



CALVARY BAPTIST ACADEMY
PARENT/STUDENT HANDBOOK
Grades 7th - 12th

*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*



CALVARY BAPTIST ACADEMY
9333 LINWOOD AVENUE
SHREVEPORT, LOUISIANA 71106

TELEPHONE DIRECTORY

Academy Office	687-4923
Superintendent's Office	687-4923
High School Office.....	687-4921
Daycare	687-4924
Family Life Center	687-4922
Calvary Baptist Church	687-4920
Athletic Office	687-4946

**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.

TABLE OF CONTENTS

	Pages
POLICY INDEX	3-4
SUPERINTENDENT'S MESSAGE	5
MISSION STATEMENT	6
EDUCATIONAL GOALS AND OBJECTIVES	6
STATEMENT OF PHILOSOPHY	7
CHAPEL	8
ACCREDITATION APPROVAL	8
ADMISSION PROCEDURES/POLICIES TO CALVARY BAPTIST ACADEMY	8
IMMUNIZATION RECORDS	9
ATTENDANCE AND IMPORTANCE OF ATTENDING SCHOOL	10
UNEXCUSED ABSENCES	10
TARDIES	11
CHECK-IN/CHECK-OUT.....	11
EARLY-OUT.....	11
WITHDRAWAL.....	11
DAILY RULES, REGULATIONS, POLICIES AND PROCEDURES	12
STUDENT ACCIDENT INSURANCE	12
STUDENT ACCIDENT/INCIDENT REPORT.....	13
STUDENT USE OF OFFICE PHONE/CELL PHONES.....	13
FIRE DRILLS	13
TORNADO DRILLS.....	13
DISASTER PLAN	13
EMERGENCY VEHICLES	13
SCHOOL BUS USE.....	13
VISITORS ON CAMPUS	14
EMERGENCY CLOSING OF SCHOOL.....	14
PARENT INVOLVEMENT	14
BELL SCHEDULE	15
CHAPEL SCHEDULE	16
INSTRUCTIONAL REQUIREMENTS	17
GRADING SCALE	17
CRITERIA TO REPEAT GRADE	18
TESTING	18
REPORT CARDS/PROGRESS REPORTS	18
PRINCIPAL'S LIST	18
HONOR ROLL	18
MERIT ROLL	19
HOMEWORK POLICY	19
ASSIGNMENT NOTEBOOK (Student Planner)	19
MAKE-UP WORK	19
GRADUATION CLASSES OFFERED/GRADUATION REQUIREMENTS	20-21
UNIVERSAL DRESS CODE FOR CALVARY BAPTIST ACADEMY	22
GENERAL INFORMATION	23
UNIFORM SHIRTS.....	23
DRESS CODE FOR NON-UNIFORM DAYS	23
HAIR STYLES; TATTOOS; PIERCINGS.....	23
DISCIPLINE	24
STUDENT RESPONSIBILITY/BEHAVIOR	24
DISCIPLINE POLICY	24
STUDENT DISMISSAL FROM CBA	25
EXTRA CURRICULAR ACTIVITIES (Clubs/Organizations)	25
POLICY INDEX	26

CELL PHONE POLICY	27
EXTRACURRICULAR ACTIVITY POLICY	28
DRUG FREE POLICY	29
POLICY ON CHEATING	30
TARDIES	31
LEAVING CAMPUS WITHOUT PERMISSION AND OTHER DRIVING TIPS	32
ELECTRONIC COMMUNICATION DEVICES/WEBSITES	33
ELECTRONIC COMMUNICATION BETWEEN EMPLOYEE/STUDENT	34
CRITERIA FOR ENROLLING IN CBA	35
GRADUATION EXERCISES	36
PLAGIARISM POLICY FOR CBA	37
FINANCIAL ASSISTANCE GUIDELINES	38
ATTENDANCE FOR SENIORS; OFF CAMPUS PE; SENIOR EARLY OUT.....	39
MISCELLANEOUS STUDENT INFORMATION	39
LOCKER RULES.....	40
ALMA MATER	41
TEAR OUT SHEET	42

LETTER FROM THE SUPERINTENDENT

Dear Parents and students,

The administration, faculty, and staff are excited that you have chosen Calvary Baptist Academy as your school of choice. We believe God has greatly blessed our school, and look forward to the many opportunities for success our students may experience.

Education is a team effort between the school, parents and students. We all have responsibilities in the educational process, and if we work collaboratively, we can assist our students achieve their goals.

On behalf of the President of Calvary Baptist Academy Rick Edmonds, Mrs. Honea, Mrs. Chenier, Mr. Fitzwater and myself, we welcome you to Calvary Baptist Academy, and thank you again for making our academy your school of choice.

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. (2011)

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.

Calvary Baptist Academy emphasizes 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 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, 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, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and 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 who 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 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 service for grades K-12 will be held weekly in the church sanctuary. 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.

ACCREDITATION

Calvary Baptist Academy is approved by the State Department of Education (SDE) and the Board of Elementary and Secondary Education (BESE). You may go to the website at www.doe.state.la.us and look for non-public schools in Louisiana. CBA is also accredited through AdvancEd, an international accrediting organization.

Schools (non-public) are classified according to the following categories:

- APPROVED (A)**
- PROVISIONALLY APPROVED (PA)**
- PROBATIONALLY APPROVED (P)**
- UNAPPROVED (U)**

ADMISSION PROCEDURES/POLICIES

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. Previous discipline records will be reviewed.
4. Have a 90% or better attendance record.
5. Agree to abide by the contents of the Student Handbook.

A student's previous educational records are required prior to acceptance (official transcript, attendance/discipline record, health records, test scores, etc.).

A student entering 9th grade from a public school in which he/she was required to pass the LEAP test must provide test scores that meet promotion requirements. The superintendent or designee reserves the right to review admissions policies for additional recommendation.

IMMUNIZATION RECORDS

Louisiana law requires documented proof of immunizations 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 | HPV – Human Papillomavirus Vaccine |
| PCV7 – Pneumococcal Conjugate Vaccine | |

A student will not be allowed to enter school without documented 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.

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.

ATTENDANCE

A state approved school has strict requirements for attending school. A student can make good grades, have a high grade point average (GPA) and can still fail that grade or subject because of poor attendance.

According to Bulletin 741, which is published by the State Department of Education (SDE), and the compulsory school attendance law, a student in grades Kindergarten through the eighth grade shall attend a minimum of one hundred sixty(160) days per school year.

