



**CALVARY BAPTIST
CHRISTIAN ACADEMY**

School Handbook & Procedures Manual

2019 – 2020 Academic Year

A ministry of Calvary Baptist Church in Grand Cayman

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School's Bible Verse

*“Wisdom is the principal thing;
therefore get wisdom:
and with all thy getting,
get understanding.”*

Proverbs 4:7

Table of Contents

Foreword -----	06
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General Information

Introduction -----	08
Our Philosophy -----	09
Our Mission Statement -----	09
Our Statement of Faith -----	09
Handbook Reproduction and Revision -----	10
Standard of Conduct -----	10
Christianity in the Cayman Islands & Pledges -----	10
Our Parent's Code -----	12
Our Financial Operations -----	12
School's Financial Policy -----	12
Tuition & Fees for 2019 – 2020 -----	12

Procedure Guidelines

Admissions Requirements & Procedures -----	16
Admission Process -----	16
Business Procedures -----	17
Office Procedures -----	18
Parent Orientation -----	18
Parent/Teacher Conference -----	18
Chapel Services -----	18
Music -----	19
Scripture Memorization -----	19
Attendance -----	19
Absences -----	19
Tardiness -----	20
Truancy -----	20
Checking Out Procedures -----	20
Withdrawal Procedures -----	21
Emergency Dismissal Procedures -----	21
Medical Guidelines -----	21
Testing -----	22
Model Release -----	22
Visitors -----	22
Lost and Found -----	23
Special Fund-Raising Sales -----	23
School Lunches -----	23
Booster Club -----	23
Transportation & Pickup -----	23
Bus Policy -----	23
Bus Rules -----	23
Bus Fees -----	24
Pickup Policy -----	24

Late Policy -----	24
After School Programs -----	25
Interrogations and Searches Policy -----	25
Defacing School Property -----	25
Academic Reporting -----	25
Report Cards -----	25
Progress Reports -----	26
School Supplies -----	26
Field Trips -----	27
Bible Memory Requirements -----	28
Grading System -----	28
A-Honor Roll -----	28
B-Honor Roll -----	28
Grading Scale -----	28
Student Conduct -----	29
Classroom Conduct -----	29
Student Code of Ethics -----	29
Principles of Conduct -----	30
Social Networking -----	30
Student Conduct & Discipline -----	30
Demerit System Values & Consequences -----	31
Substance-Abuse Policy -----	33
Expulsion -----	33
Worldly Music Policy -----	34
Solicitations Prohibited -----	34
Articles Prohibited -----	34
Non-Sponsored Parties -----	34
Areas of Attitude Correction -----	35
Suspension -----	35
Discipline Procedures -----	36
Dismissal -----	36
Merits & Privilege Levels -----	37
“L” Privilege Level -----	37
“C” Privilege Level -----	37
“S” Privilege Level -----	37
School-Sponsored Trips & Activities -----	38
Binding Arbitration -----	38
Clothing Regulations and Personal Appearance -----	38
Why a Uniform -----	38
Our Uniforms -----	39
Physical Education -----	41
Property Search -----	41
Re-Admission -----	41
Computers -----	42
Student Conventions -----	42

Foreword

You have entered one of the greatest ministries in the world -- Christian education. You want to have the very best Christian education program possible, and the aim of Calvary Baptist Christian Academy (hereinafter CBCA) is to help you do just that.

CBCA is a church school; the objective in building a church school is to obey the Scriptural imperative of Deuteronomy 6:5-7:

"...love the LORD thy God with all thine heart; and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children,..."

And of Proverbs 22:6:

"Train up a child in the way he should go...." Training is training. Training for life must include training for eternity.

A church school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The school staff will work closely with parents to train the whole child.

Attendance at this school is a privilege and not a right.

The goal of this school is not to reform, but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for the old-time Gospel and the highest standards of morality and Christian behavior.

