



*Calvary  
Baptist  
Church  
Academy*

*Student Handbook  
2019-2020*

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***“For the Word of God and the testimony of Jesus Christ.”***  
Revelation 1:9

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# Welcome

We welcome you to Calvary Baptist Church Academy. It is our desire that your stay here will be of spiritual and academic benefit. The administration and staff want to do everything in our power to make this a reality. If either students or parents need our assistance, please feel free to contact us.

## Philosophy of Christian Education at CBCA

### The Ministry of Calvary Baptist Church

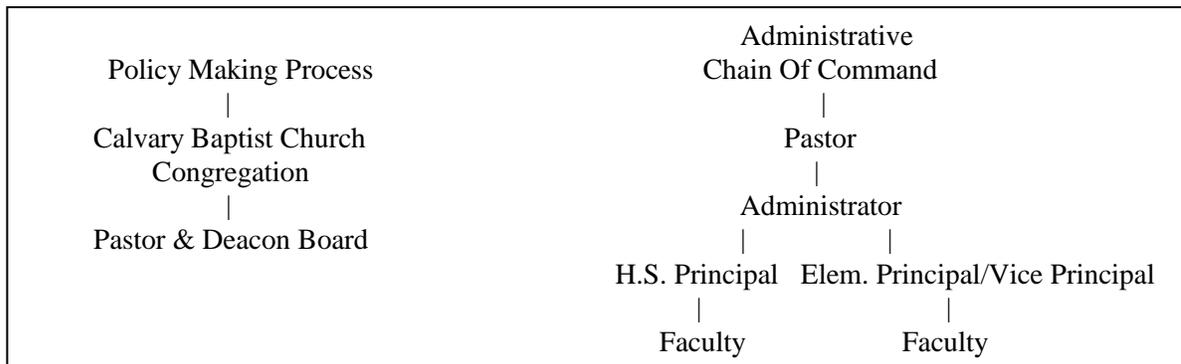
#### *Scriptural Institutions*

The Scripture states that two institutions are responsible for education in the things of God. These two institutions are the home and the church. Since the Christian Day School ministry teaches all disciplines with the integration of God's Truth, it is reasonable that this ministry should be church related. This is the reason Calvary Baptist Church began a Christian Day School. It is our desire to aid other churches and parents who want this same teaching. It is not our purpose to influence your children in coming to this church if they are attending one that teaches the fundamentals of the Holy Scriptures.

#### *Chain Of Command*

The Pastor is the chief executive officer of the church and all its auxiliary ministries. The School Principal shall be responsible and have the authority to direct all school activities in a manner that brings glory to the Lord Jesus Christ. All personnel of the school ministry work for and with the administrator. The only exception to this is the bookkeeper, who reports directly to the pastor.

**The following is a diagram of the chain of command concerning administrative authority and policy:**



### Statement of Faith

1. We believe in the verbal and plenary inspiration of the Bible and that the Scriptures reveal God, the fall of man, the way of salvation, and God's plan and purpose for the ages.
2. We believe in the Trinity of the Godhead, co-equal and eternal. We believe in God's direct creation of man and universe and do not subscribe to any of the evolutionary theories.
3. We believe in the Deity and the Virgin birth of Christ, in His atonement for sin through His precious blood, in His bodily resurrection and ascension to heaven, and in His visible, personal and pre-millennial return.
4. We believe that the Church is the body of Christ, formed by the baptism of the Holy Spirit, and that all believers are members thereof and are a holy and royal priesthood, and that this mystical body of Christ manifests itself in local assemblies of the believers for the purpose of Christian fellowship, teaching and testimony, and for the administration of the ordinances of baptism and the Lord's Supper.

5. We believe that every believer is indwelt and sealed by the Holy Spirit, hence a partaker of the Divine nature, and that the old nature is still present until the Christian is glorified. We believe that the Holy Spirit is sovereign in the bestowment of gifts, and He secures the believer until the day of his full redemption. We do not believe that tongues, healing, and other “charismatic” gifts of the Spirit are in operation today since these were Apostolic sign gifts.
6. We believe in the everlasting conscious blessedness of the saved and in the everlasting conscious punishment of the lost.
7. We believe that it is the responsibility of every believer to be a witness and a testimony for Christ and that he must seek to win the unsaved to Him.
8. We believe that the term “marriage” is the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)
9. God creates each person biologically as male or female and these genders reflect the image of God and should not be rejected. (Gen 1:26-27.)
10. We believe that in order to preserve the function and integrity of Calvary Baptist Church Academy as the local Body of Christ, and to provide a biblical role model to the Calvary Baptist Church Academy members and the community, it is imperative that all persons employed by Calvary Baptist Church Academy in any capacity, or who serve as volunteers, agree to and abide by our Statement of Faith, and our Statement of Philosophy.
11. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Calvary Baptist Church Academy.

### **Statement of Philosophy**

“Sanctify them through thy truth: thy word is truth” (John 17:17). All truth belongs to God whether it is scientific, historical, philosophical or spiritual. Christian education seeks to teach it in that light. The educational process is dependent upon a basic philosophy to provide the right viewpoint, basic truths, and principles for interpreting the facts encountered in life and the study of all subject matter. We believe that the concepts foundational to this truth are:

1. God is the creator and sustainer of all things, and the source of all truth.
2. God, who is sovereign, maintains control over His entire universe.
3. True meanings and values can be ascertained only in the light of the redemptive purpose of Christ, expressed in His person and work.
4. Since all truth extends from God and the person of Jesus Christ, all truth must be obtained from a Christ-centered position.

Therefore, at CBCA we have set our goal of teaching children that in life we must seek a proper relationship with God. This teaching is concerned not only with the counsels of God revealed in His Word but also with a world-view. We desire to teach that all truth is God’s truth, and Jesus Christ is central in all truth; again not simply in the Word, but in history, in geography, in music, in the arts, and in the universe.

The Mission and Purpose of Calvary Baptist Church Academy is to educate students spiritually, scientifically, historically, and philosophically in the light of God’s truth, and to aid other churches and parents that desire the same. We are accomplishing this by: 1) using Christ-centered curriculum; 2) employing a godly, separated, dedicated and qualified staff; 3) viewing the parents and the church as an integral part of that education; and 4) utilizing all possible resources that will advance and enhance the educational experience.

### **Educational Objectives and Purpose**

1. To teach so effectively that each student will take as his personal commitment and belief that Jesus Christ is the Son of God and that His death and resurrection provide forgiveness of sin and new life through faith in Him.

2. To create in each student a firm conviction that the Bible is the infallible Word of God to men and that it is a practical guide to life and living.
3. To develop within each child a keen understanding of the fundamentals of God's creation, including all of the academic studies; to cause within his thinking an understanding that Jesus Christ is central in all of these areas; and to instruct him thoroughly in the arts and sciences that he might develop to the glory of God, spiritually, socially, mentally and physically, not in his natural energy, but through new life in Christ.
4. To teach so effectively the principles of faith that each student will purpose to yield himself to God in submission and obedience to His will as revealed in the Bible.
5. To cause each student to progress in Christian living through fellowship with the Lord Jesus Christ in studying the Holy Scriptures, prayer, and an active Christian service.
6. To develop the practice by teachers of applying scriptural principles in the disciplining of children.
7. To cause each child to work effectively with perseverance to reach his full potential.
8. To develop within each child an understanding of how to think and to apply himself.
9. To develop within each student self-respect, an effective attitude of self-discipline, and responsibility.
10. To develop in children the proper attitudes, ideals, habits, knowledge and skills which are the necessary preparation for life.
11. To give each child the kind of experiences that will help him face life with courage and understanding and to help him experience a living faith in God that will make him a credit to Christ, his community, his nation and himself.

### **Official Bible Text - King James Version**

Each student must have a Bible for use in the classroom. The text used by faculty and students will be the King James Version (KJV). Other versions, translations, and paraphrases will not be used.

## **Academic Policies**

### **Academic Reports**

In order to maintain a close communication with parents, a system of Academic Reports is used to indicate a student's success or lack of success in a certain subject. These reports are to be sent home by the teacher every three weeks of the nine-week period or any time the teacher feels such communication will aid the student to be more successful in his studies. The following criteria are to be followed in the decision concerning the need for Academic Reports:

1. Is the student working up to his potential?
2. Is the student experiencing difficulty with a certain idea or operation?
3. Does the student show concern for his lack of progress?
4. Can the parents assist in any way to help the teacher be more effective?
5. Does the student lack the motivation to excel in the subject area?
6. Is the student's grade below a 65%?

Parents and students can access grades, assignments, class information, school newsletters, and much more by logging onto [www.gradelink.com](http://www.gradelink.com). Each parent is given their own account.

## **Acceptance Policy**

1. CBCA follows the Maryland Department of Education's regulations for starting ages and placement of Pre-Kindergarten and Kindergarten students.
2. The policy of CBCA requires that testing be administered to all new students entering grades K-5 through fifth, and some new students entering grades sixth-twelfth, as to mental ability and scholastic achievement. Students should be on or above their assigned grade level.
3. High school transfer students must have a GPA greater than 2.00 based on the following scale: A = 4, B = 3, C = 2, D = 1, F = 0.
4. Students in grades 6<sup>th</sup> – 12<sup>th</sup> must have one parent or guardian who has a clear profession of faith in the Lord Jesus Christ as their savior and Lord (I John 5:11-13, John 3:16, Romans 5:12-21) and is actively living out that faith.
4. Calvary Baptist Church Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education, admissions, scholarships, athletic, and other school administered programs.

## **Curriculum Sequence (9<sup>th</sup> - 12<sup>th</sup> Grades)**

The following is a possible curriculum sequence for high school courses. All courses are not available each year. Some electives are offered each year.