A student in middle school will be counted absent if not present for 3 ½ hours of the school day.

In grades nine through twelve, a student shall attend a minimum of eighty (80) days per semester in each class. In high school a student will be counted absent if not present for ½ of the class period.

When a student is absent, he/she shall bring a written note (parent or doctor) upon their return to school. This note will be brought to the check-in/check-out desk for verification and the student will be given a pink absentee slip for all teachers to sign. *Remember this written note from the parent, or doctor, or school personnel is to allow the student to makeup all their work and tests. The following are considered excused absences

1. *Personal illness(verified by physician),
2. Family illness(same as above),
3. Death in the immediate family, (need copy of obituary from paper or funeral program)
4. Certain recognized religious holidays,
5. Attending school approved activities,
6. Extenuating circumstances approved by the administration.

For lengthy absences, parents may need to provide additional tutoring for their child. Remember it is up to the student to use edline or to have a contact person to call for missed assignments, homework, etc. The teachers will provide this information only for extended periods of days absent. Teachers may have work available for pick-up in the office at the end of a school day (not before 3:15) for students on extended days absent (3 or more days).

Attendance required for after-school extracurricular activities.

If a student is to participate in a practice/game or an after school extra-curricular activity, he/she must attend class all day unless he/she checks in or checks out with a doctor, funeral, court, or pre-approval administrative excuse. A student who checks in or out of school must be in attendance 5 of 7 classes.

UNEXCUSED ABSENCES

1st Semester = 88 Scheduled Days - High school students are only allowed 8 unexcused absences.

2nd Semester = 87 Scheduled Days - High school students are only allowed 7 unexcused absences.

A parent note does not count as an excused absence. However, it allows students to make up work.

Excessive absences affect a student's grades and will place his or her promotion in jeopardy. Remember as a state approved school the guidelines for attendance must be followed in Bulletin 741 under STUDENT SERVICES.

All students are entitled to make up work due to excused absences. **Any absence from school whether excused or unexcused requires a note the day the student returns to school.** If the absence is for more than one (1) day, then the student has two (2) days to get a legitimate note from parent.

Middle and High School Unexcused Absences Policy

- a. After five (5) unexcused absences, parents/guardians will receive notification from the administration.
- b. After ten (10) unexcused absences, a parents/guardians conference will be scheduled.
- c. After fifteen (15) unexcused absences, a FINS referral to the juvenile authorities may be submitted.
- d. After twenty (20) unexcused absences, a court petition may be filed.

Note: A suspension is counted as an unexcused absence and any work, quiz or test cannot be made up without permission from the superintendent.

The first period tardy bell will ring at 8:00 a.m. A student is tardy anytime after 8:00 a.m.

For first period only: If a student gets to school between 8:00-8:15 a.m., he/she reports to classroom; **after 8:15 a.m.** he/she shall report to the check-in/check-out desk for an admit to class. No student will be admitted to class after 8:15 a.m. without an admit.

CHECK-IN / CHECK-OUT – ACADEMY OFFICE

CBA is not an open campus school! A doctor and dental appointment, personal illness, serious illness in immediate family, death in family, religious holidays, school activities or administrative excuse are the only check-ins and check-outs that will be excused. All check-ins and check-outs must go through the academy office. No student may enter or leave the campus without signing the check in/out book. If a student needs to check out, the office will contact the classroom teacher. Students who check out are to leave the campus immediately.

EARLY-OUTS

All early-outs shall be approved by the administration and parent. Student will sign out daily in the academy office.

If a student is a member of an extracurricular activity that meets or practices after school, then that student may return to the campus after 2:45 p.m.

WITHDRAWALS

The following guidelines will be followed for students that are withdrawing from Calvary Baptist Academy:

1. Parent must submit a written statement of the reason for withdrawal (example: moving out of state). **Note:** If CBA is dismissing the student, no letter is needed.
2. Parent should notify school at least one week in advance, so that proper records will be ready when student checks out through the office.
3. All debts, tuition, and business matters must be in order or records will not be forwarded to receiving school until all records are cleared.

4. All students will complete a standard CBA withdrawal form to be signed by all teachers and administration. This usually takes one school day to complete

DAILY RULES, REGULATIONS, POLICIES AND PROCEDURES FOR ALL CALVARY BAPTIST ACADEMY STUDENTS

MEDICATION (note changes in medication policy)

It shall be the policy of Calvary Baptist Academy that all students' medication be administered by a parent. However, under exceptional circumstances, and subject to the conditions set forth, if a student is required to take oral medication during school hours and the parent/guardian cannot come to the school to administer the medication, be advised that it must be administered at CBA by unlicensed personnel:

1. The medication must be prescribed and written directions given by a licensed physician or dentist. No more Tylenol, aspirin etc., will be given by the school office, even if your name is on a bottle.
2. *The medication must be provided to school personnel in a container that meet acceptable pharmacy standards and includes the student's name, the prescription number if any, date, frequency, name of medication, dosage, and physician's name. (Parents, this is where we need your help. If your child can take a dosage at home and does not need another dosage until the P.M., please check with the doctor to make sure this can be given by you after school.)

The school will consider administering medications where no other reasonable alternative exists. No longer will we administer Tylenol and Pepto Bismol on an available request in the school office even if you have sent your own Tylenol and Pepto Bismol. If it is determined by the classroom teacher that the illness is deemed to be major, then the school office will notify the parent, and the parent shall be required to come to the school and pick up their sick child. Parents are responsible for notifying the school in writing of any continuing medical problems or severe allergic reaction that might affect their child at school.

3. Minor first aid will be administered by school personnel. Serious non-life threatening injuries will receive first aid and parents will be notified. Life threatening injuries will receive first aid via emergency services of Emergency Medical Technicians (EMT) of the Caddo Parish Fire Department and parents will be notified.

STUDENT ACCIDENT INSURANCE

If a student participates in a school athletic program, the parent will provide proof of accident insurance coverage. The parent acknowledges and understands that the school does not have accident insurance and that it is the responsibility of the parent to purchase this coverage prior to the child's enrollment in the program. A parent will also have to sign a waiver, furnished by Calvary Baptist Academy, verifying this information for any extracurricular athletic activities in which their child may participate. This also applies to signing a waiver for your child to ride an academy bus or other vehicle.

