, and we acknowledge that the primary objective of man is to glorify God in all things.

Through the faithful teaching of the Word and its practical application to life, we want our students to mature in Christ, to have a balanced wholeness in life and to have an appreciation for our forefathers who founded this nation under God.

Therefore, the aim of CBA (functioning as an extension of the home and church) is to aid each student to grow in understanding God and man and to develop his capabilities to the highest degree in order that he may become mature and complete and live life to its fullest in Christ.

The objectives of Calvary Baptist Academy for the **SPIRITUAL GROWTH** of its students are:

- to teach the Bible as the Word of God, a source of doctrine and a guide for daily living,
- to teach the basic tenets of the Christian faith,
- to encourage a personal relationship with Jesus Christ, honoring Him as Lord and Savior and seeking to know and do the will of God,
- to present a pattern of life based on the standards set forth in the Bible,
- to aid in the formation of personal Christian philosophy which will permeate and integrate every area of life.

The objectives of CBA for the **INTELLECTUAL GROWTH** of its student are:

- to teach the skills necessary for effective comprehension, communication, and computation,
- to provide a versatile, college-preparatory curriculum,
- to stimulate creative and critical thinking and responsiveness to beauty in the arts and sciences,
- to aid in the recognition in every area of study the revelation of God in creation and in the Holy Scriptures.

The objectives of CBA for the **SOCIAL GROWTH** of its students are:

- to encourage an individual sense of personal worth as a special creation of God and recipient of His love,
- to foster the establishment of wholesome interpersonal relationships through an acceptance of one another in Christian living and learning to understand and respect the view of others,
- to instill a respect for authority, love of country, patriotism, and good citizenship in order to foster responsibility to their homes, community, and country.

The objectives of CBA for the **PHYSICAL DEVELOPMENT** of its students are:

- to promote health, fitness, coordination, and skillful use of the body,
- to encourage good sportsmanship and a Christian testimony in all athletic endeavors.

STATEMENT OF PHILOSOPHY

Calvary Baptist Academy is a ministry of Calvary Baptist Church and whose faculty and administration are committed to academic excellence. We believe in a college preparatory curriculum conducive to the education of the whole person. As expressed above, our concern is for developing intellectual, spiritual, physical, emotional, cultural, and social aspects for every student. We believe that in close communication with God, we must provide a religious environment which invite participation in the following statements:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. We believe in the literal account of creation as taught in the Scriptures; that man was created by a special, immediate and formative act 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 substitution sacrifice and rose again for our justification, and that all who believe in Him are justified on the grounds of His shed blood and are saved by grace through faith wholly apart from human merit and works.
6. We believe in the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

8. We believe that the primary goal of every Christian is to glorify the name of Jesus Christ in all that one does; therefore, we should separate ourselves from all practices and influences which hinder a Spirit-filled life.
9. We believe that it is the privilege and responsibility of every believer to do his utmost to present the Gospel of Christ to the whole world.
10. We believe that the true, universal church includes all believers in Christ during this present age, and that the Church of which He is the Head is the body and bride of Christ.

Therefore, we have Christian training daily in our Bible electives for all students, and the

teachers incorporate Biblical principles in to their daily lesson plans. In grades K-12 Bible is a required course and a required elective for all four(4) years in high school with students receiving Carnegie credit for Bible as an elective (Bible I, II, III, and IV).

CHAPEL

Chapel services will be held every Tuesday and Thursday in the church sanctuary. Chapel will replace the Bible class for that day. Grades K5-12 shall attend chapel. Parents and other guests are invited to attend to hear our speakers. Please arrive early so that you can check into the office and receive a visitor's pass. Sixth grade Chapel is on Tuesday. K-5 – 5th grade Chapel is on Thursday.

ADMISSIONS

All applicants to CBA are considered on the basis of the following requirements:

1. Must pass aptitude and achievement tests. Must score at grade level or above in both reading and math.
2. **Have a 2.0 Grade Point Average(GPA) or higher on last report card.**
3. Must not have major discipline problems at former school. Suspensions are not acceptable unless some extenuating circumstances led to suspension.
4. Have a 90% or better attendance record.

A student's previous educational records are all requested in the acceptance process.