### **Grade Nine**

Bible \*  
English 9 +  
Algebra II or Geometry  
World History or U.S. History +  
Biology + or Physical Science +  
P.E. & Health

### **Grade Ten**

Bible \*  
English 10 +  
Spanish I \*  
Geometry or Algebra II  
U.S. History or World History +  
Physical Science + or Biology +

### **Grade Eleven**

Bible \*  
English 11 +  
Spanish II \*  
Precalculus/Advanced Math +  
Chemistry +  
Government & Economics +

### **Grade Twelve**

Bible \*  
English 12 +  
Speech \*  
Accounting  
Physics  
Calculus or Consumer Math +

\* Bob Jones Bible Curriculum + A Beka Book

## **Grading System & Grade Point Average (GPA)**

All grades will be given in numeric value.

		<u>Regular Classes</u>	<u>Honors Classes</u>	<u>AP Classes</u>
100-90	=	4 points	4.5 points	5 points
89-80	=	3 points	3.5 points	4 points
79-70	=	2 points	2.5 points	3 points
69-65	=	1 points	1 points	1 points
Below 65	=	0 points	0 points	0 points

Grades are determined by the following formulas:

Quarter Average = (33% x Quiz Average) + (67% x Test Average)

Semester Average = (40% x 1 Quarter Average) + (40% x 2 Quarter Average) + (20% x Semester Exam)

Yearly Grade = (50% x 1<sup>st</sup> Semester) + (50% x 2<sup>nd</sup> Semester)

## **Graduation Requirements**

**Diploma:** Students must earn 26 credits to graduate. The requirements are detailed below.

Bible	4 credits
English	4 credits
Math	4 credits
Science	3 credits
Social Science	3 credits
Speech	1 credit
P.E. & Health	1 ½ credit
Fine Arts Electives	1 credit
Technology/Business	1 credit
Foreign Language	2 credits
Electives to total required number of credits	

**Electives:** Not all will be offered every year.

Accounting	1 credit
Precalculus	1 credit
Calculus	1 credit
Physics	1 credit
Speech	1 credit
Art	½ credit per year
Band	½ credit per year
Choir	½ credit per year
Drama	½ credit
Fitness for Life (P.E.)	½ credit
Music Appreciation	½ credit
Teacher Practicum	½ or 1 credit
Word Processing	½ credit
Yearbook	½ or 1 credit

### ***Extra-Curricular Activities***

Sports	Drama
Cheerleading	Bible Competition
Music Ensembles	Spelling Competition
Fine Arts Competition	Community Service Hours

***Students who take dual credit courses will be given honors class GPA points. Algebra I and Spanish I can be taken in 8<sup>th</sup> grade for a high school credit. To receive the credit a student must achieve a grade greater than or equal to 80%.***

## **Homework**

***Purpose of Homework*** - Calvary Baptist Church Academy believes that homework is an integral part of the school program. Each teacher is at liberty to give homework to aid each student to advance in his studies. Homework is given for several purposes.

1. For Drill - We believe that most students require drilling to master the material essential to their educational progress.
2. For Practice - Following classroom explanation, illustration and drill on new work, homework is given so that the material will be mastered.
3. For Remedial Activity - As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties and to evaluate how much a student understands.
4. For Special Projects - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.
5. Studying – Preparing oneself for a test or quiz.

***Suggested Amount of Homework per Night*** (for the average child) - Each teacher is at liberty to assign homework to aid the student in advancing his learning experience. Each student is to complete all assignments when due. If a student is absent, the student is allowed one day per day of absence to make up his work unless the work was assigned and all materials and instructions were given prior to the absence; this includes tests, quizzes, and any special assignments and projects. Suggested homework time is as follows:

Grades 1-5	-	45 minutes per night
Grades 6-12	-	Up to 1½ hours per night

Students will be expected to study for tests on a continuing basis. We do not recommend “cramming” the night before an exam. No homework will be assigned on Wednesdays or during Special Meetings (to encourage church participation and involvement) or on holiday breaks. No homework, projects, or other assignments will be due on Thursday. No tests or quizzes will be scheduled on Thursday, except during exams.

## **Honor Rolls**

***Pastor's Honor Roll*** - pupils with all grades being equal to or greater than 96..

***Administrator's Honor Roll*** - pupils with grades equal to or greater than 90.

***Honor Roll*** - pupils with grades equal to or greater than 80.

***Perfect Attendance Honor Roll*** – pupils with 0 absences.

***Citizenship Honor Roll*** - pupils with a citizenship rating of 1 or 2

Elementary	Middle & High School
1 = Excellent	1 = Excellent
2 = Good	2 = Good
3 = Fair	3 = Fair
4 = Poor	4 = Poor
5 = Unsatisfactory	5 = Unsatisfactory

## **Parent-Teacher Conferences**

This is held after the quarter grading period to evaluate with you the progress of your child. Parents are encouraged to attend.

## **Parent-Teacher Fellowships**

The Parent-Teacher Fellowship is designed to keep the parents involved in the total program of the Academy. Basically, the purposes of Parent-Teacher Fellowships are:

1. To acquaint the parent with the philosophy of Christian education and how it is effective in the program of the Academy.
2. To help the parent and teacher realize the importance of recognizing, coping, and working to correct emotional, spiritual, disciplinary, and physical needs of the student.
3. To provide an atmosphere where the parents and teachers may get to know and fellowship with each other.
4. To enable parents to observe the academic progress of the student.

## **Physical Education Classes**

Students in grades 1-12 must purchase physical education uniforms. The shirt and shorts must be purchased from the school. The sweat pants or jogging pants can be purchased at any store of your choosing as long as they are medium to dark blue.

P.E. classes in the Elementary School will be held according to the assigned schedule. Teachers will have their students ready on time for the P.E. class.

In the Middle and Senior High School, P.E. classes will be according to an assigned schedule. Students are expected to return to the following class on time after P.E. Students may be excused from P.E. activities only after receipt of a notice by a physician.

When the students attend picnics, overnight outings, or certain field trips, they will be required to wear a P.E. or Class or Spirit shirt

## **Promotion/Retention Policy**

At the high school level, a student's grade level is determined by the school credits he has earned. Some general guidelines for credits in grade level are as follows:

<b>Grade Classification</b>	<b>Completed Credits</b>
Freshman	0 - 6
Sophomore	7 - 12
Junior	13 - 18
Senior	19 - 26

Students in grades 1-8 will be retained if they fail three or more major subjects.

Students in grades 1-8 will be retained if they fail fewer than three subjects and do not take and pass those subjects in summer school.

Any student may be promoted to the next grade, at the recommendation of the principal and based upon the content of the approved curriculum and the student's demonstrated proficiency in that curriculum. This pertains to grades Pre-Kindergarten through 12.

## **Report Cards**

Report cards are the best method to indicate to parents their student's progress in all areas of study. A report card should accurately reflect the student's academic achievement plus give the parents an indication of the student's growth in non-academic areas. For this reason, the report card from Calvary Baptist Church Academy contains the following information:

***Academic Information*** - Grades received by the student in all subject areas.

**Attendance Information** - A listing of the number of days a student was present, absent, or tardy.

**Citizenship Information** - Teachers in the elementary school will give an evaluation of each student's character development. All teachers of each student in the Middle/Senior High School will give an evaluation of each student in each citizenship category. The areas used for grading are as follows:

1. **Respectful** - One who is caring, considerate, helpful and understanding of others.
2. **Diligent** - An evaluation of the amount of work a student puts into their classwork and home studies.
3. **Obedient** - The quality of being willing to comply with or follow the commands, restrictions, wishes, and instructions of the teacher. This quality shall be exhibited by the student's cheerful compliance to the school's policies and a submissive attitude to those in authority.
4. **Punctual** – The quality of being timely, prompt, reliable, dependable, and responsible with respect to one's attendance and assignments.

**Conferences** – Parents are encouraged to schedule a conference with the teacher if there are any questions concerning the academic progress of the child or his spiritual and social development. The evening of the Parent/Teacher Conferences is a scheduled opportunity for a conference.

### **Summer School**

Summer school will be held for six weeks and is for remedial purposes for those who have failed a subject or grade. It is not for earning extra credits in the high school for those who want to graduate early. The following students must take summer school in order to be promoted to the next grade:

1. Any student that fails Bible, English, and/or Mathematics.
2. Any student that fails two major subjects: at least one failed subject must be taken in summer school.
3. High school students who fail any subject must retake that subject to earn the credit needed to graduate on schedule.

Students in grades 1-8 who fall into any of the above may be retained instead of going to summer school. The administration will determine what failed subjects the student will need to take in summer school to be promoted.

### **Tests**

**Amount of Testing** - In order to fairly evaluate the amount of a student's learning, there should be at least three tests in a nine-week period. Students will have no more than two tests per day.

#### ***Exams (middle & high school only)***

1. Exams will be given at the end of each semester in every subject (and mid-term for high school block classes). These exams will cover that semester's material. (One exception might be math where it is structured as building material). A schedule for semester exams will be given prior to the week of exams.
2. Classes taking tests and exams will be monitored at all times.
3. Any dishonesty or talking during a test or exam results in the student receiving 0% on the test or exam, as well as being issued 5 demerits and possibly a suspension.
4. Absences - Any exams missed should be made up within two days of a student's return to school. Exceptions may be given by the Administration in extreme cases of sickness.
5. Any incomplete grade not made up within one week of the grading period automatically becomes an F (0%). Exceptions may be made for extreme cases with the approval of the Administration.