STUDENT ACCIDENT /INCIDENT REPORT

If your child is injured at school, it is Calvary Baptist Academy's policy to fill out an accident report and keep it on file in the school office. The parent shall receive a copy of this report upon request. This accident/ incident report will be signed by the teacher (if accident happened in his/her classroom or area)

and the administration. An incident report will be filed by the teacher in charge and sent to the administration.

DISASTER PLAN

Staff shall refer to current emergency procedures manual for specific instructions for various emergency situation.

1. FIRE DRILLS

The school bell will be sounded to signal a fire drill (3 short rings). Students are to proceed in a quiet, orderly manner to the places designated on the fire drill exit sheets posted in each room. Teachers will close windows and doors before leaving the rooms and be sure students are a safe distance (from the tee building. Students are to remain quiet and follow directions. Teachers and students will stay in their designated area until one long ring is sounded. All teachers will have their roll book with them to make sure all students have exited the building and are accounted for. Do not return to the building until the all clear signal is given (5 short rings to return or message via walkie talkie).

Teachers shall know where fire extinguishers are located and shall use these extinguishers only as a last resort. No student shall use these extinguishers unless there is an extenuating circumstance (teacher sick, school personnel not available).

2. TORNADO DRILLS

Two long rings over the P.A. system will signal the possible approach of a tornado or damaging storm conditions. Unless designated to remain in a room (with no windows) students will leave their rooms and will proceed into the hallway near their rooms or to a designated area, get down on their knees and facing the wall with their heads in their hands. Students and staff will remain silent and wait for further instructions from the office staff. One long ring will signal the end of the tornado drill.

3. LOCKDOWN

In a lockdown situation, staff will secure their room by locking doors, locking windows, and closing curtains/ blinds and follow specific instruction from administration.

4. HAZARDOUS SPILL (LIQUID/GAS)

Close air vents in classroom and hallways and follow specific instructions from the administration. Custodial staff will shut down ventilation system.

5. EMERGENCY VEHICLES

State and parish fire and emergency codes mandate that cars NOT be parked and left unattended in areas which adjoin the main building in order to provide maximum space for emergency vehicles.

6. SCHOOL BUS USE

Only authorized CDL licensed drivers with passenger endorsement may drive CBA school buses and the mini-bus.

VISITORS ON CAMPUS

During the regular school day, all visitors shall report to the main academy office for permission to visit on campus. Students from other schools requesting admission to Calvary may visit classes with their parent/guardian and with approval of the principal. Parents are not to visit classrooms without prior approval of the principal, nor should you hold parent-teacher conferences without an administrator being aware of the visit. If conference is before or after school, we still ask you to sign in so that the administration is aware of a visitor being on campus with a teacher. **CBA students are not to be on another school's campus without prior permission and approval from the CBA administration and the administration from the school being visited.**

EMERGENCY CLOSING OF SCHOOL

Any emergency closing of the school due to weather or other circumstances will be announced on the KWKH radio station, KTBS TV, and FM 94.5 radio. This call will be made by the Superintendent of Calvary Baptist Academy. There also could be a delayed opening. This means we expect the weather to get better and we could start school around or at 10:00 a.m.

PARENT INVOLVEMENT

Parents are encouraged to be involved in a meaningful way in the education of their children. Parents who wish to have a parent conference with the teacher, principal, or superintendent should call for an appointment. Parents can also help in the following ways:

1. Edline-secure your edline activation code from the academy office to monitor your child's progress and school activities.
2. Volunteer to be a classroom mother/helper.
3. Provide your child with sufficient rest at night.
4. Provide your child with a wholesome breakfast before going to school.
5. Make sure that your child is present and on time each day.
6. Encourage your child to respect the rights of others.
7. Help your child to develop a positive attitude about self and school.
8. Listen when your child talks about school work.
9. Show and develop an interest in the school work your child brings home. Discuss the progress or problems.
10. Provide a regular time for your child to do homework. Assist them as needed. Sign the homework assignment if required. Make the necessary contacts if you have questions concerning the work.
11. Support the school and the school's activities.
12. Closely observe report cards and progress reports. Arrange a conference if necessary.
13. Praise your child for doing his/her best school work.
14. Join the CAVS Club (PTA)

BELL SCHEDULES

Regular Bell Schedule

Middle School

8:00 – 8:55	1 st Period
9:00 – 9:55	2 nd Period
10:00 – 10:50	3 rd Period
10:50 – 11:20	MS Lunch
11:25 – 12:15	4 th Period MS
12:20 – 1:10	5 th Period
1:15 – 2:05	6 th Period
2:10 – 3:00	7 th Period

High School

8:00 – 8:55	1 st Period
9:00 – 9:05	Homeroom
9:05 – 9:55	2 nd Period
10:00 – 10:50	3 rd Period
10:55 – 11:45	4 th Period HS
11:45 – 12:15	HS Lunch
12:20 – 1:10	5 th Period
1:15 – 2:05	6 th Period
2:10 – 3:00	7 th Period

Pep Rally Schedule

Middle School

8:00 – 8:55	1 st Period
9:00 – 9:55	2 nd Period
10:00 – 10:50	3 rd Period
10:50 – 11:20	MS Lunch
11:25 – 12:15	4 th Period MS
12:20 – 1:00	5 th Period
1:05 – 1:45	6 th Period
1:50 – 2:30	7 th Period
2:30 – 3:00	Pep Rally

High School

8:00 – 8:55	1 st Period
9:00 – 9:05	Homeroom
9:05 – 9:55	2 nd Period
10:00 – 10:50	3 rd Period
10:55 – 11:45	4 th Period HS
11:45 – 12:15	HS Lunch
12:20 – 1:00	5 th Period
1:05 – 1:45	6 th Period
1:50 – 2:30	7 th Period
2:30 – 3:00	Pep Rally

CHAPEL SCHEDULE

Middle School

8:00 – 8:45	1 st Period
8:50 – 9:45	Chapel
9:50 – 10:30	2 nd Period
10:35 – 11:15	3 rd Period
11:15 – 11:45	Lunch
11:50 – 12:30	4 th Period
12:35-1:20	5 th Period
1:25-2:10	6 th Period
2:15-3:00	7 th Period

High School

8:00 – 8:45	1 st Period
8:50 – 9:45	Chapel
9:50 – 10:30	2 nd Period
10:35 – 11:15	3 rd Period
11:20 – 12:00	4 th Period
12:00 – 12:30	Lunch
12:35-1:20	5 th Period
1:25-2:10	6 th Period
2:15-3:00	7 th Period

Tuesday Lunch Times

5 th grade	11:00
Middle School	11:15
6 th grade	11:30
High School	12:00

INSTRUCTIONAL REQUIREMENTS

CURRICULUM

“A scriptural foundation for academic excellence and good character training.” The A Beka curriculum offers excellence in education from a Christian perspective. Critical thinking skills and differential learning styles will be incorporated into the curriculum. At the high school level, higher order thinking skills will be assessed through the use of comprehension, analysis, comparing/contrasting, synthesizing, and evaluating learned materials.