General Information

Introduction

CBCA is a ministry of Calvary Baptist Church (hereinafter CBC). As the school maintains the goal of providing quality education, we trust the Lord to provide growth in facilities, staff, and enrollment as He sees fit.

Realizing that it is the Christian home to which God has given authority and power to train up successful young people, it is the goal of Calvary Baptist Christian Academy to assist the home in the training process.

Our faculty is well-qualified, both spiritually and academically. Each staff member is required to do the Accelerated Christian Education (ACE) training. Each member has been carefully selected and prayerfully chosen by the administration. The entire faculty is dedicated to serving the Lord through the ministry of teaching young people.

The school consists of elementary, junior, and senior high levels. Realizing that apart from divine leadership and wisdom, it would not be possible to attain our goals, we request your daily prayers.



Our Philosophy

The purpose of Calvary Baptist Christian Academy is to provide conditions whereby boys and girls can receive the Truth. Jesus instructed His disciples in John 8:32, "***And ye shall know the Truth and the Truth shall make you free.***" Not only is it our objective to teach the Truth but also to teach our students how to apply the Truth wisely to their own lives. In John 16:13 we are promised that "***...when He, the Spirit of Truth is come, He will guide you into all truth.***"

Our Christian school has the responsibility to provide the best possible education. A Biblical viewpoint in the vital areas of life -- spiritual growth, education, personal self-discipline, and patriotism -- must be strongly stressed to each student during his years of training. We desire to minister to the needs of the whole child and to promote his spiritual and moral growth, academic and intellectual progress, and physical and social development.

Additionally, our Christian School is to be an extension of the Christian home and church, thus providing a continuity of training for Christian young people. We, as Christian educators, desire to train each student to accept individual responsibility to God for his actions and challenge him to glorify God in every facet of his life.

Our Mission Statement

The mission of Calvary Baptist Christian Academy is to train young people to serve the Lord Jesus Christ and to develop them to their fullest potential in all areas of life. We are committed to being an extension of the Christian home, working closely with parents to train the whole child. We are also committed to training Christian youth in the highest principles of Christian leadership, and teaching Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and love for flag and country.

Our Statement of Faith

- I. We believe the Scriptures of the Old Testament and New Testament are verbally inspired by God and that they are of supreme and final authority in faith and life, preserved in the King James Bible.
- II. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- III. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.
- IV. We believe that man was created in the image of God; that he sinned and, thereby, incurred not only physical death, but also spiritual death which is eternal separation from God; that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, manifest themselves as sinners in thought, word, and deed.
- V. We believe that the Lord Jesus Christ died for our sins according to the Scripture

as a substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.

- VI. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate.
- VII. We believe "that blessed hope," the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.
- VIII. We believe that all who receive by faith the Lord Jesus are born again of the Holy Spirit and, thereby, become children of God.
- IX. We believe in the bodily resurrection of the just and the unjust, the everlasting, conscious blessedness of the saved, and the everlasting, conscious punishment of the lost.

Handbook Reproduction and Revisions

No part of this handbook may be reproduced or copied in any manner without the written authorization of Calvary Baptist Christian Academy. All policies stated herein are subject to change by the Administration and School Council at any time.

Standard of Conduct

Students of CBCA are expected to refrain from cheating, bullying, swearing, smoking, gambling, worldly music, dancing, sexual activity, drinking alcoholic beverages, or using narcotics.

Students who participate in such activities on or off campus are subject to suspension or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty. Students must agree to strive cheerfully toward unquestionable character in dress, conduct, and attitude.

"....to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17

Christianity in the Cayman Islands & Pledges

Our laws guarantee liberties to educate in order to preserve freedom. As such, we unashamedly teach biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country.

National Anthem

God save our gracious Queen!
Long live our noble Queen!
God save the Queen!
Send her victorious,
Happy and glorious,
Long to reign over us.
God save the Queen!

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian Flag,
And to the Savior for Whose kingdom it stands,
One Savior, crucified, risen, and coming again,
With life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word.
I will make it a lamp unto my feet, and a light unto my path.
I will hide its words in my heart, that I might not sin against God.