1. Students will not be accepted unless all applications and testing information are complete.
2. A record of good behavior (an expulsion from the last school attended is not acceptable for application).
3. Previous report card in good standing, official transcripts received, health records received, and other records as needed.
4. Parents must understand that the school will attempt to lead their child to a personal relationship with and commitment to Jesus Christ.

All students will have a personal interview with the administration before acceptance in all grades if that student has had a discipline or academic problem before attending CBA.

COMMUNICATION WITH FACULTY AND STAFF

CBA faculty and staff welcome constructive communication from parents at any time. Any of the following methods may be used to contact a staff member:

1. Student Planner
2. Staff Mailboxes – Notes or letters may be left in the school office for placement in the staff mailboxes.
3. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns. Teachers and administrators have conference times built into their schedules when they would be happy to meet with you.
4. Our staff's family time is precious. We ask you to refrain from calling our staff at home.
5. The school receptionist is not free to leave the office to take messages to students. Please make every attempt to have after-school plans in place prior to the school day.

6. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration if needed.

DISASTER DRILLS

Practice drills will be provided for fire and tornado safety precautions. Fire drill charts are posted in each classroom.

Evacuation practices will be conducted and recorded in an orderly fashion. Fire drills will be held throughout the year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures.

Pulling the fire alarm with undue cause will result in reporting to the Caddo fire department, and/or disciplinary action. Careless or malicious initiating of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building.

Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm.

HEALTH RECORDS

The Health Record Form confirming student's current immunization must be provided for students entering our school. Once students have all of their immunizations, a new Health Record Form will not be required unless state requirements change.

FIRST AID AND MEDICATION

Illness

Sick children (temperature of 100 degrees or higher, vomiting, diarrhea, severe coughing, unknown rash, repeated visits to the office during the school day) will be sent home from school. For fevers less than 100 degrees, the parent will be called to discuss the child's symptoms and the proper action to take for the welfare of the child and the other students in the school. Students should be free of fever, vomiting or diarrhea for a minimum of 24 hours before returning to school. Therefore, children sent home from school should not return the next day.

Do not send a child with a rash to school. If you have concerns about a rash, you should contact your child's physician rather than bringing the child to the school. It will continue to be necessary to keep children with fever home until they have been fever free for 24 hours without the use of fever reducing medication.

Please be considerate of other students and staff by not sending a child to school with an infectious condition, fever, or persistent runny nose with green mucous, persistent cough, or persistent sneezing. Parents will be called and asked to pick up their child if he or she is sent to

school with fever and vomiting. Parents will be asked to pick up their child if they are found to have contracted conjunctivitis (“pink eye”) or head lice.

In case of head lice, the child will be re-admitted to school only after he or she has been treated with the proper lice-killing shampoo and the eggs and live bugs have been combed out.

If your child needs over-the-counter medications (cough drops, pain relievers, etc.), please administer before you leave home rather than expecting us to do it first thing in the morning.

1. No over the counter medications will be given out.
2. Only parents/guardian may come to the school office to give a student medicine.
3. Prescription medicines that need to be administered at school must be kept in school office in original container.

IMMUNIZATION RECORDS

Immunizations

Students must be vaccinated as required by the State of Louisiana as follows:

Louisiana law requires documented proof of immunization for any child entering school for the first time, whether kindergarten or first grade. Health records for all other students should indicate that the immunizations are complete or they are in progress. The following are required:

Recommended Schedules for Immunization of Infants and Children

AGE	IMMUNIZATIONS REQUIRED
Birth	HBV
2 Months	DTaP, IPV, HIB, HBV, PCV7, RV
4 Months	DTaP, IPV, HIB, PCV7, RV
6 Months	DTaP, IPV, HIB, MMR, HMV, PCV7, Varicella (1 dose) Flu, RV
12-15 Months	DTaP, HIB, MMR, PCV7, Varicella, HAV
18 Months-23 Months	HAV
4 Years of Age or (K-5 Entry)	DTap (2 doses), IPV, MMR (2 doses), Varicella (2 doses), HBV (3 doses)
On or after 4 th Birthday	Boosters for DTaP, Polio Vaccine
Age 11 or Grade 6	HPV, MCV4, Tdap, (Varicella (2 doses), MMR (3 doses), HBV – if needed
Every 10 Years	Td