## **Athletic Policies**

CBCA seeks to maintain its emphasis on athletics for personal rejuvenation and a healthy degree of competitiveness. Interscholastic athletics are provided for those who wish to excel in physical skills. The athletic events are under the direct supervision of the athletic director who clears all planning and scheduling with the principal.

Students are not to be used as drivers to athletic events. Coaches, bus drivers, and authorized, insured, licensed personnel shall drive all vans and school-owned vehicles.

### **Goals**

1. To develop the student's spiritual and mental aspects of life as well as their physical abilities.
2. To teach Christian character.
3. To build school spirit.
4. To give students the opportunity of witnessing before, during, and after the game.
5. To honor God through the area of athletics.

### **Eligibility**

Please remember that athletic participation is a privilege. The standards listed below must be adhered to along with any other team policies that the coach has adopted. The athletic director and administration can be contacted throughout the year to discuss these policies or any other situations that may arise.

The following will be standards governing the student's ability to participate in the athletic program of the school:

1. Each athlete must have a yearly physical on file in order to participate in practices or games.
2. Each athlete must be in school before 9:00 A.M. in order to participate in a game or practice that day. Any unusual circumstance may be excused only if prior approval is granted.
3. Unexcused absences from practices or games may result in the athlete being suspended for the following game or from athletics itself.
4. If an athlete receives three detentions in a nine-week period, then the athlete will serve a two-week suspension from athletics from the date of the last detention.
5. If an athlete is suspended from school for any reason, then the athlete will serve a one-week suspension from athletics for each day suspended from school.
6. No student will be allowed to start a season with a grade below 65% in Bible, Math, English, Science, and/or History unless an "Academic Plan of Improvement" is in place. If an athlete's grade falls below a 65% in Bible, Math, English, Science, and/or History after the first two weeks of the season (including practice), the athlete will be suspended from the team for at least one week. An "Academic Plan of Improvement" will be issued by the Athletic Director and the student must agree to and adhere to the plan in order to be allowed to return to the team.
7. Hazing and bullying are not permitted in our athletic department. Athletes caught hazing or bullying another student from our school or another school, whether verbally, physically, or electronically, will be suspended from the team and referred to the Administration for further consequences.

# Behavioral Policies

The Behavioral Policies are in effect during the course of the school day, while on school property, and at any school functions on or off school property, including transportation.

## **General Guidelines Concerning Student Conduct**

1. Conduct should **always** be in accordance with Christian testimony.
2. Students and parents are to be respectful of teachers, staff, and other students at all times.
3. Students are to maintain an attitude of worship in chapel.
4. Students should keep all hardback books covered at all times.
5. Students should be orderly and maintain quiet in the hallways. There should be no running or yelling.
6. Students should always exhibit self-control in the classroom.
7. Students are to use study halls for homework, reading, or other academic pursuits.
8. Students are not to be involved in fighting or any type of physical or verbal abuse.
9. Be thoughtful of your manners at all times. Say “yes, sir” and “yes, ma’am” to teachers and other adults. Allow ladies and small children to go first. Use only language that is pleasing to God.
10. Students are expected to refrain from the use of tobacco, alcoholic beverages, illegal drugs, and participation in immoral acts at all times, both on and off campus. Violators may be expelled.
11. Wholesome boy-girl relationships are encouraged. Students, however, must refrain from all displays of affection. In other words - **DO NOT TOUCH** while at school, while traveling to and from school, or at school functions.
12. Destructive influences such as music, literature, movies, and art which are ungodly are to be avoided.
13. Do all things unto the Lord.

## ***Scriptural Basis for Discipline and Conduct***

1. “Whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by Him.” (Col. 3:17)
2. “I beseech you, therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world; but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect will of God.” (Rom. 12:1-2)
3. “. . . Whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue and if there be any praise, think on these things.” (Philippians 4:8)

## ***Conduct Standards***

1. CBCA students are to live above reproach.
2. CBCA students are to show respect to God, country, family, faculty, and fellow students.
3. Lying, cheating, theft, and profanity will not be tolerated.
4. Attendance at CBCA is a privilege, not a right.
5. Constructive suggestions are always welcome, but **GRIPING IS NOT TOLERATED**.
6. Anyone who refuses to cooperate spiritually, morally, scholastically, or in discipline may be required to withdraw.

### ***Classroom Discipline***

An individual classroom discipline system is the major mode of discipline in the middle and senior high school. The positive side of discipline is stressed according to Proverbs. The Administration expects students of Calvary Baptist Church Academy to be different and to maintain the highest standards of behavior at all times. Failure to comply with the standards of conduct will result in discipline of the student. Discipline may be administered as:

1. Counseling
2. Tallies
3. Temporary Removal from Classroom – Office Referral
4. Detention
5. Demerits
6. Suspension
7. Probation
8. Expulsion

### ***Counseling***

Any student with a consistent behavioral problem will be counseled with the Scriptures by the one in charge of discipline.

### ***Prohibited Articles***

A student will be suspended or expelled for possessing or distributing any of the prohibited articles listed below. Prohibited articles will be confiscated if brought into school.

1. \*Cigarettes and all tobacco products
2. \*Alcoholic beverages, narcotics, prescription, and non-prescription drugs
3. \*Material containing pornography or nudity, language that is profane, vulgar, lewd, sexual in content or innuendo
5. Knives, any type of gun (real or fake), chains, swords (unless authorized by a teacher or administration for school purposes)
6. Fire crackers or explosives of any kind
7. Headphones for electronic devices
8. Rock music paraphernalia
9. Magazines or books (including electronic) not related to classwork or previously approved by teacher

\* Students of CBCA are expected to abstain from possessing or distributing these prohibited articles at all times: whether on or off campus, whether school is in session or not, whether in-person or online.

### ***Prohibited Behavior***

A student will be given demerits, suspended, or expelled for participating in or promoting any of the prohibited behaviors listed below.

1. \*The use of tobacco, vaping liquid, alcohol, or illegal drugs
2. \*Involvement in acts of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, and use of pornography) on or off campus
3. The use of language that is profane, vulgar, lewd, sexual in content or innuendo, whether written or verbal will not be tolerated at any time
4. Selling or distributing flyers, advertisements, or any items while on school property without the specific permission of the Administration

5. Removing material from a teacher's work area without teacher's permission
6. Removing another student's possessions without that student's permission
7. Stealing
8. Use of cell phones or other electronic devices during the school day or during school activities without a teacher's permission
9. Destruction of property
10. Bullying (See definition of Bullying)
11. \*Threats against a teacher, staff member, another student, a parent, or school property whether directly to that individual or posting comments on a social media site
12. Displays of physical affection
13. \*Distributing pornography
14. Misuse or unauthorized use of school computers.

\*Students of CBCA are expected to abstain from these behaviors at all times: whether on or off campus, whether school is in session or not, whether in-person or online. These behaviors will result in suspension or expulsion.

#### **\*WHAT BULLYING IS**

- **Bullying is behavior that:**

- Is intentional.
- Is repeated over time: Chronic bullying is considered more than 2 acts per month.
- Is intended to harm: There is an intent to cause physical or emotional hurt.
- Involves a power differential: One person is more popular, bigger, older than another.
- Creates a hostile educational environment: a student doesn't feel safe.
- Is done through the use of social media, otherwise known as [Cyberbullying](#) – control click to read more

#### **\*WHAT BULLYING ISN'T**

- **Just as important is understanding what bullying isn't:**

**Bullying is not:**

- Unkind words that occur once;
- Rough-housing or rough play that is not in-tended to hurt; A physical attack that is not part of a pattern of behavior; or
- Behavior that may be inappropriate to the adult, but that the other does not perceive as hurtful, for example name-calling that all are participating in on an equal basis.

#### ***Office Referrals***

If a student is sent to the office, the student will remain in the office until the teacher has the opportunity to call the parent. The teacher will notify the parent as to what behavior prompted the teacher to remove the student from class and what subsequent discipline will be administer or requested from the administration.

#### **Classroom Rules**

1. Be in your seat when the tardy bell finishes ringing.
2. Failure to have the proper materials needed for class will be the same as not having an assignment completed on time.
3. Do not place books or papers (anything) on the floor.

4. Sit up straight with feet under the desk.
5. Raise your hand for permission to speak unless blanket permission has been given.
6. Get permission from your teacher before leaving your desk or the room.
7. Students must get permission from the office to leave school and must check out at the office at the time of departure.
8. Do not sit on desk tops or lean back in chairs or desks at any time while in the classroom.
9. Do not write on the chalkboards unless directed to do so by the teacher.
10. Do not discard anything into wastebaskets during class without permission.
11. Do not attend to personal grooming in class (i.e. combing hair, cutting fingernails, etc.).
12. Do not eat, drink, or chew gum in the classroom or in the hallways without teacher permission.
13. Teachers may add rules specific to their classroom when acceptable to the administration.
14. Backpacks must be left in the lockers or in a designated area.

### ***Suspensions*** (In or Out of School)

1. A student may be suspended for a period of time up to five school days, if in the opinion of the administration, such action is warranted.
2. A student may be suspended by the administration for a period of up to five school days if the student is in possession of any prohibited articles.
3. Fighting (first occurrence) will result in an automatic two day suspension. Any reoccurrence of fighting may result in expulsion.
4. Suspensions are not retained on the student's permanent record card but are kept on file for school use.
5. Before any suspension can be administered, there must be personal contact with the parents, either by letter or telephone call.
6. A student will be suspended or expelled for truancy or leaving the school premises without permission.
7. A student may be suspended for threatening, harassing, and/or bullying others (including online).
8. A student must make-up all work within 2 days of returning from suspension or they will receive a 0 for those assignments missed.
9. A student will be suspended for excessive demerits (see Excessive Demerit Chart).
10. Any suspension not due to Excessive Demerits will also add 5 demerits to their accumulative discipline record.