National Song

Beloved Isle Cayman – composed by Leila Ross-Shier, June 1930 (Stanza 1of 3)

O land of soft, fresh breezes,
Of verdant trees so fair
With the Creator's glory reflected ev'rywhere.
O sea of palest em'erald,
Merging to darkest blue,
When 'ere my thoughts fly Godward,
I always think of you.

Chorus

Dear, verdant island, set
In blue Caribbean sea,
I'm coming, coming very soon,
O beauteous isle, to thee.
Although I've wandered far,
My heart enshrines thee yet.
Homeland! Fair Cayman Isle
I cannot thee forget.

Our Parents' Code

Our parents play a vital part in the total program of CBCA. Emphasis again and again has been placed upon the importance of parents cooperating with the school for the education of the child. We like to believe that the following code, when subscribed to by all our parents, would make CBCA a school that would truly honor the Lord and produce the finest education possible.

1. I will pray regularly for the faculty, staff and administration.
2. I will cooperate fully in the educational function of *CBCA*, doing my best to make Christian education effective in the lives of each of my children, that they may love and serve the Lord Jesus Christ for all their lives.
3. I will pay all my financial obligations to the school on or before the date they are due. If I am ever unable to pay on time, I will notify the school in advance, giving reasonable explanation for the delay and stating when the payment can be made.
4. I will support the school by gifts in addition to my tuition payments as the Lord enables me.
5. I will assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and time.
6. I will attend periodic meetings and parents' functions of the school.
7. If I become dissatisfied with *CBCA* in any respect, I will try to resolve the matter with the person or persons involved rather than seeking to spread criticism or hold a negative attitude in my heart. I will not criticize the school before my children. I will follow the Biblical information found in Matthew 18:15.
8. I will seek the advancement of *CBCA* in all areas: spiritually, academically, and physically.
9. As a *CBCA* parent, I recognize it is my privilege and responsibility to strive diligently to observe the above as God enables me by the power of His Holy Spirit.

Our Financial Operations

CBCA is a private school operating under the auspices of *CBC*. Income from tuition is insufficient to fully cover the cost of operating the school, therefore, we invite interested individuals to contribute to the operational costs of the school via gifts for general expenses or by providing scholarships for deserving students who would otherwise be unable to afford such training. School fund-raising projects may be planned as the need arises.

School's Financial Policy

The school's financial policy is as follows: For students to continue their studies in school, to be issued new *PACEs*, to receive report cards or have records transmitted, or receive awards; regular payments must be made. There is a \$50.00 late fee added to the bill each month when satisfactory arrangement has not been made ahead of time. If a payment has not been received by the 10th day of the month, a reminder letter will be

sent to the parent and a late fee will be added to the bill. If the tuition is not paid by the 25th day of the month, the student will be dismissed from school based on non-payment of amount due, and the space will be given to another child. At this time, the school administration will only consider re-enrollment of the student based on space availability and under stricter financial terms. A meeting will be scheduled for the finance committee and the parents to discuss alternative arrangements. For families that are deemed qualified, the option of re-enrolling under new terms will be offered. The new terms will be considered “financial probation” and will include the following strict guidelines for payment:

- * Thirty-day promissory note, signed by both parents, for portions of tuition still owed.
- * Three months financial probation where students can be dis-enrolled immediately if any payment is late. There will be a \$500.00 non-refundable fee for re-admittance of a child who has been dismissed.

Tuition and Fees for 2019 - 2020

All payments should be deposited directly into our school’s bank account at Cayman National Bank or paid at the school's office by way of debit or credit card. Full details will be provided upon completion of registration.

Tuition is based upon an annual fee, unless it is pro-rated by the quarter. For convenience, the total school bill may be settled in the form of ten monthly payments, four quarterly payments, two semester payments, or one time annual payment plan. Tuition is not calculated on the number of days or weeks that a child attends school but rather on the annual fee and the payment plan as agreed at the time of registration.