GRADING SCALE

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

Honors

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
Below 59	=	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.

Middle & High School

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

GRADES 7TH-8TH

Grades of A, B, C, D, and F will be given for all subjects and each grade stands alone for the nine weeks. The final grade in each course will include all grades for the year.

GRADES 9TH-12TH

Grades of A, B, C, D, and F will be given for all subjects. First 9 weeks and third 9 weeks are actually progress reports, but will be used to reach semester grade. The semester grade is a FINAL for each semester which stands alone and gives a student a ½ credit if passed. The semester grade is an accumulation of grades from day 1 of the semester until the last day of the semester (including the semester final). A student can earn one full credit per unit of study for the year unless it is only a ½ credit course. **If you come to CBA from a school that has weighted grades (A-5, B-4, C-3, D-2), they will be converted to a 4.0 system (A-4, B-3, C-2, D-1, F-0).**

CRITERIA TO REPEAT A GRADE

GRADES 7TH-8TH

A student will repeat if there has been failure of two major subjects or one major subject and two other courses. English (incorporating reading/literature, grammar and spelling), mathematics,

social studies and science are considered major subjects. Student's record will also be **evaluated** by administration as to whether he/she will remain at CBA. Course requirements for 7th, and 8th grades at CBA are: reading, literature, grammar, spelling(English) which is known as language arts, social studies, math, science, PE, Bible, and electives.

GRADES 9TH-12TH

Students in grades 9-12 do not repeat a grade but will repeat a course if failed. Each class grade is determined by semesters. Students in grades 9-12 do not repeat a course for the whole year unless the student failed both semesters of the course. For determining a student's grade level in high school the following scale is used:

0 - 4.5 Credits Passed	9 th Grade (A student can fail a course due to absences)
5 - 10.5 Credits Passed	10 th Grade (A student can fail a course due to absences)
11 - 16.5 Credits Passed	11 th Grade (A student can fail a course due to absences)
17 - + Credits Passed	12 th Grade (A student can fail a course due to absences)

TESTING

Calvary Baptist Academy will administer the IOWA Test each spring. These tests are mandatory for all CBA students in grades 2-11. The LEAP Test is not required but will be made available for 4th and 8th grade students attending Calvary Baptist Academy. This option is offered to all non-public schools in Louisiana under the guidelines of Bulletin 741.

REPORT CARDS/PROGRESS REPORTS

Report cards are sent home every nine weeks. Tracking student progress will be available on Edline.

PRINCIPAL'S LIST

Students receiving a 4.0 for an academic quarter will be placed on The Principal's List. Those who maintain a 4.0 for the entire school year will receive a plaque during the Awards Ceremony on the last day of school.

HONOR ROLL

Students with a 3.50 to 4.0 GPA for a nine weeks will be placed on the Honor Roll, if there are no grades lower than a "B".

MERIT ROLL

Students with a 3.0 or above for a nine weeks will be placed on the Merit Roll, if there are no grades lower than a "C".

HOMEWORK POLICY

Homework is a vital part of the total program at CBA. To encourage students to become more responsible in routine studying and test preparation, students (and parents) are reminded that studying should take place on a daily basis, rather than just on the night before tests. Formal

homework will not be given on Wednesdays. Incomplete seat work during class on Wednesday will not be considered homework. Tests given on Thursday will be announced by Tuesday unless given as make-up tests for absent students

Students will be issued an assignment notebook through the school office. The assignment notebook will be referred to as the **Student Planner**. It will be taken home daily with a place for all assignments listed and a place for parent's signature. The book will be checked by the teachers daily. If the planner is lost, another planner shall be purchased within two school days. The Student Planner is mandatory for grades 1-8. High school students' use of planner is optional. This is the daily communications to parents and teachers concerning their son or daughter. This Student Planner should be in the student's possession at all times.

Homework will be assigned to students in all grade levels. Homework should not be excessive; however the ability of the student to utilize class time, a student's strengths and weaknesses, and a student's pace will determine the length of time spent studying. As a student progresses through the elementary school, an increase in the amount of homework should be expected at each grade level.

MAKE-UP WORK

Students will be given one day for each day they were absent to complete make-up work. It is the student's responsibility to make arrangements with the teacher or check edline concerning make-up work. If a test is scheduled for the first day a student is absent, that student will be expected to take that test on the day he/she returns since the student was in attendance when the test was announced and reviewed.

Homework assignments for absences shall be the responsibility of the student. Teachers can be contacted at the end of the day (3:15) by parents for their child's assignments. Students should check with their classmates or edline for assignments or with the teacher upon return from their absence. A teacher or administrator may grant additional time for the work to be completed if there are extenuating circumstances.

High School Classes Offered for Graduation at Calvary Baptist Academy

ENGLISH

English 1	R	H
English II	R	H
English III	R	H
English IV	R	H

MATH

Algebra I	R	H
Geometry	R	H
Algebra II	R	H
Pre-Calculus		H
Calculus	H	
Advanced Math	R	

SCIENCE

Physical Science	R	H
Biology I	R	H
Anatomy & Physiology	R	H
Physics		H
Chemistry	R	H
Environmental Science	R	

SOCIAL STUDIES

World Geography
Civics/Free Enterprise
American History
World History

PHYSICAL EDUCATION

P.E. I
P.E. II
Health (1/2 Credit)

ELECTIVES

Bible I-IV (Mandatory for CBA)
P.E. III
P.E. IV
Art I, II, III, IV
Fine Arts Survey
Spanish I
Spanish II
+Publications I (Yearbook)
Publications II (Yearbook)
Drama
Speech
Off Campus P.E.
Off Campus Internship
Off Campus College Classes
Dual Enrollment Classes
Band
Latin I
Latin II

STUCO I
 STUCO II
 Media I
 Media II

R = Regular
 H = Honor

Minimum Course Requirements for High School Graduation
Effective for 2008-2009 Incoming Freshmen and Beyond
Louisiana Core 4

ENGLISH 4 units

Shall be English I, II, III, and English IV

MATHEMATICS 4 units

Algebra I (1 unit) or Algebra I-Pt. 2

Geometry

Algebra II

The remaining unit shall come from the following:

Financial Mathematics, Senior Application in Math,
Advanced Mathematics I, Advanced Mathematics II, Pre-Calculus,
Calculus, Probability and Statistics, Discrete Mathematics, or a
Locally-initiated elective approved by BESE as a math substitute.

