Calvary Baptist Church Academy

Student & Parent Handbook 2025-2026

Calvary Baptist Church Academy
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"…For the Word of God, and for the testimony of Jesus Christ."
Revelation 1:9

Philosophy of Christian Education at CBCA.....3

Academic Policies 6

Athletic Policies.....10

Behavioral Policies 10

Dress and Hair Policies 18

Financial Policies 20

Procedures.....21

Appendix.....30

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 we can 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

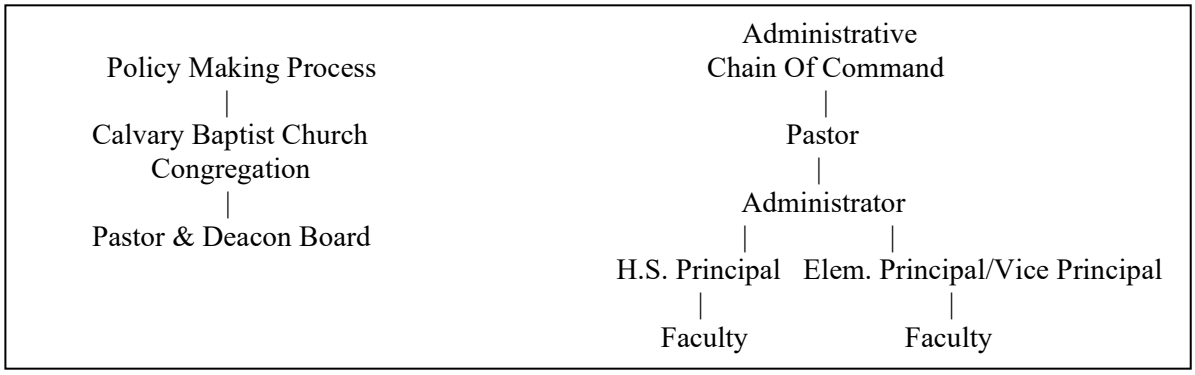
Scriptural Institutions

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.

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.) We further believe that the rejection of one's biological sex is a rejection of the image of God within that person. Because of this belief, we will refer to all students and faculty with the pronouns associated with their biological gender. We will also require that all students and faculty abide by the dress code established for their biological gender.
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 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 in 1st-12th grade must have a Bible for use in the classroom. The text used by faculty and students will be the King James Version (KJV).

Parent Questions & Concerns

When questions or concerns arise regarding any activities or circumstances during the school day, parents must seek to resolve these issues by approaching the teacher first. According to Matthew 18, we must address our concerns with the parties involved before seeking a remedy elsewhere. If speaking with the teacher does not bring a resolution, a parent may contact the office to set an appointment with the administrator.

If after meeting with the teacher and administrator the issue remains unresolved, the parent may make an appointment with the pastor. Please do not circumvent the teacher or involve other parents.

Academic Policies

Communication

To maintain close communication with parents, teachers use Gradelink, an online student information system where assignments, announcements, and grades are regularly posted. Each parent has an account with access to student progress and assignments.

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, to assess language and math readiness for our school. 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 7^{th} – 12^{th} must have one parent or guardian who has a clear profession of faith in the Lord Jesus Christ as savior and Lord (I John 5:11-13, John 3:16, Romans 5:12-21) and is actively living out that faith.
5. 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.

Grading System & Grade Point Average (GPA)

All grades will be given in numeric value.

100-90	=	4 points
89-80	=	3 points
79-70	=	2 points
69-65	=	1 point
Below 65	=	0 points

Grades are determined by the following formulas:

Quarter Average = (40% x Quiz Average) + (60% x Test Average)

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

Yearly Grade = (50% x 1^{st} Semester) + (50% x 2^{nd} 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	½ credit
P.E. & Health	1 ½ credits
Fine Arts Electives	1 credit
Technology	1 credit
Foreign Language	2 credits
Electives to total required number of credits	

Electives: Not all will be offered every year.