Tuition - All Grades		
1 Payment Plan	Payment due Aug 1	
	Payment	Multi-Child Discount
1st Child	\$5,000	
2nd Child	\$4,800	\$200
3rd Child	\$4,600	\$400
4th Child	\$2,300	\$2,050
2 Payment Plan	Payments due Aug 1 & Feb 1	
	Payment	Multi-Child Discount
1st Child	\$2,650	
2nd Child	\$2,550	\$100
3rd Child	\$2,450	\$200
4th Child	\$1,525	\$1,125
4 Payment Plan	Payments due Aug 1, Nov 1, Feb 1 & May 1	
	Payment	Multi-Child Discount
1st Child	\$1,349	
2nd Child	\$1,324	\$25
3rd Child	\$1,299	\$50
4th Child	\$762	\$587
10 Payment Plan	Payments due Aug 1, Sept 1, Oct 1, Nov 1, Dec 1, Jan 1, Feb 1, Mar 1, Apr 1, May 1	
	Payment	Multi-Child Discount
1st Child	\$550	
2nd Child	\$530	\$20
3rd Child	\$510	\$40
4th Child	\$305	\$245
Fees		
	Elementary	Jr. High and Sr. High School
PACEs (monthly)	\$30	\$50
Music (monthly)	\$20	\$20
Registration (new)	\$150	\$150
Yearbook (Oct.)	\$50	\$50
Graduation (Feb.)	\$50 (Reading C.)	\$100 (Seniors only)
Re-enrollment (Mar.)	\$100	\$100
Repeated PACE	\$5	\$5

NOTE: There will be no refund or allowance granted in case of a withdrawal, expulsion, or suspension.

PROCEDURE GUIDELINES

Admissions Requirements & Procedures

CBCA does not discriminate in screening applicants, students, and others on the basis of any color, nationality, or ethnicity. Students are admitted to rights, privileges, programs, and activities generally accorded or made available to them at the school. We do not discriminate on the basis of color, nationality, or ethnicity in administration of educational policies, admission policies, and any other school-administered programs.

Students are accepted at CBCA on the basis of an interview with each family and the administration. All prospective students must be present during the interview. Parents and student must read this handbook thoroughly. Parents, along with junior and senior high students, are required to sign a statement of cooperation expressing their support of the school's program. A student who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in school.

Parents must submit an application accompanied by a \$150.00 non-refundable registration fee which includes the capital fee.

When applicable, we will require copy of birth certificate, passport, Immigration clearance and health assessment report.

All incoming students who are not from an A.C.E. school, will be required to complete a diagnostic test in Math, English, Word Building and Reading.

It is not the policy of CBCA to accept students who have been dismissed from another school. This will be considered on an individual basis and upon satisfaction of a thorough investigation into the circumstances surrounding the dismissal.

All students must have a current immunization record on file. In instances where a student needs medical attention, the secretary will call the parent or family doctor (in that order).

Final acceptance is based on the interview, testing results, and approval from the Principal on behalf of the School's Council.

The minimum age requirement for CBCA admission is 5 years.

Admissions Process

Step One

Confirmation of available space in the Learning Center for proposed student.

Step Two

Submit the following documents and fees:

- Completed Application form plus \$150.00 non-refundable application fee inclusive of the Capital fee.

- Copy of child's birth certificate and current photograph of the child.
- Certificate of Immigration clearance, if applicable.
- Previous school reports, psychological evaluations, learning assessments. etc.
- Student transfer form.
- Authorization for release of Education Records form.
- Parent or guardian Commitment Form.
- Copy of Health Immunization card.
- Financial obligation clearance if transferring from local private school.

Step Three

Parents will be contacted by school to set up interview.

Step Four

Family interview with the principal. Parents should ensure that they have read the School's handbook prior to the interview.

Step Five

Enrollment request submitted to Admissions Committee.

Step Six

Parents will be contacted once child is admitted.
Arrangements are made for students diagnostic testing.