SCIENCE 4 units

Shall be the following:

1 unit of Biology

1 unit of Chemistry

2 units from the following courses:

Physical Science, Integrated Science, Physics I, Physics of
Technology I, Aerospace Science, Biology II, Chemistry II,
Earth Science, Environmental Science, Physics II, Physics of
Technology II, Agriscience II, Anatomy and Physiology, or a
Locally initiated elective approved by BESE as a science substitute.

- Students may not take both Integrated Science and Physical Science
- Agriscience I is a prerequisite for Agriscience II and is an elective source.

SOCIAL STUDIES 4 units

Shall be the following:

½ unit of Civics or AP American Government

½ unit of Free Enterprise

1 unit of American History

1 unit from the following:

World History, World Geography, Western Civilization, or AP European History

1 unit from the following:

World History, World Geography, Western Civilization, AP European History, Law Studies,
Psychology, Sociology, or African American Studies

HEALTH EDUCATION ½ unit

PHYSICAL EDUCATION 1 ½ units

Shall be Physical Education I and Physical Education II, or Adapted Physical
Education for eligible special education students. A maximum of four units of
Physical Education may be used toward graduation.

NOTE: The substitution of JROTC is permissible.

FOREIGN LANGUAGE 2 units

Shall be 2 units in the same foreign language or 2 Speech courses

Arts 1 unit

1 unit Fine Arts Survey or 1 unit of Art (§2333), Dance (§2337), Music (§2355),
Theatre Arts (§2333), or Applied Arts

ELECTIVES 3 units

TOTAL 24 units

UNIFORM POLICY FOR CALVARY BAPTIST ACADEMY
Middle/High School

One of the principle purposes of the UNIFORM POLICY is to encourage students to dress as Christian ladies and gentlemen, representing both CBA and Christ. Uniforms provide a degree of safety for our students and strangers can be easily identified.

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

**TO ENSURE UNIFORMITY, ALL UNIFORMS
SHALL BE PURCHASED AT SPORTS WORLD**

TYPES OF UNIFORMS (GIRLS) "C" LOGO MANDATORY

- **Grades 7th – 8th**
Plaid (#40) Skirt
Choice of Blouses: *White or dark forest green knit shirt (L or S Sleeves)
 White sailor blouse
 Gray, green, white or black Calvary sweatshirt

 **Navy pants - black or brown belt required with pants.

- **Grades 9th - 12th**
Khaki Skirt (#10 pleat at Sports World) – No shorter than 2 ½" above the top of the knee.
Choice of shirts: *White oxford blouse
 *White or dark forest green knit shirt
 Gray, green, white or black Calvary sweatshirt
Khaki pants - black or brown belt required with pants.

TYPES OF UNIFORMS (BOYS) "C" LOGO MANDATORY

- **Grades 7th – 8th**
Pants – Navy (plain or pleated front) – black or brown belt required.
*Choice of Shirts – White or dark forest green knit shirt (L or S Sleeves)
 White Oxford (L or S sleeves)
 Gray, green, white or black Calvary sweatshirt

- **Grades 9th – 12th**
Pants – Khaki – black or brown belt required.
*Choice of Shirts – White or dark forest green knit shirt (L or S Sleeves)
 White Oxford (L or S Sleeves)
 Gray, green, white or black Calvary sweatshirt

GENERAL INFORMATION

Belts required for all pants, girls or boys. No sandals, backless shoes, flip-flops. Socks/tights must be white. In cooler weather, students may choose to wear some type of undershirt or t-shirt under the

uniform. Students may not wear turtle neck shirts. Solid/Plain gray, green, black, white, or CBA letterman jackets are approved.

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 a Calvary spirit shirt, jeans must be fitted and worn at the waist. No holes/patches of any kind in the jeans or pants. Tight fitting jeans are not allowed.
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. 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.

HAIR STYLES

Hair should be neat and clean and should present no distraction or disruption of the educational setting. Hair may not be multi-colored or dyed in a fashion considerably different than the natural process; that is, contrary to a natural hair color. Students need to prevent their hair from blocking their vision. Boys must have hair off the collar in a "natural" fashion. "Natural" is defined as without banding or the use of any device designed to hold up the hair. Boys will not be allowed to wear facial hair, ponytails nor have designs cut into the hair or eyebrows. Sideburns should not extend below the bottom of the earlobe. Sweatbands, bandanas, hair curlers, hairnets and/or combs may not be worn in the hair. No style or cut considered by the school staff to be extreme will be permitted.

TATTOOS

No visible tattoos are permitted

PIERCINGS

Body piercing is prohibited (exception for girls – a maximum of two earrings per ear.)

DISCIPLINE / WHAT IS GOOD DISCIPLINE (Discipline Policy at Calvary Baptist Academy)

Hebrews 13:17 (ESV)

Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning for that would be of no advantage to you.

STUDENT RESPONSIBILITY/BEHAVIOR

As a student at Calvary Baptist Academy, it is your responsibility during school days to:

1. Attend school each day, be on time, have your materials and supplies, follow directions, be respectful, complete your class and homework assignments, and study for you quiz and test.
2. Respect school property and the property of others.
3. Show respect and consideration to all school personnel and students.
4. Exhibit cleanliness, neatness, and good grooming at all times. Clean up your area at your lockers, cafeteria, and in hallways.

DISCIPLINE POLICY

Although not all inclusive, the following may result in suspension/expulsion from school. In all cases, the administration reserves the right to make the final decision for any disciplinary actions.