### ***Demerit System***

Demerits are given for behaviors deemed more serious than associated with tallies or detentions. Demerits provide a numeric system whereby the administration and the parents can keep a regulated count of consistent and repetitive misbehavior.

Teachers can request from the administration for a student to receive a demerit(s), but only the administration, at their discretion, can assign a student demerits in accordance with the regulations set forth in this handbook. Parents will be notified when their child receives a demerit, and the cumulative total their child has obtained.

**Excessive Demerit Chart**

Number of Demerits	Result
7-10 demerits	1 day suspension
11-15 demerits	2 days suspension
16-20 demerits	3 days suspension
21-22 demerits	5 days suspension
23 or more demerits	Expulsion

<b>Demerit Chart</b>	
<b>Offense</b>	<b>Maximum Number of Demerits</b>
Dress code violation (second warning and correction of violation) ..... (Student will not be allowed in class until he/she is in proper uniform)	1
Cheating, intending to cheat, or aiding another in cheating (Student will receive a 0 on assignment) .....	5
Profanity or indecent language, written or verbal (each offense).....	5
Disrespect (including arguing) shown to any adult (including parents and visitors) (each offense) .....	5
Tampering with intercoms, lights, air conditioners, doors or windows (each offense) .....	3
Physically or verbally aggravating another student (each offense) .....	5
Talking or misbehavior in chapel (each offense) .....	4
Chronic failure to do homework or classwork on time .....	1
Damage or destruction of school property or someone’s personal belongings (each offense) and replacement of property.....	5
Intentional Disobedience .....	5
Inappropriate extreme misbehavior .....	5
Lying .....	5
Trespassing (violating the personal or property rights of another).....	5
Failing to comply with an authorities instructions .....	5
Degrading or Disrespectful comments.....	5
Use of cell phone or other electronic devices without teacher permission.....	5
Bullying.....	5

**Grounds for Expulsion:**

1. Exceeding 23 or more demerits in any school year.
2. Possession of any prohibited articles on or off campus. (p.16)
3. Distributing or attempting to distribute prohibited articles. (p.16)
4. Extreme misbehavior at any time (on or off campus).
5. Critical attitude or rebellious spirit by the student or parent.
6. Instances of sexual immorality, use of alcohol, tobacco, and/or drugs on or off campus regardless of whether is in or not in session.
7. Use of profanity, explicit sexual language, or sexual innuendo, whether written or verbal.
8. When a student and/or parent purposely and actively promote philosophies or religious viewpoints among fellow students or parents which are clearly contrary to the Bible position held by the school.
9. When a student or the parents have a detrimental influence (gossiping, complaining, causing discord, or promoting a negative attitude) on their peers or other parents.

10. Inappropriate actions exhibited by parents or guardians. Parents are expected to cooperate and comply with the standards of CBCA. This must be done without mental reservation.
11. When the behavior of one student or parent begins to adversely affect the quality of classroom instruction or spiritual attitude of other students and parents.
12. Reoccurrence of fighting, threats, or bullying.
13. Truancy or leaving the school grounds without permission.
14. Stealing.
15. Violating a teachers personal or property rights.
16. Receiving more than 4 demerits in the first quarter (new students only).

### ***Biblical Visual Discipline Plan***

The Biblical Visual Discipline Plan has been used by Christian schools throughout our country to help develop a consistent plan of classroom control. Although not a perfect system, the system uses Biblical principles to bring about proper behavior. The system is based upon the three “R’s” - reward, reminder, and remorse.

1. Reward - Certainly we are taught in God’s Word that good behavior and right living will be rewarded. This system helps to teach the student the same about his classroom behavior.
2. Reminder - All of us make mistakes and especially children have a tendency to forget. The reminder tally is used to train students in good behavior. Whenever a violation of the rules occurs, students are given a reminder tally to place in their folder.
3. Remorse - Whenever students have been reminded of poor behavior too many times, further action must be taken. This is why tally limits have been set and students who exceed these limits must be dealt with. This system, although not without fault, does provide a way in which Christian schools can teach self-discipline to the students. We trust that as you study and learn about this plan that it will help you to understand that the plan provides us with an effective way of controlling students. We also hope that it will bring about a uniform code of discipline throughout the elementary section to avoid any inconsistency with regard to the students. As is indicated in the title of the plan, this is a visual plan. With students in grades Kindergarten through 5<sup>th</sup> grade, it is found very effective to use some visual manner of displaying the tally system. As with anything else, this system is not a “cure-all” to our discipline problems. You must give it a fair chance and try to support the system.

### ***Tally System for K5 – 5<sup>th</sup> Grades***

1. Tallies  
Mature behavior is expected of all students. This is not always easy for some students. We want to help them. We will give the student a tally - a reminder to help him realize when his conduct is not what it should be. We trust that when the right way is shown to him, he will want to change accordingly. Tallies themselves are not punishment, but may lead to punishment if disregarded. Tallies are recorded on a VISUAL DISCIPLINE CHART.
2. How Can A Student Disagree?  
If he feels that a tally was given unfairly, he should not argue or let his unhappiness show in any way. He should talk privately at a convenient time to the person who gave him the tally. If that person agrees with him, the tally may be withdrawn. If that person does not agree, the tally should be accepted graciously. Students should NEVER argue with a teacher and are expected to exhibit courtesy and respect at all times.
3. How Many Tallies Are Too Many?  
Six tallies in one day or ten tallies in one week are too many. The matter is very serious and the administration may see the student for disciplinary reasons. Tallies will be tabulated at the end of

each week.

### Consequences of Excessive Tallies:

Kindergarten through 5<sup>th</sup> Grades:

10 Tallies in 1 Week = Maximum 5 Demerits

6 Tallies in 1 Day = Maximum 5 Demerits

#### *How I Act Discipline Code* - (Kindergarten through 5th Grade)

1. Hullabaloo (Yellow) **1 Tally**  
Consists of noise, which is disturbing and/or distracting to the class. Example: tapping of pencil, unnecessary rattling of papers, burping, yawning, screaming, loud talking, etc.
2. Out Of Order (Orange) **1 Tally**  
Anything the other rules do not include. Example: getting out of line, throwing things, passing notes, littering, eating at undesignated times and places, out of seat without permission, working on unrelated materials, etc.
3. Work Not In (Green) **1 Tally**  
Homework or class assignment not handed in on stated date and time, being unprepared (books, paper, pencil, gym clothes, etc.).
4. Attitude Lacking (Light Blue) **1 Tally**  
Facial expression which shows defiance, sneering, a haughty spirit, an uncooperative attitude, student slamming doors, worldly conversation, insolence, negativism, sarcasm, and similar expressions which do not express Christian love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control.
5. Courtesy Lacking (Dark Blue) **1 Tally**  
Action affecting staff, teachers, and peers; i.e. student passing between two people and not excusing himself, rudeness, inconsiderate behavior, lack of manners and similar expressions which do not express Christian love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control.
6. Talking (Pink) **1 Tally**  
Any talking without permission from the time the bell rings in the morning. Talking will be permitted only after the teacher or other person in charge recognizes a raised hand. At times, blanket permission may be granted by the teacher for students to talk. This might occur during a class that requires much communication and movement such as art and math drills by student partners.
7. Late (Brown) **1 Tally**  
School begins at 8:00 A.M. If a student arrives to school after the 8:00 A.M. bell has rung, he will be considered late. If he arrives to school after 11:15 A.M., he will be marked absent.

#### *Detentions for 6<sup>th</sup> – 12<sup>th</sup> Grades*

1. Details
  - a. Detentions (during lunch, before school, or after school) can be assigned with the teacher deems appropriate.
  - b. The date and time of the detention will be assigned by the teacher. The detention will be from 3:05-4:00 P.M. or from 6:55-7:35 A.M.
  - c. If a student refuses to take a detention or does not show up for the detention without a previously approved excuse, he/she will receive two demerits and the detention will be re-issued.

## 2. Procedures

- a. Detention will begin with prayer.
- b. Students will copy portions of the school handbook, complete past due classwork/homework, complete assigned cleaning duties, or complete a 300 word paper on their need to correct their behavior during detention.
- c. It is the student's responsibility to report to the detention room at 3:05 P.M. or 6:55 A.M.
- d. For morning detentions, the parent must sign the detention slip when they drop the student off for detention. For afternoon detentions, the parent must sign the detention slip when they pick the student up from detention. If the parent knows their children will be going to extended care, the parent should send in with their child (on the day of detention) the signed detention slip with a note stating the child should go to extended care.
- e. All detention students must be signed out by 4:10 P.M. If a student is not signed out, he will be signed in to Extended Care. If this is an unplanned extended care stay, the parent will send in with their child the next day a signed copy of the detention slip. There is a charge of \$15.00/hour charge for Extended Care.

### ***Counseling Detentions***

A before or after school counseling detention can be issued by the teacher for continuous excessive violations of our conduct standards.

### ***Excessive Detentions***

A student will be suspended upon receiving his/her 5<sup>th</sup> detention in a quarter, and 3<sup>rd</sup> detention in any subsequent quarter.

### ***Lunch Detentions***

1. An immediate lunch detention can be issued if a student receives excessive tallies in one class period.
2. Students will serve detention with the assigning teacher on the day assigned by the teacher.

### ***Fines***

#### 1. *Munching \$5.00*

There will be no eating, drinking, or chewing gum outside of designated areas or designated times.

#### 3. *Littering \$1.00*

Leaving trash in or around desk or locker.