Step Seven

School fee according to payment plan must be paid before the child begins school.

High School students desiring to enter the 9th level will be accepted only by special consideration from the administration. 12th level students will not be permitted to enroll unless they are transferring from an A.C.E. school.

Business Procedures

1. The yearly tuition amount may be divided into monthly statements.
2. The monthly statement includes all charges incurred for the given month.
3. No checks will be accepted.
4. Payments can be made by debit or credit card at the school's office.
5. Payments are due on the first day of the month, and are subject to a \$50.00 late fee when not received in the Business Office on or before the tenth of the month unless satisfactory arrangement has been made ahead of time.
6. The Business Office is open Monday-Friday, 7:30 a.m.- 4:00 p.m.
7. No deduction is made from tuition payments for a student's absences.
8. A student may be prohibited from attending class if the account is delinquent.
9. Please feel free to contact the Business Office if you have any questions or need to make special arrangements: (School Phone 946-5834).

Office Procedures

All parents are welcome in the school. When a visit to the classroom is necessary, the parent must first check in at the office for permission and clearance. No parent is to go directly to the classroom. If a parent wishes to speak with a supervisor, a private conference should be arranged.

Lunches, homework, books, and other items may be left in the office to be delivered to a student. School phones are for business use only. Please do not call and ask to speak to your child unless it is an absolute emergency.

Any parent wishing to change pick-up arrangements must call the school office before 2 p.m. However, parents are encouraged to have these arrangements in place before the child leaves home.

Parent Orientation

At the start of each new school year, CBCA will hold a Parent Orientation night which will take the form of an assembly style meeting with the Administrator and Principal of the academy to outline any policies, rules, objectives and to answer any general questions.

It is mandatory that at least one parent or guardian be present for the Parent Orientation. Failure to be in attendance may result in your child not attending the academy until a meeting can be established with the Principal or Administrator.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled three (3) times during the academic year on the first Friday after the end of each quarter. The parent/teacher conferences should be attended by at least one parent/guardian.

During these conferences, parent(s)/guardian(s) are updated on the child's academic performance.

If a conference cannot be attended in person, a phone conference may be arranged at the discretion of the teacher and administration.

Chapel Services

A weekly chapel service is held to illustrate to the students the importance of Christian education and how it relates to the ministry of the church. Local and visiting pastors, as well as staff pastors, preach/teach the Word of God during these chapel services.

Students are encouraged to bring their King James Bible, a notebook, and pen to all chapel services, and special meetings.

Music

Students will have the opportunity to learn various instrument, do voice lessons and music theory classes as long as a music instructor is on staff.

Scripture Memorization

The Word of God taught daily in each classroom as well as Scripture memorization is required at *CBCA*. The Bible enhances the study of other subjects such as English, History and the Sciences. No other book can enrich the mind and heart or better prepare one for an effective life as can the “Book of Books”.

It is a requirement that each student memorize the assigned weekly and monthly Scripture passages in order to be considered for the Scripture memorization award.

Attendance

The school days are Monday through Friday from 8:00am until 2:45pm except on Fridays when school dismisses at 1:30pm. Students are not to arrive before 7:30am, or stay later than 3:15pm. If a child is not picked up after these times, a fee of \$1.00 per minute will be added to their bill.

Absences

Regular attendance is a strong character quality that we want to strive to develop at *CBCA*. Absences are excused only for the following reasons: legitimate illness, death in immediate family, doctor and dentist appointments, court appearances, authorized school functions, or family trips approved by the administration ahead of time.

If your child will be absent from school, please notify the school by email to info@cbca.edu.ky, stating the reason for the absence. Otherwise, the absence is classified unexcused until the email is received. Any other absences, unless approved by administration prior to absence, will be considered unexcused.

In the event a student has an extended illness in excess of 3 days he/she must obtain a sick note from a physician in order to return to school.

Parents will receive notification from the school office for a meeting when the student has reached the third unexcused absence in a quarter.