Codes:

HBV – Hepatitis B Vaccine	DTaP – Diphtheria Tetanus Acellular Pertussis
DTP – Diphtheria, Tetanus, Pertussis same as ---	IPV – Inactivated Poliovirus Vaccine
OPV – Oral Polio Vaccine same as -----	RV – Rotavirus Vaccine
HIP – Hemophilus Influenza Type B	Td – Adult Type Tetanus and Diphteria Acellular Pertussis
MMR – Measles, Mumps, Rubilla	Tdap – Tetanus Diphteria Acellular Pertussis
MCV4 – Meningococcal	

A student will not be allowed to enter school without document proof of required immunizations. This documentation must be from the student's private physician or County or Parish Health Unit. If a student cannot take these immunizations for medical reasons, a signed statement from the student's private physician will be accepted by the school.

In accordance with state laws, current immunization records must be on file in the school office. The STATE HEALTH DEPARTMENT audits CBA immunization records annually to ensure compliance with state regulations. Parents must respond promptly to inquiries from the school relating to these records in order to maintain the student's enrollment at CBA.

Remember a student must turn five (5) years of age before September 30 of that school year to enter K-5.

Children who are not in compliance with state immunization guidelines will not be allowed to attend school or participate in school-sponsored activities. All students must show proof that the above immunizations have been received. Current immunization records and conscience exemption forms must be on file in the school office prior to school attendance.

INCLEMENT WEATHER

It may be necessary to close or delay the start of school because of ice, snow or other inclement weather. Additionally, school may need to dismiss early due to inclement weather. It is important that you tune in to KWKH, KTBS Television, and FM 94.5.

OFFICE PROCEDURES

Lost and Found

All personal articles, outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, etc. should be labeled with the student's name. Lost and found items will be kept in the school office.

Parental Involvement

Parental involvement at CBA is welcomed and encouraged. Parents are provided opportunities at the beginning of each academic year to become involved within the classroom and in support activities.

SECURITY

Drugs/Substance Abuse/Alcohol/Tobacco

The possession, use, distribution of illegal drugs, controlled substances and/or misuse of over-the-counter drugs, alcohol and tobacco products are prohibited. Students connected to, in the presence of or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off

campus. CBA is considered a drug, alcohol and tobacco free zone and has a zero tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs, alcohol and controlled substance on its campus.

Search of Students

Students, their lockers, and their backpacks shall be subject to searches by school officials including but not limited to students outer clothing, pockets, locker or belongings.

Students also understand and agree that CBA shall have the right to monitor or examine any electronic device at the school or any CBA activity. Additionally, CBA may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, for example “MySpace” and “FaceBook”, or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos.

Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

Use of Third Party Security Enforcement

The school shall retain the right to utilize third party resources, including but not limited to, security guards, police departments, or canine units to further establish a secure zone on the CBA campus.

Visitor Sign-In/Sign-Out

All visitors to the school campus must sign in at the reception area. Upon signing in, each visitor will receive a visitor badge to be worn at all times.

Weapons

The possession, use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives are expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. Use of a toy designed to look like a weapon is prohibited on campus. Pending divisional administrative approval, exemptions for this may be granted for school projects.

Sexual Harassment

Calvary Baptist Academy is committed to providing an environment free from any form of sexual harassment. Sexual harassment is a violation of both the law and CBA’s policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the CBA community and will be dealt with promptly by the administration. Report any harassment immediately to a teacher, principal or the administrative offices.

STUDENT WITHDRAWALS

To withdraw a student, a parent should notify the school office and complete a student withdrawal form. All textbooks and school-purchased materials must be turned in to the classroom teacher. No official records will be released until all forms are completed and financial matters are cleared.

GRADING SCALE

The grading scales used by the K5 - 6th grade are as follows:

93 - 100	=	A
86 - 92	=	B
76 - 85	=	C
70 - 75	=	D
Below 70	=	F

To determine your grade average known as your GPA, you take the following value of each grade and divide by the number of subjects for which you receive a grade:

A	=	4 points
B	=	3 points
C	=	2 points
D	=	1 point
F	=	0 points

All students must maintain a 2.0 GPA to participate in any extra-curricular activities. This includes clubs, cheerleading and all sports.