1. Fighting, initiating a fight, or participating in a fight.
2. Threatening a teacher or other school personnel.
3. Possession, use, or distribution of alcohol, drugs, or controlled substances on school campus, or school activity.
4. Possession of weapons or using any tool or instrument to do bodily harm.
5. Defacing, stealing or destroying school or personal property.
6. Initiating any false alarms and/or bomb threats.
7. Habitual violation of school rules.
8. Bullying, harassing, threatening or hazing students, or use of inappropriate language.
9. Possessing or using fireworks on any school campus, or school sponsored event.
10. Leaving campus without permission.
11. Threatening a student/teacher by communication device, vocal, note, or by any means of technology.
12. Violation of school social media/technology policies.
13. Committing an act of sexual harassment.
14. Possessing or using tobacco on any school campus, or school sponsored event.
15. Going to cars/parking lot during lunch or any other time without permission.
16. Using inappropriate language.

STUDENT DISMISSAL FROM CBA

(Grades 7-12)

If the administration, in its professional judgment, concludes that the needs of a student are not being met by the academic program at CBA (determined after reviewing test scores, report cards, and the student's progress), a conference will be held with the parents, classroom teacher, and administration. At that time it will be decided if it is in the best interest of the student to repeat a grade level at CBA or be withdrawn from the school.

Also, students consistently receiving unsatisfactory conduct grades, discipline referrals and suspensions may not be permitted to continue at CBA. Any student deemed a habitual discipline problem may be expelled from CBA.

**EXTRACURRICULAR ACTIVITIES
(Clubs/Organizations)**

Calvary offers several clubs for middle school and high school students to join during each school year. Each club will meet once a month. Students who are not in a club will remain in their class during Activity Period. Current year clubs will be advertised at the beginning of each school year. Students will be allowed to sign-up for clubs through the club sponsor.

DISMISSAL/AFTER SCHOOL

DUE TO THE LIABILITY AND SAFETY ISSUES, STUDENTS ARE NOT ALLOWED TO REMAIN ON CAMPUS AFTER 3:20 P.M. UNLESS YOUR CHILD IS ATTENDING A SUPERVISED ACTIVITY (CLUBS, SPORT, ETC.), PLEASE MAKE ARRANGEMENTS TO HAVE THEM PICKED UP FROM SCHOOL BY 3:20 EACH DAY.

**POLICIES SET BY THE SCHOOL ADMINISTRATION
FOR ALL STUDENTS AT CBA**

Policies stated on the previous pages in this handbook are now listed separately for your benefit. Policies will be enforced during the school year.

- CBA-01 Cell Phone Policy
- CBA-02 Extracurricular Activity (to be signed)
- CBA-03 Drug Policy
- CBA-04 Policy on Cheating
- CBA-05 Policy on Tardies
- CBA-06 Leaving Campus Without Permission and Other Driving Tips
- CBA-07 Electronic Communication Devices/Web Sites
- CBA-08 Electronic Communication Between Employee/Student
- CBA-09 Criteria for Enrolling at CBA
- CBA-10 Graduation Exercises
- CBA-11 Plagiarism Policy
- CBA-12 Financial Assistance Guidelines

CBA-01

**CALVARY BAPTIST ACADEMY
POLICY FOR CELL PHONES, ETC.**

Students will be allowed to use cell phones under teacher supervision for educational purposes only. Cell phones being used for any personal reasons will be confiscated and students will lose the use of their phone for the following school day. Phones may be picked up at the end of that day for a \$10.00 fine. Subsequent offenses will result in more severe consequences.

**CALVARY BAPTIST ACADEMY ATHLETIC
AND
EXTRACURRICULAR ACTIVITY POLICY**

Calvary Baptist Academy (CBA) will continue to stress the importance of academics and instruction at all times. We will also continue to support the entire athletic, special activities and extracurricular programs as well. However, when school is cancelled because of an emergency, an act of God, sickness, or any other reason that would close down the instructional program at CBA, all of the above programs would be cancelled. To prevent further confusion, in case of an emergency closing of school resulting from one of the above reasons, unless the administration sees fit to do otherwise, all extracurricular activities will cease. This means:

1. No school activities,
2. No practicing of activities at any time during the day or night,
3. No weekend activities, unless there are extenuating circumstances approved by the administration,
4. No activity that is sponsored by CBA, regardless of the consequences, unless it puts our school in jeopardy of losing our state approval or certification or unless special consideration is given by the administration.

Included in this policy are guidelines for the participation of our athletes and in extracurricular clubs:

Attendance required for after school extracurricular activities

1. **If a student is to participate in a practice/game or an after school extra-curricular activity, he/she must attend class all day unless he/she checks out with a doctor, funeral, court, or pre-approval administrative excuse. A student who checks in or out of school must be in attendance 5 of 7 classes for the entire period.**
2. **Any extenuating circumstance that supports a different response will be made by the school administration.**

**CALVARY BAPTIST ACADEMY
DRUG FREE POLICY**

1. All students have the right to attend school in an environment conducive to learning. Substance abuse is illegal and interferes with learning, CBA shall strive to provide a drug-free school for all students. It is in the best interest of this community that Calvary Baptist Academy promote and maintain a drug-free school. School personnel, students, parent and community members must work together toward our mutual goal of a drug-free school.
2. No person may use, possess, sell or distribute alcohol, illegal drugs, or other controlled substances nor use or possess drug paraphernalia on school property or at a school-sponsored event, except drugs prescribed by a physician following the guidelines of CBA in dispensing medication. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. (R.S. 14:91.7)
3. Calvary Baptist Academy substance abuse prevention education clearly and consistently teaches that substance abuse is wrong and harmful by using current, age-appropriate materials. There is no "responsible" illicit drug use: abstinence from alcohol and other substance abuse is desirable and shall be promoted. Substance abuse can lead to the illness of chemical dependency. Students who self-refer for drug problems shall not risk disciplinary action.
4. Enforcement: The school administration shall suspend from school, pending a hearing, any pupil who uses, possesses, sells, or distributes alcoholic beverages, illegal drugs, or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law in any form, in school building, on school grounds, at any school activity, or on buses owned by, contracted to, or jointly owned by Calvary Baptist Church or Academy.