#### 4. *Unorganized Locker \$3.00*

Locker has an excessive amount of trash and or clutter. Door can not be closed due to the amount of materials in the locker. Items attached to the door such as stickers. Open food or drinks in locker.

#### 5. *Tie or Belt Rental \$2.00*

If a boy student does not have a tie or belt on chapel day, he will be issued one and charged rent.

Fines may be worked off at \$5.00 per hour. Work will not be during school hours.

### **Dress and Hair General Standards**

Calvary Baptist Church Academy seeks to follow the guidelines in God's Word for His people. We believe that the Bible establishes at least three minimum standards for dress:

***Distinction:*** (I Corinthians 11:14-15) Men should dress like men, and women should dress like women.

***Identification:*** (II Timothy 4:12; Romans 12:1-2; I John 2:15-16) We are to be "an example of the believers in word, conversation (our daily manner of life), in charity, in faith, in purity." God's Word is clear that we are to

dress and conduct ourselves as becoming His children, and not to identify with the world.

**Modesty:** (I Timothy 2:9; II Timothy 2:22) It is true that God's standards for men are always as high as or higher than His standards for women.

All students in K5 through grade 12 are required to wear school uniforms. The uniforms must be purchased from Dennis Uniform Manufacturing Co. (410-869-4682, [www.dennisuniform.com](http://www.dennisuniform.com), school code BT00CB).

Uniforms that become worn, torn, discolored, stained, have missing buttons, belt loops or zippers, have been modified, etc. are not acceptable and must be replaced.

**Temporary Dress Standards** (Ref. Appendix): Any student in Kindergarten through 12th grade not wearing a CBCA uniform due to the fact that they have been ordered but not received must abide by The Temporary Dress Standards as stated in the Appendix. The student may be required to show proof of purchase from Dennis Uniform Manufacturing Co.

### **Dress and Hair: Boys**

Male students at CBCA should give the appearance and example of manly young men, even to the point of walking, sitting, and standing in a masculine manner.

**Belts:** Must be worn with slacks.

**Hair:** In accordance with I Corinthians 11:14, a boy's hair must be cut and combed in a conventional manner. Hair styling is permissible only as long as it meets the following requirements of a conventional haircut:

1. Hair must be tapered all around the sides, the back, and not chopped or blocked. It must be kept thinned out and not allowed to become heavy.
2. Hair must be trimmed above the shirt collar and above the ears. It must not touch, cover, or hang over the upper ear.
3. Hair must not hang down below the eyebrows; mustaches, beards, or excessive length sideburns will not be allowed.
4. Bowl, modified bowl, or distinguishable lines are not allowed. All hair must blend evenly together.
5. Hair must be one, natural color.
6. No spiked, braided, or Mohawk hair styles.

**Jewelry:** The only jewelry that boys may wear to school is a wristwatch, medical bracelet, a tie clasp, and/or one ring. No earrings or other body piercings are permitted.

**Shoes:** Athletic shoes are permitted for classroom wear in kindergarten and first grade. Elementary (grades 2 - 5), middle school, and high school boys must wear a dress shoe (no work boots, hiking boots, hiking shoes, high top shoes, sport shoes, or athletic shoes). A tennis, track, or sport shoe may be worn by boys to physical education class or recess, or during participation in scholastic athletic contests. School shoes must be black or dark brown and only **one** color.

**Socks:** Must be worn at all times.

**Sweaters:** All sweaters, hoodies, and pullovers are a part of the official school uniform and must be purchased from Dennis Uniform Company and must contain the CBCA initials.

**Ties:** Ties must be worn with oxford shirts by all boys on Chapel Days. When ties are worn, the collar must be buttoned and the tie brought up snugly to the neck. Ties must be long enough to fall to within one inch of the beltline. Ties with objectionable pictures, words, or sayings will not be acceptable.

### **Girls**

**Athletic shoes:** Are permitted for classroom wear in kindergarten and first grade. Tennis or sport shoes may be worn to physical education class, recess, or athletic contests.

**Blouses:** Only the neck button is to be undone; all others should be buttoned. A slip or white undershirt should be worn under the blouse.

**Formal Wear:** All girls who attend CBCA must have their dresses checked at least one week before the event. Those who will be guests attending school functions in which formal dress is required (for example, banquets) will be expected to comply with the standards of CBCA. No dresses with spaghetti straps, strapless dresses, or off-the-shoulder dresses will be allowed. Undergarments must be worn underneath formal attire. Failure to be dressed properly will result in being dismissed from the event immediately.

**Hair:** Must be one natural color.

**Hose, Socks, or Anklets:** Girls in all grades must wear hose, socks, or anklets. Socks or anklets will be worn with a low heeled shoe but not with high heeled shoes. Socks or anklets must be visible.

**Jewelry:** Girls may wear a modest amount of jewelry but should not go to extremes as wearing more than one set of earrings or bracelets. Due to safety reasons, elementary girls are allowed to wear only small button earrings. High school girls can wear earrings that are no more than an inch in diameter or in length. Body piercings, other than earrings, are prohibited.

**Leggings:** Full length leggings may be worn, but not as pants or to compensate for the length of skirt or jumper. Leggings must be one solid color (green, blue, yellow, white, black)

**Length:** The hem must touch the floor when the student is kneeling with her back straight.

**Makeup:** Girls may wear only one shade of nail polish and lipstick at a time – no black. Makeup must be in good taste and not carried to extremes. If your daughter is an elementary student and you desire for her to wear makeup, it must be put on at home. Any makeup brought to school will be taken from the child and can be picked up by the parent at their convenience.

**Shoes:** Heels up to 2" are permitted for girls in grade nine and above. Because of the safety hazard on carpet, stairs, parking lot, etc., we **STRONGLY ADVISE AGAINST** wooden soles or inflexible plastic soles and heels. Grades 2 -8 will wear low heel dress shoes. To clarify the stipulations regarding girls' shoes, **the following are not permitted:** sandals, sling-backs, clogs, flip-flops or burkinstocks, athletic shoes (except for P.E. class), open-toed shoes, and boots (except to wear to and from school during snowy weather). The purpose of the guidelines is so that the shoe is secure to the foot. No shoes with holes in the toe or slip on shoes without a back will be permitted. Shoes must be black or dark brown and all **one** color.

**Slacks:** Slacks are not part of the official dress standard of CBCA However, they may be permitted to be worn to special events such as athletic games, field trips, etc., when they would be more modest than a dress, or the weather is extremely cold. The Administration will supervise this.

**Sweaters:** All sweaters, hoodies, and pullovers are a part of the official school uniform and must be purchased from Dennis Uniform Company and must contain the CBCA initials.

### ***Sweatpants***

1. Sweat pants or athletic pants are to be worn as part of the official P.E. uniform for Physical Education class only.
2. Those girls trying out for cheerleading as well as those cheerleaders having regular practices throughout the week may wear sweat pants or athletic pants for practices.
3. At no time may girls wear tight athletic pants or yoga pants. If the pants are too tight, the student will be asked to get another pair for P.E. class, sports, cheerleading, etc.

**Uniforms:** Girls in the kindergarten through fifth grades wear the uniform jumpers. Girls in sixth grade can wear either uniform jumpers or uniform skirts. Girls in seventh through twelfth grades wear the uniform skirts.

### **Miscellaneous**

1. P.E. dress for grades K5 through 12th shall be a Calvary T-shirt, a pair of **blue** sweatpants or **blue** athletic pants, Calvary shorts, socks, and a pair of athletic shoes. T-shirts and shorts must be purchased at CBCA.

2. Shirts with pictures and/or sayings on them are not acceptable attire (except for school issued shirts).
3. School dress regulations apply at all official CBCA sports events for students in grades 6 through 12, except that students may wear tennis shoes.
4. All school dress regulations apply for all “party days”, Extended Hours, and for all field trips unless special exception is granted from the Administration.
5. Jackets are not to be worn in the classroom but rather to be hung in the hall on the racks provided or in the lockers.
6. Non-corrective glasses or sunglasses are not acceptable during the school day.
7. It is almost impossible to write a dress code which is all encompassing. Therefore, the Administration reserves the right to rule on individual items of dress which it deems out of harmony with the philosophy of this expression of dress standards as found in Scripture. This will definitely include extremes in clothing and hair style.
8. Should a student not meet the dress standard at school, or one of its functions, the parent will be called to come and correct the situation.
7. To reinforce the standard of modesty which the Scriptures teach, and CBCA practices, parents are asked to dress according to godliness when they come to school. Therefore we request ladies not to wear shorts and halters when at the Academy.
8. No long sleeve shirt can be worn under a short sleeve shirt or a shirt with the sleeves rolled.
9. The only shorts permitted to be worn are P.E. shorts.
10. Clothing with holes, rips, tears, or is frayed as a design style is prohibited.

## **Financial Policies**

### **Monthly Payments: K5 to 12<sup>th</sup> Grades**

1. The tuition for the year will be divided into ten monthly payments. The first payment is due the month of August. If the parent enrolls after the August payments are due, the monthly payments will be divided in such a way that the last payment will be May 5<sup>th</sup>.
2. The tuition payment is due the 5<sup>th</sup> day of the month. Any payment after the fifth of the month is considered delinquent. If the payment is delinquent after the 20<sup>th</sup> of the month, the child will be withdrawn from school.
3. Any tuition not paid by the 5<sup>th</sup> day of the month will be charged a late fee of \$35.00 per month.
4. Any non-sufficient funds will be charged a fee of \$35.00 per attempt to resubmit.
5. All monthly tuition payments are made through FACTS Management Company. Registration and materials fees must be paid to the financial office.
5. No records will be released until all financial obligations have been satisfied.