Precalculus	1 credit
Calculus	1 credit
Physics	1 credit
Art	½ credit per year
Band	½ credit per year
Choir	½ credit per year
Drama	½ credit
Music Appreciation	½ credit
Teacher Aide	½ or 1 credit
Yearbook	½ or 1 credit

Extra-Curricular Activities

Sports	Drama
Cheerleading	Academic Clubs
Music Ensembles	Fine Arts Competition

Algebra I and Spanish I (or other foreign language) may be taken in 8th 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 excused 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.

Students will be expected to study for tests on a continuing basis. We do not recommend "cramming" the night before an exam. While no homework will be assigned on Wednesdays (to encourage church participation and involvement), tests and quizzes may be scheduled on Thursdays.

Honor Rolls

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

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

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

Perfect Attendance Honor Roll – students with 0 absences.

Citizenship Honor Roll - students with a citizenship rating of 1 or 2.

1 = Excellent
2 = Good
3 = Fair
4 = Poor
5 = Unsatisfactory

Parent-Teacher Conferences

Conferences are scheduled after the first quarter and are available after each quarter grading period to discuss student progress. Parents are encouraged to attend.

Physical Education Classes

Students in grades K5-12 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 or black or gray. T-shirts available in our spirit wear store (https://1stplace.sale/43307) may be worn for P.E.

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. Students should wear their P.E. uniforms to school on the day they have P.E.

In the Junior and Senior High School, P.E. classes are scheduled. Students are expected to return to the following class on time after P.E. Students may be excused from P.E. activities only with a physician's note.

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

Grade Classification	Completed Credits
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 who fails Bible, English, or Math must take this course in Summer School in order to be promoted.

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 reflects 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 Junior/Senior High School will give an evaluation of each student in each citizenship category. The areas used for evaluation 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. **Cooperative** – The quality of being willing to work with others and to promote peace.

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.

Summer School

When available, 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 may need to 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 which 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 test grades in each nine-week period. Students will have no more than two tests per day (unless they musts make up a test upon returning from an absence).

Tests/Exams (middle & high school only)

1. Exams will be given at the end of each semester in each subject.
2. Classes taking tests and exams will be monitored at all times.
3. Any dishonesty or talking during a quiz, test or exam may result 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 end 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 maintains its athletics programs for personal fitness and a healthy degree of competition. The athletic events are under the direct supervision of the athletic director who clears all planning and scheduling with the administrator.

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 qualities as well as their physical abilities.
2. To teach Christian character.
3. To build school spirit.
4. To honor God through the area of athletics.

Eligibility

Athletic participation is a privilege. 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 is suspended from school for any reason, then the athlete will serve a one-week suspension from athletics for each day suspended from school.
5. No student will be allowed to start a season with a grade below 65% in Bible, Math, English, Science, and/or History, as reflected on the most recent report card. If a student earns a failing grade on the report card, the student will be suspended from the team and may rejoin the team only upon receiving a passing grade on the next report card.
6. 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.
7. Practice dress code: Athletes should wear P.E. shorts, shorts of similar length or style, or loose athletic pants. T-shirts/tops should be solid or free from words or images inconsistent with CBCA's purpose or standards. Tops must completely cover the student's midriff. The coach is responsible to monitor and review guidelines for practice attire.

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. Students must refrain from all displays of affection. Students must keep their hands to themselves.
12. Destructive influences such as immoral/inappropriate music, literature, movies, and art are to be avoided.

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 bring consequences such as demerits, suspension, or expulsion.
4. Constructive suggestions are always welcome, but complaining is not acceptable.
5. Anyone who refuses to cooperate spiritually, morally, scholastically, or in discipline may be required to withdraw.