GRADES K5 - 2ND

Students will receive grades of A, B, C, D, and F in Bible, reading, math, spelling, phonics, and conduct according to the grading scale above. The conduct grade is not included in determining a student's grade point average.

Students will receive grades of S, N, and U in penmanship, history, and science.

GRADES 3RD - 6TH

Students will receive grades of A, B, C, D, and F in Bible, reading, math, spelling, language, history, science and conduct. The conduct grade is not included in determining a student's grade point average.

Students will receive grades of S, N, and U in penmanship.

CRITERIA TO REPEAT A GRADE

GRADE K5

A conference will be held with parents prior to the end of the school year. Factors such as personal development, maturity, reading readiness and number readiness will be discussed. At this time a decision will be made as to whether or not the child would profit by repeating the grade. The final decision will be made by the administration. This decision could also remove your child from CBA with the understanding that this curriculum may not fit your child's learning ability.

GRADES 1ST - 2ND

A student will repeat if there has been failure (meaning that the report card will reflect a grade of "F") of two major subjects for the entire year. (Major subjects include reading, phonics [incorporating spelling and handwriting] and mathematics.) Student's record will also be evaluated by administration as to whether he/she will remain at CBA.

GRADES 3RD - 6TH

A student will repeat if there has been failure of two major subjects. (Major subjects include reading, language, math, social studies and science.) Student's record will also be evaluated by administration as to whether he/she will remain at CBA.

HOMEWORK

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment, or more in-depth attention to a given unit of study. Please be aware that we do not give homework on Wednesday nights. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. Homework will take approximately 10 minutes per grade level (i.e. first grade = 10 minutes, second grade = 20 minutes, etc.) not including Bible memory, test preparation, projects and reading minutes. Please understand each child's ability is different. Therefore, whether a student spends less or more time depends on the organization, use of time, homework environment, and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments. If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

Missed/Late Work Policy

A student will have one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.

PHYSICAL EDUCATION PARTICIPATION

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for the limitation and the period of

time for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent.

STUDENT ASSIGNMENT NOTEBOOK

Each teacher will explain the classroom schedule at the beginning of the school year. Homework assignments will be recorded by students in their student assignment book. Parents are encouraged to review assignments daily and to check with the teacher if there are questions about the classroom schedule. It is the parents' responsibility to carefully review what the student is actually accomplishing in the homework process and to sign the work or assignment notebook. This is a parent's best way to communicate with a teacher. Please do not write in the area designed for the student to copy assignments. If a note is private and should not be seen by student, please put in envelope or staple together before attaching to student's assignment book.

TESTING OF STUDENTS

All students will be tested prior to admission. In addition, annual student testing is conducted in the spring. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a re-enrollment decision, parents will be so advised.

TEXTBOOKS

1. Students will pay for lost textbooks.
2. Report cards will be held until such fines are paid or until your CBA account is billed.

DISCIPLINE

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. CBA provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. Our K-5 classrooms use the traffic light system to inform parents of their student's behavior. Our 1st – 3rd grades use the tally system and our 4th – 6th grades use detention warnings. Detention starts promptly at 3:00 p.m. and is over at 4:00 p.m. A child who is not there on time or picked up on time (signed out by an adult by 4:05 p.m.) will be subject to a Saturday detention. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator. **STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT CBA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL.** Students violating the student Code of Conduct outside the school campus or in school activities will be subject to disciplinary action.

Just as the family has rules to help children learn to get along with parents, brothers, sisters, and others, our school has expectations for orderly daily operation in a setting with many students and activities. The following are rules by which CBA students agree to abide:

Minor Infractions

The following is a non-comprehensive list of minor infractions:

1. Chewing gum while on school premises.
2. Radios, recorders, tape/DC/DVD players, toys, comic books, electronic games or devices (including cell phones and cameras) posters and playing/trading cards are subject to confiscation by school personnel. Electronic games and toys are allowed during extended day, but must be put away in backpacks during the school day. Cell phones must also be put away in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine posting, messages, pictures, graphics and depictions and appropriate disciplinary actions may result from inappropriate material or use.
3. Failure to comply with the CBA dress code.
4. Failure to obey playground rules given by teachers.
5. Failure to follow the instructions of duty teachers.
6. Use of chalkboards, marker boards, or other school equipment without a teacher's permission.
7. Visible possession or use of cell phones during the school day, are subject to confiscation by school staff.
 - K5-4th Grade:** Students in these grades have no reason for a cell phone.
 - 5th-6th Grade:** First offense – The device is taken away and given to the administration. It will be held for 3 days and there will be a \$20 fine for return of device.
 - Second offense – Same as above, except there will be a \$40 fine for return of device.
 - Third offense – Device is held for one week with a \$60 fine for return of device.
8. Failure to act in a quiet and orderly fashion while in hallways, restrooms, and during after-school pickup.
9. Failure to refrain from behavior that inhibits learning in classroom situations.

Major Infractions

The following is a non-comprehensive list of major infractions that may result in suspension or immediate separation from the school.

1. **Use of Abusive or Profane Language and Disrespect:** Using abusive or profane language, and showing disrespect or insolence to teachers and classmates, will not be tolerated and will result in disciplinary action.

2. **Disruptive/Disrespectful Behavior:** Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action. Disrespectful behavior towards authority will not be tolerated.
3. **Bullying:** Threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action.
4. **Cheating:** Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery.
5. **Drug Use/Substance Abuse:** The possession, use, distribution of illegal drugs, controlled substances, alcohol, tobacco products(s) and/or misuse of over-the-counter drugs, is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. CBA is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and or distribution of illegal drugs or a controlled substance on its campus.
6. **Electronic Device or Medium:** A repeated misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the internet are subject to appropriate disciplinary action at the discretion of CBA administration.
7. **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense.
8. **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, using matches, lighters or firecrackers, will be considered serious offenses.
9. **Gambling:** Card playing for the purpose of gambling, or any other form of gambling, is forbidden.
10. **Immorality:** Students are expected to maintain moral purity as is outlined in God's Word.
11. **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
12. **Truancy:** Missing school without parent or teachers permission is truancy. The penalty for truancy is a zero for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom.
13. **Vandalism:** Destruction or defacing of property belonging to the school, CBA or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages.
14. **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other

explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon.

15. **Repeated violation** of minor infractions will be considered a major infraction.

Disciplinary Probation

Students who accumulate a series of minor infractions or are guilty of a major infraction will be subject to disciplinary probation – see listing of infractions above. While on probation, the student’s behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. Students who do not meet the criteria will be required to withdraw from school.

Suspension

A student may be suspended from school following parent communication. Specific changes in attitudes and actions will be expected prior to readmission. A re-admission parent/administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Re-admitted students will be placed on disciplinary probation upon their return to CBA. An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension will be one to five days as determined by the administrator.

Restoration

It is always CBA’s intention to lovingly restore students after a period of suspension. “Loving them back onto the team” is the only Christ-like option. As a means to that end, some or all of the following guidelines will govern the readmission of suspended students.

At the beginning of the suspension period, CBA staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student’s teachers of the suspension term.
- At the end of the suspension period, CBA administration will:
 - Conduct a re-entry interview with the student and at least one parent.
 - Assist the student in identifying a plan to ensure improvement.
 - Remind the student of their importance in the CBA community.

Explain that the student is on disciplinary probation and its ramifications, if applicable. Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves. Staff will encourage the student prior to and/or after re-admission to ease the discomfort/embarrassment of the student.

Expulsion

Attendance at CBA is a privilege. Any student whose conduct in or out of school shows him/her to be in opposition to the basic principles and purposes of CBA will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

ATTENDANCE

Absences

The following procedures apply to absences:

1. Teachers and the CBA administrative office will maintain an accurate record of attendance and tardiness. The record will appear on the report card.
2. Students returning after an absence must supply the teacher with a written excuse from the parent/guardian.
3. If a student is present for at least 3 ½ hours of the school day, he/she will be counted as present.
4. Students will have one day for each day they are absent to make up any work or test missed in class, provided the absence is excused.
5. If a student is absent three or more days, parents may request and pick-up make-up work. The request for make-up work to be picked up at the end of the school day must be made by noon to the classroom teacher or receptionist.