### **Previous Obligations**

1. A new student will not be enrolled in Calvary Baptist Church Academy if there is a previous financial obligation due to another school.
2. A returning student will not be readmitted to the Academy until **all previous financial obligations are liquidated.**

## **Special Circumstances**

1. If the child is withdrawn from school during the year, the parent pays all fees through the end of the month in which he/she is withdrawn.
2. At the end of the school year, if there are any financial obligations (tuition, fees, fundraising money, late charges, etc.), the child will not be allowed to take his/her final examinations, participate in Kindergarten or High School graduation, or any other activity involving the Academy.
3. In the case of an unusual circumstance that hinders your ability to meet your financial obligations, such as a parent being laid-off from work, etc., the parent can appeal to the church Pastor which is the School Superintendent. The parent must meet with the Pastor, explain the problem, put in writing when the obligation should be resolved, and have the Pastor approve and sign the agreement.

## **Procedural Policies**

### **Attendance**

#### ***Absences***

1. In case of student absence, parents must write a note explaining the specific reason for the absence. This note must be brought to school on the day the student returns. If a student does not bring in a note, he will be assigned a lunch detention and the absence will be deemed unexcused. The student will serve a lunch detention everyday until the homeroom teacher receives a note.
2. If a student misses a class 7 or more days in a quarter, he may be given “60%” in that subject at the discretion of the teacher with the consent of the administration. If more than 28 days in a year are missed, the student may be retained at the discretion of the Administration.
3. Excused Absences
  - a. Caused by illness
  - b. Caused by death in the immediate family.
  - c. Caused by student being away with family. The Academy office must be notified at least one week in advance of the planned absence. Students should get assignments from teachers and make up class work when they return.
4. Unexcused Absences

Any absence that does not fall into the prior category shall be unexcused. This includes such occurrences as habitual mechanical difficulties with clocks or automobiles, failure to notify the Academy of a family trip, and any non-illness absence. Any work missed during an unexcused absence must be made up. A zero quiz grade will be given for all work not made up.

#### ***Early Dismissal***

1. If a student leaves school before 11:15 A.M., the student will be marked absent. High school seniors who are dismissed half day will be marked absent if they leave school before 10:45 A.M.
2. Should early dismissal become necessary, a note must be sent to the school in the morning. Early dismissals should be restricted to necessary uses only, such as medical or dental appointments, death in the family, etc. In no case will a student be permitted to leave the school grounds in the company of someone other than the parents without the parent’s written note directing such an action.

#### ***Tardiness***

1. School begins at 8:00 A.M. If a student arrives at school after the 8:00 bell, that student will be considered late.
2. If a student arrives at school after 11:15 A.M., the student will be marked absent. High school seniors

who are dismissed half day will be marked absent if they arrive at school after 10:15 A.M.

3. Seven or more tardies in a quarter will be deemed excessive.
4. Excessive Tardiness: The parents of students who have been excessively tardy may be required to have a conference with the administration. The student may be suspended from school until the conference has been concluded. Excessive tardies may result in the following: lunch detention, monetary fine, reduction in grades, demerits, etc.

### **Boy and Girl Friendships**

Wholesome friendships are encouraged between boys and girls. Hand holding, kissing, or any bodily contact will not be tolerated at any time while at Calvary Baptist Church Academy. This includes school sponsored activities on and off campus.

### **Care of School Property**

The facilities of Calvary Baptist Church Academy have been provided for the student's education at a great cost and the sacrifice of many people. We want to keep our school in the best condition possible.

Willful damage or destruction of school property will not be tolerated. All damage, whether willful or accidental, must be paid for. No signs, banners, plaques, pictures, or other objects may be hung on the walls of our school without permission from the school office. **No pictures are to be posted on or in the school lockers.** No furniture may be moved from any room without permission of the office. There shall be **no** tampering with the electric bells, thermostats, intercoms, or any equipment in the buildings. *The sound equipment for the auditorium will be run by authorized personnel.* Students will not be allowed to operate the copier or other equipment in the offices. Students should take pride in the appearance of their school; it is everyone's responsibility to see that the grounds remain clear of rubbish. All students are to place paper, candy wrappers, fruit peelings, etc., in the containers provided. Rubbish containers are placed throughout the building and grounds for your convenience. Remember, visitors judge a school by its appearance. No books, clothes, or equipment are to be left on the floor, in the bathrooms, or on the hall shelves overnight.

### **Chapel and Assembly Procedures**

There will be at least one chapel program each week. The primary purpose of chapel is to promote spiritual growth in the students through sacred music, films, special speakers and class programs.

The primary purpose of an assembly is to promote the unity of the school and provide an opportunity for cultural development in music, literature, and dramatic presentation. Special programs commemorating specific holidays or historical events will be given in assembly. Though the themes are not always directly biblical in nature, they will be Christian in atmosphere and purpose.

The following are the procedures for chapels and assemblies:

1. Students are dismissed to chapel or assemblies by homeroom/classroom.
2. Students are to leave their books, except their Bibles, in their homeroom/classroom, which they leave prior to going to chapel or assembly. Students should not make any stops on the way to chapel.
3. Students are directed through the halls and designated stairways into the assembly area by their teachers.
4. Boys will wear ties on chapel day for the entire day.
5. Proper respect, attitude, and behavior are expected at all chapel programs.
6. There shall never be any booing or whistling, cat calls, etc. at chapel programs.
- 7 Visiting speakers and dignitaries shall be greeted warmly and accorded the utmost respect.

### **Classroom Parties**

While school in general is not designed to be a party time, there are several occasions in which parties may be

held.

Grades Kindergarten through 5<sup>th</sup>. . . . . Three parties: Fall party, Christmas party, Valentine party  
Christmas gift exchange limit: \$5.00  
Birthday parties are limited to grades Kindergarten through 5<sup>th</sup> grade.  
Other special events may be held; see the principal for permission.

### **Dating Policy**

The school recommends that the parents pay close attention to the dating practices of their children and that all dates receive the prior approval of the parents involved, particularly the fathers.

1. The school strongly recommends that parents permit their children to date only born-again Christian believers.
2. It is expected that CBCA students who date young people who are not CBCA students shall advise their guests of the need to conform to accepted policies and standards of the school.
3. The school reserves the right to refuse admittance to a school function of any guest of a student whose behavior or appearance does not meet school standards (i.e. smoking, drinking, etc.).

### **Driving Of Automobiles**

The driving of a car to and from school is to be considered a privilege. Students are assigned a parking area and must remember that there is a ten-mile-per-hour speed limit in the driveway and parking lot. Exceeding this speed limit can automatically revoke this driving privilege on our grounds. There shall be no reckless driving on school grounds or at the approach to the school.

An automobile is to be used only as a means of transportation to and from the school. Upon arrival on the school grounds, the student is to park the automobile, lock it, and immediately go to the school building. Students are not to loiter in the parking lot near automobiles.

All books and personal belongings are to be kept in the student's locker in the school building, and no student should go back to his automobile for books or lunch after having parked it at the beginning of the school day. All parents who wish to have students driving **must file an application** with the school office. The applications can be obtained from the school office.

Any violation of the above procedures will cause the student's driving privilege to be suspended for one week for the first offense, two weeks for the second offense, and the rest of the year for the third offense.

### **Electronic Devices**

Students are prohibited from using, activating, or displaying personal electronic devices during the course of a normal school day without the permission of a teacher. Students found in violation of this policy will have the device confiscated. A parent must personally come in to claim the device from the office. If the device is used a second time the student will lose the privilege of having the device during the school day and therefore must surrender the device at the beginning of the school day to the office and retrieve it when school is over, or not bring it to school. Calvary Baptist Church Academy is not responsible for the loss, theft, damage or destruction of any personal electronic communication devices. Demerits may be assigned for repeat offenses.

### **Emergency School Closings**

Snow or icy conditions or other emergencies may cause school to be closed. If school is closed, announcements will be made over WBAL (1090 AM) as early as possible. You may also go to "schools-out.com" or "cbcaknights.org" for up-to-date school closings and late openings. You will also receive a SchoolCast notification. Please keep your SchoolCast information up-to-date.

Early dismissal due to weather conditions requires that there shall be no practices, games, or other events after school or in the evening (exception: playoffs), unless the administration deems otherwise. This decision will be made as soon as possible.

## Extended Care

Extended Care is designed for the parent whose work schedule conflicts with the normal school day. For an additional fee, parents may utilize this service (fees are listed on the Tuition and Fees Schedule). The hours for Extended Care are 6:30 A.M. to 7:55 A.M. and 3:00 P.M. to 6:00 P.M. The Extended Care program is not designed as an extra teaching or tutoring time, but it is structured with planned activities such as story time, game time, playground time, homework time, etc. A late fee of \$.50 per every minute will be charged for those who pick-up their child after 6:00 p.m.

## Fine Arts

The school participates in the MACS (Maryland Association of Christian Schools) Fine Arts Festival. There are competitions in vocal and instrumental music, various art media, academics, and speech. More information will be available on our school website as the time for the competition approaches.

## Fundraising Activities

The school is compelled to conduct several fundraising events each year to cover the expense of activities and materials for which tuition income is not sufficient. Every student and family's help is needed in the fundraising activities so that tuition increases can be held to a minimum.