Classroom Discipline

Individual classroom discipline is the routine form of discipline in the middle and senior high school. The Administration expects students of Calvary Baptist Church Academy 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. Expulsion

Prohibited Articles

A student may 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, all tobacco products, and all vaping 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), or any other weapons
6. Fire crackers or explosives of any kind
7. Headphones/earbuds for electronic devices
8. Music, magazines, books, or other media unrelated to classwork which have not been approved by staff

* 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 may 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**

***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 speak with the administration and/or call the parent. The teacher will notify the parent what behavior prompted the teacher to remove the student from class and what subsequent discipline will be administered or requested from the administration.

Classroom Rules

1. Be in your seat when the 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 tables or lean back in chairs or desks at any time while in the classroom.
9. Do not write on the chalkboards or whiteboards unless directed to do so by the teacher.
10. Do not attend to personal grooming in class (i.e. combing hair, cutting fingernails, etc.).
11. Do not eat, drink, or chew gum in the classroom or in the hallways without teacher permission.
12. Teachers may add rules specific to their classroom when acceptable to the administration.
13. 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 ten school days for inappropriate behavior.
2. A student may be suspended by the administration for a period of up to ten school days for possession of any prohibited articles.
3. Fighting (first occurrence) will result in an automatic 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 takes effect, there will be personal contact with the parents, either by letter, email, 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 receive no credit for those assignments missed.
9. A student may be suspended for excessive demerits (see Excessive Demerit Chart).
10. Any suspension not due to Excessive Demerits may also add demerits to the accumulative discipline record.

Demerit System

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

Teachers can request from the administration that a student receive a demerit(s), but only the administration, at its 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.

Excessive Demerit Chart

Cumulative Number of Demerits	Result
6-8 demerits	1 day suspension
9-12 demerits	2 days suspension
13-16 demerits	3 days suspension
17-19 demerits	5 days suspension
20 or more demerits	Expulsion

Demerit Chart

Offense	**Maximum Number of Demerits**
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 authority's 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 20 or more demerits in any school year.
2. Possession of any prohibited articles on or off campus. (p.12)
3. Distributing or attempting to distribute prohibited articles. (p.12)
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. Purposeful or active promotion of philosophies or religious viewpoints by students or parents among fellow students or parents which are clearly contrary to the Bible position held by the school.
9. 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 teacher's personal or property rights.
16. Receiving 5 demerits in the first quarter.
17. Using social media to exploit, intentionally misrepresent, or defame the school, its staff, or students.

Biblical Visual Discipline Plan for Elementary School

The Biblical Visual Discipline Plan has been used by Christian schools throughout our country to help develop a consistent plan of classroom control. The system uses Biblical principles to bring about proper behavior and is based upon the three "R's" - reward, reminder, and remorse.

1. Reward - 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 children especially 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 system provides a way to teach self-discipline to the students.

Tally System for K5 – 5th Grades

1. Tallies
   Appropriate behavior is expected of all students. 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 a student feels that a tally was given unfairly, the student 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, 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 5th 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.

Detentions for 7th – 12th Grades

1. Details

   a. Detentions (during lunch or after school) can be assigned when the teacher deems appropriate. Parents will be notified of a detention by email or phone.

   b. Most detentions are held on Tuesdays from 3:05-4:00 P.M. Parents must sign out the student at the end of detention or the child will be signed into Clubs at parent expense.

   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. Teacher will assign detention and notify parent and student.

   b. Parents must acknowledge detention by email, phone, or note.

   c. It is the student's responsibility to report to the detention room at 3:05 P.M.

   d. All detention students must be signed out by 4:10 P.M. If a student is not signed out, he will be signed into Clubs. If the student is not already signed up for Clubs for the school year, there will be a charge for a day of Clubs. See the Clubs section of this Student Handbook or the Tuition and Fees Schedule for hours and fees.

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 5th detention in a quarter, and 3rd detention in any subsequent quarter.

Lunch Detentions

1. An immediate lunch detention may 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.
2. *Unorganized Locker $3.00*
   Locker has an excessive amount of trash and or clutter. Door cannot 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.

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)

All students in K5 through grade 12 are required to wear school uniforms. The uniforms must be purchased from FlynnO'Hara (https://flynnohara.com, school code MD055). 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.