Confiscation of Controlled Dangerous Substances:

- a. The seizure by any CBA teacher, security guard, or administrator of any illegal or controlled dangerous substance as defined in R.S. 40:961 (77), the principal or his designated administrator shall report the confiscation of such material to the appropriate law enforcement officials.
 - b. Material required by subparagraph (a) of this section to be reported to law enforcement officials shall be retained and secured by the school principal in such a manner as to prevent the destruction, alteration, or disappearance of it until such time as the law enforcement authority either takes custody of the material or provides notice to the school principal that it no longer be retained. The school principal shall contact law enforcement officials who shall be responsible for disposing of the material if it need not be retained. The failure of the principal or designated administrator to report the confiscation of such material or failure to retain and secure such material shall be reported by the law enforcement authority to the Superintendent.
5. A student may be referred by the school principal or superintendent for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs or other controlled dangerous substances.
 6. If evidence of abuse is found, the student shall be referred to an alcohol and drug abuse treatment professional chosen by the student's parent or tutor. If the student is found by the professional to be in need of treatment, if the student agrees to cooperate in the recommended treatment, as certified in writing by the medical professional, such documentation may be used to initiate reopening the

student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.

CBA-04

POLICY ON CHEATING

The unauthorized communication or sharing of information or materials with others (verbal, nonverbal, or written) is considered cheating. While it is impossible to list each and every action that may constitute "cheating," the following are common examples:

- Copying another student's homework, daily work, or test,
- Letting someone else copy your homework, daily work, or test,
- Using "cheat sheets," textbooks, any type of electronic device, or writing answers on any part of the body or garments during a test or quiz,
- Using a workbook or test (which has answers in it) from a previous year,
- Telling another student in a different class period what the test or quiz questions are or getting such information from someone else,
- Working with others on an assignment or project, which your teacher assigned as independent work, and letting someone else do your work for you.

Enforcement:

First Offence:	Students given a zero on the assignment.
Second Offence:	Students given a zero on the assignment and referred to administration.
Third Offence:	Students given a zero on the assignment and could lead to expulsion.

CALVARY BAPTIST ACADEMY POLICY ON TARDIES

Elementary Students:

A parent conference will be requested by the teacher with a member of the school administration in attendance once a student receives ten(10) or more tardies for the semester.

If a student gets to school after 8:15 a.m. he/she shall report to the office for an admit to class. No one will be admitted to class after 8:15 a.m. without a tardy admit.

Middle and High School Students: Your tardies to class will be monitored by the classroom teachers. Any student arriving at school after 8:15 a.m. must be signed in at the office. After three unexcused tardies, a notice will be sent to the parent/guardian.

All tardies between classes without a note from the previous teacher, administration, or due to an extenuating circumstance will be recorded. After five (5) unexcused tardies a referral form will be turned in by the teacher to the administration. These tardies could result in parent notification, after school detention, ISS, parent conferences, loss of privileges, or out of school suspension.

Middle and High School Check-In and Tardy Policy

3 Tardies/1 st ref	=	Parent Notification
5 Tardies/2 nd ref	=	A.M./P.M/Saturday Detention
7 Tardies/3 rd ref	=	A.M./P.M/Saturday Detention
9 Tardies/4 th ref	=	Loss of privileges to participate/attend extra-curricular activities.
11 Tardies/5 th ref	=	One day suspension or loss of privileges.
13 Tardies/6 th ref	=	2 days suspension
15 Tardies /7 th ref	=	3 days suspension

CALVARY BAPTIST ACADEMY PARKING AND DRIVING PRIVILEGES

The parking lot on the campus of Calvary Baptist Academy is privately owned by Calvary Baptist Church. Driving on campus is a privilege. All vehicles are subject to all legal searches conducted by the CBA administration and law enforcement officials.

If a student is caught leaving campus without permission, this student may be suspended and/or lose his/her driving privilege to school for a period of time.

Once school starts, students who drive to school are not to return to their cars unless they have administrative approval, or have checked out and are leaving the school campus.

Students will not be allowed to leave campus to go to lunch unless they will not be returning to school that day.

Students that have “early out” and leave campus before lunch may eat off campus, but they cannot return to campus with food for themselves or another student.

Any student that has an “early out” may not return to campus during the school day unless there is an after school activity. (May return after 2:45 p.m.)

The driver of a vehicle on campus is responsible for the contents in the vehicle. **By driving on campus you agree to abide by all terms and conditions of the parking and driving policy.**

Students who park in the lot near the baseball field, must park their vehicle facing east or west (not diagonally).

**CALVARY BAPTIST ACADEMY
ELECTRONIC COMMUNICATION DEVICES/WEBSITES**

1. I-Pods or any other musical devices shall not be used during the school day. You may use an I-Pod if you are going on a trip after school, and an I-Pod is acceptable with the coach and/or sponsor.
2. Students are expected to represent Christ and Calvary Baptist Academy with respect and honor through all social media outlets. The administration reserves the right to question CBA students if social media usage is deemed inappropriate.

**CALVARY BAPTIST ACADEMY
ELECTRONIC COMMUNICATION BETWEEN
EMPLOYEE/STUDENT**

1. Electronic communication between employee and parent is the desired mode of communication for Academic and extra-curricular questions.
2. All electronic communication between employees and students shall be limited to information that is academic and extra-curricular related.
3. The exception would be information that would indicate that a student is in crisis and employee intervention would provide assistance to the student's well being. Any information electronically communicated by a student to an employee about a student in crisis shall immediately be reported to the Superintendent (or designee).
4. Employees shall immediately report to the Superintendent (or designee) any student initiated communication that may be construed as inappropriate.
5. Students and parents are encouraged to report to the Superintendent (or designee) any communication between employee and student that may be construed as inappropriate.
6. A parent/guardian has the right to request in writing that his/her child not be contacted through electronic communication by any school employee (unless the purpose of such communication is directly related to the child's educational service and is sent and received by more than one student at the school). You may make this request in writing and file with the Superintendent's office at CBA: Attn: Superintend; 9333 Linwood Avenue; Shreveport, LA 71106

The policy would not apply to Edline.