## Health & Medication

1. All health problems should be dealt with quickly. If a student is too ill to continue class, he will be sent to the school office to call a parent.
2. Any major health problems (diabetes, epilepsy, etc.) are noted on students' records. Teachers should be aware if any of their students have such difficulties and be prepared to help the child if the need arises. Please advise the school if your child has health problems.
3. Medicine may be taken at Calvary Baptist Church Academy only when the proper paperwork has been filled out by the parent. **Please note: CBCA teachers or secretaries will not administer medications; they will only distribute and oversee the administration of the medication by the student in accordance with the medication form properly filled out.** Medicine will be dispensed as close to the time required during the time between classes for middle and high school students. Students should not miss class time to get medicine. All medicines must be given to the Secretary. Elementary teachers will assist their students in the administration of medicines.
  - a. Prescription Medication: If your child must take a prescription medication daily, the Distribution of Medication form must be filled out, in detail, each week. If your child has an inhaler or a prescription medication that is taken on an as-needed basis, the form should be filled out as completely as possible. The secretary or teacher will fill in the date and time as the need occurs. The student will need to self-medicate under the supervision of the teacher or secretary.
  - b. Over-the-Counter Medication: If your child will need an over-the-counter medication on a certain day, the Distribution of Medication form must be filled out with the *exact date and time* and sent to the school office with the non-prescription medication.
4. Students with contagious or infectious conditions will not be permitted to attend school.

## Junior/Senior Banquet

The Junior/Senior banquet at Calvary Baptist Church Academy is a very special event and one of the highlights of the year for the upperclassmen. It is our desire to have everything we do in line with biblical standards and pleasing unto the Lord. It should be noted in this regard that this is not an evening to do irresponsible, unwise, and unchristian things. The testimony of the Lord is always to be upheld. Dress for the occasion is semi-

formal or formal. Open necklines or other revealing garments of any kind will not be acceptable for girls. Girls must secure an approval on their attire at least one week in advance of the event. Those who do not comply will be prohibited from attending the banquet or will be sent home to secure acceptable clothing. Please discuss the dress code's emphasis on modesty with any guest you invite who does not attend CBCA. A dress form will be distributed in advance. See the back of this handbook for a sample dress form.

### **Lockers**

The school furnishes lockers for the convenience of the middle and senior high students. These lockers are to be kept clean with contents orderly; no posters, pictures, or slogans therein. These lockers should not have opened food or beverages in them at any time. The exterior of the lockers shall be kept free of posters, stick-ons, etc. The school reserves the right to inspect a student's locker at any time. Any student whose locker contains contraband materials shall be disciplined accordingly.

Please note that the size of some lockers is approximately 9½ wide and 10 ½ inches deep. Book bags should be purchased with this in mind.

If a student forgets his locker combination after the 3<sup>rd</sup> week, there will be a \$1.00 charge to receive the combination.

### **Lost And Found**

A lost and found is maintained. The lost and found may be checked between classes only. A "handling" fee of 25 cents per item is charged for each item which winds up in the Lost and Found.

### **Lunch**

As a convenience, the school offers a menu of prepared and individually wrapped sandwiches, snacks and drinks. Each elementary student will be given a lunch order envelope to be completed in **pencil** and then enclose the correct amount for their lunch. These envelopes will be re-used daily. Middle and high school students will place their lunch order during homeroom and pay when they receive their order.

If a student forgets to bring his lunch or lunch money to school or he loses his money on his way to school, he may charge a lunch at the cafeteria. This charge must be repaid before another charge will be allowed.

### **Music Lessons - Private Instruction**

Private instrumental and vocal music lessons are available at the school. Lessons for kindergarten, first, and second grade students are available only before or after school, not during regular class time. For students in grades three through twelve, the instructor will arrange an acceptable time with the parent and classroom teacher. There will be a charge for private lessons.

### **Parent Assistant Program**

In order to better serve the teacher and to make effective use of time, the school offers a Parent Assistant Program. Interested parents are requested to make their availability known to the school office. They will be assigned to specific requested duties in order to aid the teacher and students as needed and/or as desired.

#### ***Guidelines for Parents Who Volunteer to Assist in the Classroom***

1. Your role will be to assist the teacher in a way specified by the teacher.
2. Do not assume responsibilities beyond the assignment without the teacher's consent.
3. You will be expected to follow the teacher's requests and directives at all times.
4. Ladies should wear dresses or skirts. Slacks, shorts, etc. may not be worn while assisting in the classroom.
5. Men should wear dress clothes including a tie while assisting in the classroom. Men must also meet the standards of the hair code to assist in the classroom or with coaching, etc.

6. When you are working in the classroom, you should secure help for your smaller children as they cannot be brought into the classroom with you (for reasons obvious to all of us). The church nursery also is not available for use during the week.
7. Your cooperation in a cheerful and positive spirit is always important. Thank you for wanting to help and for volunteering to assist. Thank you for caring and sharing. God bless you.
8. Criticism of the teacher shared with other faculty or other parents will be construed as a hindrance to your continuing as a volunteer assistant. If there are such criticisms to be made, they should be handled through the proper channels at the proper time (by appointment) and in the proper place (privately).

### **Parent Dress**

Calvary Baptist Church Academy upholds a dress standard for its students and teachers. Therefore, it would be appreciated if parents would be careful to dress conservatively when visiting the school.

When doing volunteer work for the school, parents are required to wear a modest knee-length skirt or dress for the ladies and dress slacks and shirt for the men. This is not only a testimony for our students, but it helps us to be consistent in our standards.

### **Probation Policy**

1. All new students are on a general academic and behavioral probation.
2. General academic probation
  - a. If a student fails more than 2 subjects in his first quarter of attendance, he may be dismissed from school.
  - b. If the student fails 2 subjects in his first quarter of attendance, he will be retained on academic probation.
  - c. If the student fails 2 subjects for 2 consecutive quarters, he may be dismissed from school.
3. Specified academic probation

Any new students accepted on specified academic probation cannot fail more than one subject in the first quarter of attendance. If two subjects are failed, they must be withdrawn unless a special exception has been made.
4. General behavioral probation
  - a. A student may be placed on behavioral probation when they incur excessive tallies, demerits, detentions, and or any extreme misbehavior. The terms of the probation will be arranged according to that student's offenses.
  - b. New students must not receive more than 3 detentions within their first quarter of attendance. New students must not receive more than 4 demerits within their first quarter of attendance.
  - c. If a new student receives 3 detentions or 4 demerits during their first quarter of attendance, he will be retained on behavioral probation for the following quarter. The terms of probation for the following quarter will be written in accordance to their offenses.

### **School Offices**

For your convenience, the school offices will be open from 7:45 A.M. to 3:45 P.M. Monday through Friday.

Parents are requested to remember that the school office is a very busy place and exists in order to efficiently carry out day-by-day business. In order to do this, we ask that you cooperate with us and use the office for business purposes only.

Communications with the school (secretaries, faculty, and administration) in person or by phone must be

handled in a courteous manner. Even when there is a problem or a complaint, mutual courtesy and respect must be maintained.

Displays of anger, verbal discourtesy, or expressions of hostile feelings are not conducive to problem solving or getting results. Please be aware that any such behavior is considered unacceptable.

Any communication to the office of an official nature should be on a written basis. We greatly appreciate your understanding and courtesy in helping us efficiently serve the needs of your students.

## **School Pictures**

Individual school pictures will be taken in the fall (for the yearbook) of the school year and class pictures will be taken in the spring of the school year. **Students who do not meet the school's hair and dress standards on the day pictures are being taken will not be allowed to have their school picture taken.**

## **School Records**

### ***Graduate Transcripts***

1. The first three transcripts are free of charge. There will be a \$2.00 charge per transcript after that. Transcript Request Forms are available on the school website (Forms tab) or in the high school office.
2. The school will retain original versions of all CBCA records. Copies only will be transferred to other institutions. CBCA will maintain all records for graduated seniors.
3. No transcript of academic achievement bearing the official seal will be given to an unauthorized individual. All official transcripts must be mailed directly to the gaining institution. Students and parents may obtain unofficial copies of transcripts as they desire after paying the appropriate handling fee.

**Health Records:** Health records will be released by mail to a gaining educational institution immediately upon receipt of a valid request for such records. A copy of these records should be retained in the student's permanent file.

**Security:** Permanent student records may not be removed from school property.

### ***Transfer of Records***

1. Normally, school records will be transmitted to another school upon written request of the new school.
2. Student academic and behavioral records will be released only after all financial obligations are met. Exceptions to this rule are to be made only by the Administrator or his designated representative in his absence. After receipt of an official request from a gaining educational institution, student records will be mailed to that institution.

## **Senior Privileges and Responsibilities**

1. Seniors may qualify to participate in a work release program. School obligations will take priority over work release.
2. Seniors will be expected to exemplify the finest in character and conduct as the conclusion of their years at CBCA draws near. They will be expected to perform in the highest tradition of "upperclassmen."
3. A senior trip will be scheduled for the seniors with proper supervision and sponsorship. Those who do not attend the senior trip must come to school each day or have one point subtracted from their quarter grade for each day missed.
4. Seniors are required to attend the commencement to receive their diploma.
5. Seniors will be expected to meet the standards of school codes and conduct standards and are subject to school discipline up to and including graduation.
6. In order to graduate, seniors MUST have all financial obligations to the school paid in full by the end of

the business day on Friday prior to graduation.

### ***Senior Trip***

The senior trip is a privilege. The Administration may cancel that privilege for an individual senior or for the entire group if it is deemed wise, expedient, or necessary. By the time a student approaches graduation at CBCA, it is expected that he will exhibit strong evidences of maturity, character, and Christian grace in his daily walk. If there are obvious deficiencies in 1) general attitude, 2) moral character, 3) respect for authority, or 4) other important areas, the student will be restricted from participating on the senior trip. Seniors are expected to participate in the preparation for the senior trip as a normal part of their graduating class.