All of the clothing students wear in the classroom (pants, jumpers, skirts, tops, pull-overs, sweaters, etc.) must be previously purchased from Dennis Uniform or from FlynnO'Hara. Items purchased from Amazon, Target, Kohl's, etc. are not acceptable. Students may wear casual shoes of any color but should not wear Crocs, sandals, work boots or winter boots in the classroom. A temporary dress code is provided for those awaiting arrival of their uniform order. Teacher may routinely check with parents on the status of their uniform orders.

Temporary Dress Standards (Ref. Appendix): Any student in Kindergarten through 12th grade not wearing a CBCA uniform because it has 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 FlynnO'Hara.

Dress and Hair: Boys

Male students at CBCA should give the appearance and example of young men.

Hair: In accordance with I Corinthians 11:14, a boy's hair must be cut and combed in a neat manner.

1. Hair must be trimmed above the shirt collar and above the ears. It must not touch, cover, or hang over the upper ear.

2. Hair must not hang down below the eyebrows; mustaches, beards, or excessive length sideburns are not allowed.

3. Hair must be one natural color.

4. An elastic or other temporary device may not be used to compensate for hair length that is too long.

Jewelry/Tattoos: 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. No tattoos are permitted.

Shoes: Students are permitted to wear dress, casual, or athletic shoes in the classroom and during physical education. No work boots, hiking boots, hiking shoes, sandals, or Crocs are permitted to be worn.

Socks: Must be worn at all times.

Sweaters: All sweaters, hoodies, and pullovers that are worn in the classroom must be previously purchased from Dennis Uniform or FlynnO'Hara and must contain the CBCA initials.

Girls

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 and should schedule a dress check. 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 dismissal from the event immediately.

Hair: Must be **natural** in color (no pink, blue, green, purple, etc.).

Jewelry/Tattoos: Girls may wear a modest amount of jewelry. Due to safety reasons, elementary girls should wear only small button earrings. Body piercings, other than earrings, are prohibited. No tattoos are permitted.

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, or gray).

Length: Skirts and jumpers should be at least knee-length; The hem must touch the floor when the student is kneeling with her back straight.

Makeup: Girls may not wear black nail polish or lipstick. 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. Administration has the discretion to prohibit a particular style.

Shoes: Students are permitted to wear dress, casual, or athletic shoes in the classroom and during physical education. 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 should wear low heel dress shoes. **The following are not permitted:** sandals, sling-backs, Crocs, clogs, flip-flops or Birkenstocks, open-toed shoes, and winter 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.

Pants: Girls may wear navy or khaki pants offered as part of the uniform from FlynnO'Hara company. No other pants may be worn.

Sweaters: All sweaters, hoodies, and pullovers that are worn in the classroom must be previously purchased from Dennis Uniform or FlynnO'Hara and must contain the CBCA initials.

Sweatpants

1. Sweatpants or athletic pants may be worn as part of the official P.E. uniform for Physical Education class only.
2. At no time may girls wear tight athletic pants, yoga pants, or leggings as 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 or uniform pants. Girls in fifth or sixth grade can wear either uniform jumpers, uniform skirts, or uniform pants. Girls in seventh through twelfth grades wear the uniform skirts or uniform pants.

Miscellaneous

1. P.E. dress for grades K5 through 12th is a Calvary T-shirt, a pair of **blue, black, or gray** sweatpants or **blue, black, or gray** athletic pants, Calvary shorts, socks, and a pair of athletic shoes. Shorts must be purchased at CBCA. T-shirts may be purchased at CBCA or from our spirit shop.
2. Shirts with pictures and/or sayings on them are not acceptable attire (except for school issued shirts).
3. All school dress regulations apply for all "party days," Clubs hours, and for all field trips unless special exception is granted from the Administration.
4. Jackets are not to be worn in the classroom.