Excused and Unexcused Absences

- **Release from class.** An absence which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, are not reported on the student's report card.
- **Excused Absences.** These absences include illness of student with a doctor's appointment, death in the family, unavoidable family emergency or a court appearance.
- **Pre-approved Absences.** For the following absences to be excused, they must be cleared at least one week in advance with the principal or assistant principal. With advance notice, these absences will still be counted on the report card, but without points deducted for make-up work or tests, if submitted on time. Make-up work must be requested at least two days prior to the pre-approved absence. Absences exceeding this amount are at the principal's discretion. Pre-approved absences include family vacation, church retreat or a mission trip.
- **Make-up Work.** Students must make up all work missed due to approved absences. A student will have one day for each day he/she is absent to make up any work or test missed in class, provided the absence is excused.
- **Unexcused Absences.** All other absences are unexcused and counted with the student's total absences recorded on the student's report card. A letter will be sent to parents after a student reaches ten absences.

Tardies

Students are expected to be in their classrooms and ready for the school day by the time the tardy bell rings at 8:00 a.m. In order to be on time, students should be dropped off no later than 7:55 a.m. Students coming into the building after the 8:15 a.m. tardy bell must be accompanied by a parent to sign in with the receptionist. Excused tardies will include doctor/dental visits, illness and traffic situations that result in a large number of students being late. All other tardies will be considered unexcused. In the event of excessive tardies, an administrator will notify the parents.

BIRTHDAYS AND SPECIAL OCCASIONS

A child's birthday is very special. If you want to have birthday refreshments at the school, they must be served during lunch. School parties are not an occasion to exchange gifts; however, treats and party favors are acceptable at the end of the day or at another time designated by the teacher. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. For birthday parties outside of school, please adhere to these guidelines:

1. Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.
2. After school lines may not be used as pick up times for birthday parties. Flowers, balloons and/or gift baskets may not be delivered to students during the school day or at any school-sponsored event or program.

DRESS CODE

CBA has chosen to implement the dress code policy by the adoption of a uniform program. The administration reserves the right to determine if a student is dressed and groomed appropriately. We require that all uniforms be purchased through Sports World.

These are clear biblical principles that ought to govern choice from dress:

1. Dress types are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally.
2. Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan. (Deuteronomy 22:5).
3. Immodesty in dress is incompatible with the concept of the Christian as one indwelt by the Holy Spirit, God Himself (1 Corinthians 6:19-20).

One of the principle purposes of the UNIFORM DRESS CODE is to encourage students to dress as Christian ladies and gentlemen, representing both CBA and Christ. In addition, uniforms are a safety factor for our school so that strangers do not come on campus unnoticed.

The final word on the proper dress code will be the school administration.

TYPES OF UNIFORMS (GIRLS) "C WITH SWORDS" LOGO MANDATORY

GIRLS (Plaid refers to plaid #40 available at Sports World)
Kindergarten through Grade 3

Plaid jumper/skort

*Choice of blouses: White broadcloth (long or short sleeves)
White or dark forest green knit shirt (long or short sleeves)
Gray or dark forest green CBA sweatshirt – same logo as uniform shirts

**Navy pants – a belt is required with pants.

Grades 4-6

Plaid skirt/skort

*Choice of blouses: White or dark forest green knit shirt (long or short sleeves)
White sailor blouse
Gray or dark forest green CBA sweatshirt – same logo as uniform shirts

**Navy pants - a belt is required with pants.

*When these blouses are worn with pants (not under a jumper), the “C” logo must be embroidered on the left side. All skirts and jumpers need to be within 2 ½ inches of the top of the knee. Girls may not wear long pants under their skirts or jumpers. Sports World does have modesty shorts available for girls, as well as hair accessories to match the uniforms.