7. DEFINITIONS

- a. Electronic Communication includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to internet-based social networks.
- b. Electronic Mail- the transmission of text-based information or communication by use of the internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
- c. Social Networks: Locations on the internet where users may interact with others users-examples are Facebook, Twitter, YouTube, and other social network sites available on the internet.
- d. Improper or inappropriate communications-any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd

in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

CBA-09

CALVARY BAPTIST ACADEMY
CRITERIA FOR ENROLLING IN CBA

In an effort to make you more knowledgeable of the criteria for enrolling your child in Calvary Baptist, please read and follow the instructions below:

1. Student must have a 2.0 grade point average (GPA).
2. Student must have an acceptable discipline record.
3. Student must score at grade level or above on entrance exam.
 - a. In grades 1-9 the *Stanford Achievement Test* is given in reading and math.
 - b. In grades 10-12 the *IOWA Test* is given in reading and math.
4. Student must have 90% attendance at school previously attended or better.
5. Student coming from the 8th grade in public school must have passed the *LEAP Test* for 8th grade.
6. Parents will need to bring items listed below:
 - a. A copy of student's last report card.
 - b. A record of attendance, conduct report, and grades from the previous school OR go to the school board office and request an *SA12 Inquiry Record* if coming from a Caddo public school.
 - c. If coming from home school, student must have official approved home school records (grades, subjects and credit given).
7. Student must have the final approval of the school administration after all criteria above have been met.

When all of the above criteria have been met, then your child will be eligible to enroll at Calvary Baptist Academy. You will receive a call or letter from the administration at CBA.

The superintendent or designee reserves the right to review administrative policies for additional recommendations.

CBA-10

CALVARY BAPTIST ACADEMY GRADUATION EXERCISES

It shall be the policy of Calvary Baptist Academy that only students who have fulfilled all academic and attendance requirements set forth by the Board of Elementary and Secondary Education (BESE) qualify for a state-approved diploma. These students will be allowed to participate in the school graduation ceremony.

PLAGIARISM POLICY FOR CBA

Definition

In an instructional setting, plagiarism occurs when a writer **deliberately** uses someone else's language, ideas, or other original material without acknowledging its source.

The definition applies to texts published in print or online, to manuscripts, and the work of other students writers.

Consequences

The following steps will be taken in 9th – 12th Grade if an instructor believes plagiarism has occurred.

1. The instructor will determine whether the plagiarism was intentional or unintentional
2. The student & parent will be notified
3. The student will then receive the consequences that are outlined in the chart below
 - Any papers that are redone are due within 2 days of being reassigned; papers reassigned on Friday are due that following Monday

	1 st time	2 nd time	3 rd time
Unintentional	0 on paper, but chance to redo paper for a whole new grade that replaces the 0	0 on paper, but chance to redo paper for a whole new grade that replaces the 0; 5 percentage points lowered off of grade	0 on paper, no chance to redo
Intentional	0 on paper, but chance to redo paper for a whole new grade that replaces the 0; will then get 10 percentage points lowered off the grade	0 on paper, no chance to redo	0 on paper and suspended from school pending parent conference

I understand the information and consequences concerning plagiarism.

Student Signature _____ Parent Signature _____

Financial Assistance Guideline

The Calvary Baptist Church vision and mission statement is to “CONNECT PEOPLE TO CHRIST FOR LIFE”. This is accomplished through our Worship, Small groups, Daycare, Academy, Recreation and Missions ministries.

In keeping with the mission statement, Calvary Baptist Church has from its inception always considered our Academy a direct link to this vision. The Calvary Baptist Church administration does consider special circumstances in providing financial assistance to families wishing to attend Calvary Baptist Academy. Each case will be reviewed on an individual basis with approval by the Academy President, Superintendent and Financial Administrator.

Calvary Baptist Academy also has an agreement with Independent School Management’s FAST (Financial Aid for School Tuition) program to provide financial aid analysis services. Parents may go online and provide this independent company with confidential financial information for review and recommendation.

The Calvary Academy Administration will then review the recommendation by FAST in determining the level of financial assistance for each family.

All financial assistance will be reviewed and granted on a year by year basis.

Miscellaneous Student Information

1. Attendance for Seniors Not Having a 1st or 2nd Hour Class

1. Student must check-in with the office prior to attending class.

2. Off Campus P.E.

1. Parents must complete the off campus form and return it to the counselor for administration approval.
2. Student is to come to academy office to sign out once his/her last class scheduled is completed (bell rings at 2:05 p.m.)
3. If CBA is notified that off campus P.E. is cancelled, parent may pick up student or give permission for student to leave if transportation is provided; otherwise, student must remain in the school office.

3. Senior Early-Out

1. When a student completes last scheduled class for the day, they are to sign out at the office and leave campus.
2. If scheduled to leave campus but needs to remain on campus, student is to sign "Extended Day Form" at the office giving name, location and time that they will be at designated area. (I.E. research paper, other activity approved by staff, etc.)

4. Locker Rules

1. Lockers are the property of CBA and are rented to the students. Therefore, CBA reserves the right to enter the lockers at any time to retrieve books, conduct searches, etc...
2. Students are responsible for the contents in the locker that they are assigned.
3. Once issued, locks must be kept on the lockers at all times (not inside them). Unlocked lockers are a theft and vandalism risk.
4. Absolutely no locker sharing without administrative approval.
5. No switching locks or lockers with another student without administrative approval.

5. A. Adding/Changing classes

Students must be enrolled in a class by day ten (10) of each semester in order to receive credit.

B. Changing from Honors/Enriched to regular class

Students must request in writing to withdraw from Honors/Enriched class to a regular class by Friday of week eleven (11) of the semester.

C. Seniors only (withdrawing from a class)

Seniors must request in writing to withdraw from class (for no credit) by the Friday of week eleven (11) of the semester.

6. Middle School and High School students are not to be in the elementary classrooms, hallways, or restrooms without CBA staff supervision or permission.

7. Students shall not expose any CBA documents (tests, study guides, exams) through social media (such as cell phones, iPhones, Ipads, Facebook, etc.) without permission from the staff member who originated the document.

Calvary Baptist Academy

Alma Mater

Words by Deanna Wallace (Class of 2007)

Music by Patricia Britton Hall

Cavaliers forever, we are the green and gold.
Valiant, strong and brave are we forever we'll be bold.
Loyalty and honor, we pledge to thee today.
The Lord was surely just when He blessed us with C B A.

Calvary Baptist Academy

Cavalier Fight Song

Cavaliers, Let's win this game
Go Cavs, honor your name
Show them your Loyalty
Bring it home Calvary
Tonight, Tonight
Fight!!! Fight!!! Fight!!!
Go Cavaliers, let's get that score
You'll hear us yell for more
C-A-V-A-L-I-E-R-S
Cavaliers
We are the best. Hey!!!

TEAROUT SHEET

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/Assignment Book and School Planner.

Teacher's Signature Parent's Signature

Date Student's Signature

Date