5. Non-corrective glasses or sunglasses are not acceptable during the school day.
6. No long sleeve shirt can be worn under a short sleeve shirt or a shirt with the sleeves rolled.
7. The only shorts permitted to be worn are CBCA P.E. shorts.
8. Clothing with holes, rips, tears, or that is frayed as a design style is prohibited.
9. 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.
10. To reinforce the standard of modesty which the Scriptures teach, and CBCA practices, parents are asked to dress appropriately when they come to school.
11. 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 includes extremes in clothing and hair.

Financial Policies

Monthly Payments: K5 to 12th Grades

1. Unless the full tuition is paid in advance, the tuition for the year will be divided into ten monthly payments. The first payment is due in 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 5th.
2. The tuition payment is due the 5th day of the month. Any payment after the fifth of the month is considered delinquent. If the payment is delinquent after the 20th of the month, the child may be withdrawn from school.
3. Any tuition not paid by the 5th 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. Materials fees must be paid to the financial office.
6. 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 may 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 who 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.

Procedures

AI/ChatGPT

Students may not use ChatGPT or other AI assistance without clear permission from the teacher. All work students submit is to be their own.

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 or emailed the day of the absence. If a student does not bring in a note, the absence will be deemed unexcused. Parents who do not notify the school by 9:00 A.M. of an absence may receive a call to confirm student absence.
2. 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. Illness

   b. Death in the immediate family

   c. Vacation with advanced notice. 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 upon return. A zero quiz grade will be given for all work not made up.

Early Dismissal

1. If a student leaves school before 11:00 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 or approved pick-up person 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 8:00, that student will be considered late.
2. If a student arrives at school after 11:00 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. Excessive tardies may result in the following: lunch detention, monetary fine, reduction in grades, demerits, etc.

Boy and Girl Friendships

Friendships are encouraged between boys and girls. Hand holding, kissing, or any bodily contact are not permitted 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 is unacceptable. 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 the outside of 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 may not operate the copier or other equipment in the offices without permission. Students should take pride in the appearance of their school; it is everyone's responsibility to see that the grounds remain clear of garbage. All students are to place paper, candy wrappers, fruit peelings, etc., in the containers provided. Garbage containers are placed throughout the building and grounds for your convenience. No books, clothes, food, or equipment are to be left on the floor, in the bathrooms, or on the hall shelves overnight. Items left will be confiscated and may be retrieved for a $5 fine within 3 days.

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 preaching, sacred music, 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. Proper respect, attitude, and behavior are expected at all chapel programs.
5. There shall never be any booing or whistling, cat calls, etc. at chapel programs.
6. 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 on which parties may be held, including a Christmas party and end of the year party. Birthday parties are limited to grades Kindergarten through 5th grade. Other special events may be held with permission of the administration.

Clubs

The Clubs program 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). For those who do not pay to use this service regularly, there will be a $15/day fee for each child signed in to Clubs (late fees are an additional charge, when applicable). The hours for Clubs are 3:20 P.M. to 5:30 P.M. The Clubs program is not designed as an extra teaching or tutoring time, but it is structured with planned activities that correlate with the day's theme. A late fee (per child) of $10.00 for up to 15 minutes starting at 5:31 P.M. and $10.00 for each additional 15 minutes will be charged for those who pick up their child after 5:30 P.M.

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

Driving a car to and from school is 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/Phones

Students are prohibited from using, activating, or displaying personal electronic devices/phones 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. Students must always secure permission before using a personal phone and must not use them in the bathrooms at any time before, during, or after school.

Emergency School Closings

Snow or icy conditions or other emergencies may cause school to be closed. If school is closed, parents will receive a SchoolCast notification. Information will also be posted on www.cbcaknights.org for up-to-date school closings and late openings. Please keep your SchoolCast information up-to-date.

Early dismissal due to weather conditions requires that there will 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.