Seniors are expected to go on the senior trip. Exemptions **MUST** be requested in writing by the student and parent. Exemptions should not be expected except for genuine situations of need. Students must come to school if they don't attend the trip.

Behavioral standards on the trip will be those consistent with the normal standards of CBCA. Circumvention of those standards by the student will result in stiff penalties, including the option of prohibiting graduation, if in the judgment of the Administration such penalties are warranted. Class funds which may be left at the end of the year will be presented as a class gift to a school related project of the class's choice with the approval of the Administration.

### **Socials**

The dress code for socials will be set by the Administration. Students will not be allowed to stay after school without the supervision of a faculty or staff member.

The school will administer discipline and enforce the school's standards at all school sponsored events, whether or not the event is conducted on campus (example: ball games, concerts, etc.).

### **Soliciting**

Students are not to sell any items for private interests to other students or staff members.

### **Special Testing**

The Special Testing Program at Calvary Baptist Church Academy consists of the following:

***Special Testing*** - a battery of WICS, Wexler, and/or WRAT tests can be given to any student upon referral by their teacher to the Principal. These are to be administered by qualified professionals at the parent's expense.

***Standardized Tests*** - given to grades K5-10<sup>th</sup> in the spring of the year.

### **Students on School Grounds**

It is the school policy that students are not to be on school property after 3:20 P.M. unless they are attending a properly supervised, school sponsored activity. High school seniors who are dismissed half day must leave the school campus upon dismissal.

### **Telephone Use By Students**

Students will not be permitted to use the phones in the offices. If a student has to make an emergency phone call, he will go to the office, and the secretary will make the call for him. The cost is 25 cents per call. Personal cell phones are not to be used without permission from a school official.

### **Textbooks**

Students are responsible to return rented textbooks in good condition. You will be required to pay for damages to them or to pay for any that you lose. All rental books **MUST** have covers on them.

In case of failure to comply with the above regulations, report cards will be withheld until loss or damage is satisfactorily adjusted.

Pupils who withdraw must return their rental books to the teacher from whom they were secured.

## **Transportation Procedures**

**Dismissal** - At 3:00 P.M. (bus) and 3:05 P.M. (carline), students will be dismissed. Teachers will take their classes to assigned places and remain with them until picked up. No student may cross the parking lot to get to his or her car. Their parents must pull up to the sidewalk. The safety of the student is the utmost concern of the school. Parents who violate this policy will be asked to have their children withdrawn from the Academy. If a parent does not pick up the student by 3:20 P.M., the teacher will take the student to Extended Care.

**Policy:** Students (in any number) must be transported in a school owned vehicle with one of our approved, licensed, and insured drivers for any school sponsored event. This policy is all-inclusive. There can be no exceptions, exemptions, or exclusions at any time.

**Bus Transportation** - Any school rules apply while the students are being transported on the school bus. Financial obligations for bus service must be met before school records will be released. Notify the school office of any transportation changes such as stopping transportation, withdrawing or enrolling additional children, etc.

### ***Rules for School Bus Riders***

1. Students are under the authority of the bus driver.
2. No eating or drinking on the buses.
3. Remain seated at all times.
4. Seats will be assigned if and when necessary.
5. Hands, arms, or heads are not to be extended from bus windows.
6. Nothing is to be thrown in or from the bus.
7. Riders shall have written permission to leave the bus other than at their designated stop.
8. Loud or vulgar language is prohibited.
9. Students shall keep the bus neat and clean. Damage to vehicles will be the responsibility of the parents of the students involved.
10. There can be no altering of schedule or destination for private reasons.
11. Only the assigned school bus may be ridden.
12. Respect the property of citizens living near your bus stop.
13. No electronic devices (including cell phones) without permission of school official.

## **Truancy and Leaving Campus**

1. Students are not allowed to leave the campus at any time during the school day without proper authorization. Any unauthorized departure from the campus between 8:00 A.M. and 3:05 P.M. or while attending a school sponsored event at any time or place will be subject to very firm school discipline.
2. Any student determined to be truant from school or a class will be placed on immediate suspension and may be expelled from school. Truancy will be considered a major violation and will be dealt with in an extremely firm manner.

## **Valedictorian and Salutatorian**

Valedictorian and Salutatorian for each graduating class shall be determined to be the graduating seniors who have achieved the highest (Valedictorian) and the second highest (Salutatorian) numeric GPA (Grade Point

Average-numeric) accumulated over their four years of high school. Courses taken in eighth grade for High School credit will not be included in figuring the cumulative GPA. Students must earn at least 14 of their required 26 credits while attending Calvary to be considered for the honor of valedictorian and salutatorian.

Selection of Valedictorian and Salutatorian may be denied to a student who has received a number of behavioral notices (detentions, demerits, suspensions) and/or has a GPA average that is not equivalent to a 93 or greater.

## **Visitors**

*Friends of Students* - A pupil who desires to have a friend visit must secure permission from the office. He must then have the form signed by all of his teachers and returned to the office at least three days in advance. Visitors may be refused permission to attend class if this permission has not been secured in advance. Visitors are expected to conform to the school dress code (hair and dress) and standards of conduct.

*Parents* - Parents may visit classes from time to time if they make arrangements in advance with the office. Teachers will be notified of such visits. Normally we do not allow visits in the first six weeks or the last two weeks of a semester.

## **Withdrawal**

If you need to withdraw your child during the school year, please use the following list as a guide:

1. Request a withdrawal form from the office.
2. Complete the form and return it to the office.
3. Meet financial obligations.
4. Return rental textbooks.
5. Clean out locker. (Middle and High School only)
6. Pick up child's belongings from the Elementary office one week from the day the withdrawal form was returned. (Kindergarten and Elementary only)

Records will be sent directly to the receiving school when all financial obligations have been met and CBCA receives a records release from the new school.

## **Work Permits**

Students must get an "Application for Work Permit for a Minor" from the high school office and follow the procedures outlined therein. Return the completed application to the high school office for final approval.

**\*\*Any situations not covered in this handbook will be handled in a manner deemed appropriate by the school administration. The rules of this handbook can be altered at anytime the administration deems necessary.**

## **Withdrawal Requested by the School**

It is understood that attendance at CBCA is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may request the withdrawal of any student at any time who, in the opinion of the school, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the school. A request to withdraw may or may not appear on the student's permanent record card.

## Appendix

### **Temporary Dress Standards For Students Not Wearing CBCA Uniform**

The Temporary Dress Standards are for students who have not yet received their uniforms. The student may be required to show proof of purchase from Dennis Uniform Manufacturing Company.

#### **Boys:**

Male students at CBCA should give the appearance and example of manly young men, even to the point of walking, sitting, and standing in a masculine manner.

1. Only slacks that are loose-fitting and of a standard cut will be permitted. Standard cut is considered to be a dress or casual slack. Corduroy of a standard cut would be considered appropriate. Slacks must be one color, not faded or made of jean material.
2. Belts must be worn with slacks that require them.
3. Socks must be worn at all times.
4. Shirts must be designed to be tucked into the pants and worn in that manner. Shirts must have a collar and sleeves. Shirts cannot be flannel, of a floral design or contain pictures or writings.
5. Ties must be worn by all boys on chapel days. When ties are worn, the collar must be buttoned and the tie brought up snugly to the neck. Ties must be long enough to fall to within one inch of the beltline. Ties with objectionable pictures, words, or sayings will not be acceptable.

#### **Girls:**

1. Dresses, skirts, or jumpers with an appropriate blouse are required for girls. Dresses and blouses must have sleeves and must not be considered low-cut.
2. Dress, skirt and jumper hems must touch the floor when the student is kneeling with her back straight.
3. Leather and vinyl skirts are not permissible.
4. Blouses and sweaters are not to be “see-through” or tight fitting at any time. Blouses that are translucent may be worn, but blouses that are transparent are not acceptable. A full slip must be worn with any garment that is translucent. Blouses must be designed to be worn tucked into a skirt and must be worn that way. Only one blouse can be worn at a time. Blouses must be modest.

## **Check Sheet for Formal Dresses**

Student's Name \_\_\_\_\_ Date of Check \_\_\_\_\_

Description of dress:

\_\_\_\_\_ Dress passed check

\_\_\_\_\_ Dress did not pass check. See explanation below.

\_\_\_\_\_ Date for recheck

\_\_\_\_\_ Student's signature

\_\_\_\_\_ Committee member's signature

Circle numbers which apply.

1. Does the neckline allow cleavage to show or is the neckline excessively low? (The young ladies should avoid designs which are cut to draw one's attention to the cleavage area). While the dress may not technically be too low, it will not pass check if it gives the appearance of being too low. One should not have to do a "double take" to see if it is too low)!
2. Are the shoulders covered? Dresses with full sleeves, cap sleeves, short sleeves, or wide straps are appropriate. For dresses without sleeves, straps must be at least 2 inches in width and a solid material (not sheer). **No spaghetti straps, strapless dresses, or halter type straps are permitted, even with a wrap or jacket.**
3. Is the back of the dress too revealing? (A good "guideline" for this is to determine if a normal bra could be worn without being seen. If it cannot, the dress is cut too low).
4. Does the neckline gape in such a way as to be immodest? (Check this by having the girl lean forward when seated as well as when standing).
5. Is the dress at least mid-knee length (touches the floor when kneeling with back straight)? Do any slits come above the middle of the knee while either standing or sitting?
6. Is the dress so tight-fitting as to draw attention to the tightness? (No "mermaid" type dresses or "clingy" material).

Suggestions for alterations:

#### REMINDER:

If a young lady wears a dress which has not passed the check or has been altered since the check so that it no longer meets the standards, she will be asked to leave the banquet.