BOYS Kindergarten through Grade 6

** Navy pants (plain or pleated front) – a belt is required with pants unless they have an elastic waist

** Navy shorts – a belt is required with shorts unless they have an elastic waist.

Choice of shirts: White or dark forest green knit shirt (long or short sleeves) with “C” logo

White oxford (long or short sleeves) with “C” logo

Gray or dark forest green CBA sweatshirt – same logo as uniform shirts

GENERAL INFORMATION

A belt is required for all pants, girls or boys. **Tennis shoes, no sandals, backless shoes, flip-flops or boots. Socks/tights must be solid colors.** In cooler weather, students may choose to wear some type of undershirt or t-shirt under the uniform. These shirts must be white, no writing, pictures or design of any kind. Students may not wear turtle neck shirts. The only sweatshirts allowed are the gray or dark green with the C logo as specified in the policy or **the sweatshirt that is sold in the school office. No hoodies of any kind will be allowed. The only jackets allowed will be the two specific jackets chosen at Sports World – Charles River brand Performer jacket in Forest Green, the Universal brand full-zip fleece jacket in Forest Green and approved CBA Letterman Jacket.** Parents, please label all uniform clothing.

UNIFORM SHIRTS

Uniform shirts are to be tucked in at all times.

DRESS CODE FOR NON-UNIFORM DAYS

At various times of the year, students will be allowed to have non-uniform days. These include Spirit Day, Spring Picture Day, etc. These are the requirements for those days:

Spirit Days:

1. For Spirit Days (designated Fridays only), students will be allowed to wear jeans with an approved spirit shirt. (NO holes/patches of any kind in the jeans or pants.) Approved spirit shirts will be the current spirit shirt sold by varsity cheerleaders, approved club shirts, in-season athletic jerseys for team members only, and any approved shirt promoting a CBA club or athletic team.
2. Violation of the Spirit Day dress code may result in the suspension of Spirit Days or an individual having to wear his/her regulation uniform on Spirit Day.

For all other non-uniform days:

3. If girls wear skirts and blouses or dresses, there will be no sundresses or low cut blouses. Skirts or dresses must conform to our uniform policy as to the length of skirt or dress. No tank top shirts or blouses of any kind.
4. No shorts. Shirts must be buttoned at all times. Boys may not wear tank tops or muscle shirts.
5. Immodest or extreme styles will result in students changing clothes or being sent home for change.
6. As long as students are on the campus the modest dress code applies. Changing into crop tops, short shorts, tank tops and low-cut tops after school hours is not considered appropriate and will not be allowed.

HAIR STYLES

Boys' hair must be off the collar, off the eyebrows, and off the ears so that the entire ear is showing. Extreme styles or colors are not acceptable for boys or girls. Boys must be clean-shaven.

Dress Code for All Students (Field Trip Attire)

Jeans and official spirit shirt, with tennis shoes

Spirit Day Attire (Every Friday)

No holes in jeans. Belts are not required.

FIELD TRIPS

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of CBA. The Parent Authorization Form, which must be filled out, releases the school from any liability. Any parent who wishes to drive on a field trip must have a completed Driver's Information Form, including copies of current vehicle insurance information and driver's license.

1. CBA activities are for current CBA students only. No other students are allowed to attend. Siblings are not allowed to attend.
2. Any student on disciplinary probation may be excluded from the field trip.
3. School rules, regulations and policies are in effect on all field trips on or off campus.

4. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.

PARTIES

Because of the secularization of so many holidays, the following guidelines will be used in the handling of class parties.

- Halloween: Halloween will not be observed. All CBA families are invited to participate in the Fall Festival, sponsored by Calvary Baptist Church each year on Halloween night.
- Thanksgiving: Thanksgiving is celebrated with a Thanksgiving feast in certain grades.
- Christmas: Class parties may be planned with an emphasis on the birth of Christ.
- Valentines: Class parties may be planned. Valentines may be exchanged provided students bring them for all class members. Derogatory, negative or "putdown" cards are not acceptable and may not be used.
- Easter: An emphasis on the substitutionary death, burial and resurrection of our Lord Jesus Christ.
- End of the Year: A class party is held near the end of school. Parents are welcome to attend class parties but should make child care arrangements for siblings. This will allow the focus to remain on the students in each classroom.

TEAROUTSHEET

PLEASE SIGN AND RETURN THIS FORM
TO YOUR HOMEROOM TEACHER

To: CALVARY BAPTIST ACADEMY
9333 LINWOOD AVENUE
SHREVEPORT, LA 71106

Please be advised that we, the parent and child, have read and understand all of the information in the Student-Parent Handbook for this school year.

Teacher's Signature

Parent's Signature

Date

Student's Signature

Date