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 conducts a few key fundraising events each year to cover the expense of activities and materials to enhance the school. 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. 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. While effort is made to keep the classrooms and building clean and disinfected, and proper hand hygiene is encouraged, Calvary Baptist Church Academy is not responsible for colds, flus, viruses including SARS-CoV-2, or any similar illnesses contracted from other students, staff, or visitors while on school grounds or at school functions.
4. 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.
5. Students with contagious or infectious conditions will not be permitted to attend school.

Homeschool Umbrella

To assist local families, CBCA also operates a homeschool umbrella program. Parents with questions may reach out to the school office or homeschool coordinator.

Junior/senior high students in the homeschool umbrella who attend CBCA P.E. classes must wear the CBCA P.E. uniform. Students who attend other classes (music, art, academic classes, etc.) should wear clothing consistent with the temporary dress code in this handbook.

High school students should respect CBCA hair, jewelry, and tattoo standards when in attendance. High school students are expected to behave in accordance with CBCA conduct standards and may lose the privilege or attendance if inappropriate behavior persists.

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. Dress for the occasion is semi-formal or formal. 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. A dress form will be distributed in advance (see the back of this handbook for a sample dress form).

Lockers/Personal Items

The school furnishes lockers for the convenience of the junior and high school students. These lockers are to be kept clean with contents orderly; no posters, pictures, or slogans should be posted on the outside. **These lockers should not have opened food or beverages in them at any time.** 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. Students should not open other students' lockers and should keep their own lockers locked.

Students may not keep books, food or other personal supplies in the bathrooms. In fact, students are strongly advised not to leave any items of value in the bathroom.

Lunch

As a convenience, the school offers a menu of prepared and individually wrapped sandwiches, snacks and drinks. Each student will be given a lunch order envelope in which to enclose the correct amount for lunch. These envelopes will be re-used daily. Junior and senior high school students will place their lunch order during homeroom and use an envelope for payment.

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. For students in grades kindergarten through twelve, the instructor will arrange an acceptable time with the parent and classroom teacher. There will be a charge for private lessons.

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 if he/she incurs 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 5 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 8:00 A.M. to 3:30 P.M. Monday through Friday.

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. Any such behavior is 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. Seniors must attend at least the first four periods of the day and chapel each week.
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.
4. Seniors are required to attend the commencement to receive their diploma.
5. Seniors will be expected to meet the school 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. 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 part of senior year.

Students must come to school if they do not attend the trip.

Behavioral standards on the trip will be those consistent with the regular standards of CBCA. 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.

Soliciting

Students are not to sell any items for private interests to other students or staff members without permission.

Testing

Standardized Tests - given to grades K5-10th in the spring of the year.

PSAT/SAT Tests - given to 11th & 12th grade students in the fall and/or spring.

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.

Textbooks

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

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

Transportation Procedures

Dismissal: At 3:00 P.M., students will be dismissed. 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. If a parent does not pick up the student by 3:20 P.M., the teacher will take the student to Clubs.

Policy: Students 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.

Bus Transportation: 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 3:00 P.M. or while attending a school sponsored event at any time or place will be subject to 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.

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 student who desires to have a friend visit must secure permission from the office at least 3 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.
6. Pick up child's belongings.

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.

Withdrawal Requested by the School

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.

****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 any time the administration deems necessary.**

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 FlynnO'Hara.

Boys:
Male students at CBCA should give the appearance and example of manly young men.

1. Only dress or casual pants that are loose-fitting and of a standard cut will be permitted. Cargo pants are not acceptable. Pants must be one color. They should not be faded or made of denim material.

2. Socks must be worn at all times.

3. Short or long-sleeved solid color polo or dress shirts are permitted. Shirts must have a collar. No patterned shirts or shirts with pictures or writing are allowed.

Girls:

1. Dresses, skirts, or jumpers with an appropriate blouse are required for girls. Dresses and blouses must have sleeves and must not be low-cut. Pants are not permitted as part of temporary dress.

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 must not be sheer or tight fitting at any time. A full slip must be worn with any garment that is translucent. Blouses must be modest. A solid polo shirt similar to the uniform shirt may also be worn.

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 1 inch 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.