Note: Although missing school for an unexcused reason, a student will not receive an academic penalty if he/she has a note from a parent; however, a student is permitted to have only five “unexcused absences – no penalty” per semester. The sixth absence during a semester will become an “unexcused absence - with penalty.”

Excessive absences will inhibit the student’s progress. If after evaluation by the administration, the absences are determined to be unnecessary, the student will be considered truant.

Tardiness

Punctuality is a character trait we desire for each of our students. Habitual tardiness, much like frequent absenteeism, is detrimental to a student’s academic progress. Consistent tardiness is also harmful to a student’s character development.

A student is considered tardy if he/she is not in the classroom or chapel with his required materials at 8:00 a.m. **Three** tardies will be equivalent to one absence. Continual tardiness will necessitate a conference with parents and principal, and possibly lead to revocation of student privileges, and/or suspension.

Truancy

Truancy is an absence without the knowledge and consent of parent(s)/guardian(s) and/or school staff. This includes, but is not limited to, leaving school without permission before the end of the school day, or staying out of a scheduled class or activity without permission. Such actions will not be tolerated.

First truancy: Student will be required to pay a \$50.00 administrative fee, meet with the principal, and have parents notified verbally or by written communication in addition to a three (3) day suspension.

Second truancy: Student will be required to pay a \$100.00 administrative fee, and meet with the principal in addition to a three (3) day suspension.

Third truancy: Student will have a conference with the school principal and at such time may be expelled from school.

Checking Out Procedures

Students will not be allowed to leave the campus for any reason during the school day without permission and without checking out at the school office.

Excuses to check out during the day must be given to the school office in the morning. These excuses may be verified by a phone call to the parent.

Please contact the school office to make arrangements regarding removing a student from campus prior to the end of school any given day. Parent(s)/Guardian(s) must first go to the school office to have the student released once prior arrangements have been made. The student will be sent to the office to meet the parent/guardian so as to minimize disruption in the classroom. The student should then be signed out by the parent.

At no time is a student to be picked up by anyone other than parents, guardians, or other persons authorized to do so on the information card.

CBCA cannot be liable for the safety of students who leave the property in an unauthorized fashion.

Withdrawal Procedures

We ask that when first considering withdrawal from school, the parent contact a member of the administration before a final decision is reached. After the appointment, if the final decision is made to withdraw, a "Withdrawal Form" will need to be signed by the parent and dated, along with the return of all books, before a student is considered officially withdrawn. Business arrangements for withdrawal of students must be made in the office by the parent. Transcripts and other records cannot be released to another school until all bills are paid and all school-owned textbooks and materials have been returned.

Emergency Dismissal

The route to follow will be posted in each classroom. Students will be assigned to turn out the lights and close the doors. No talking in the halls will be allowed. Students should go quickly to designated areas. Parents will be notified to come and pick up their children.

If there is a possibility of school cancellation due to weather, we will contact the parents. If the Public Schools close, then we will close for bad weather conditions or any other emergency.

Medical Guidelines

In order to be compliant with the Health Department's requirements for private schools, please be advised of the following:

1. All students who are coming from a foreign country, and wish to enroll in our school, will need to make an appointment with the Health Department to have a health assessment done.
2. All prescription drugs and non-prescription medication (including aspirin) must be left at the office to be administered to the student at specific times. A *Medication Authorization - Record of Dispensation* must be filled out weekly by the parent authorizing the dispensing of the medication.

3. Send only enough medication needed for school hours.
4. Please notify the office in case of hepatitis, meningitis, rubella, measles, or other communicable diseases. Students with such diseases will not be allowed to attend classes while they are contagious.
5. By enrolling a student at CBCA, the parent is giving permission to the staff of the school to:
 - Take the child to the hospital in case of emergency
 - Sign for permission for medical treatment declared immediately necessary by the physician in the event that the parents cannot be contacted.
 - Include the child in health screening programs at the school.

CBCA will not be responsible for injuries incurred on school properties or during school-related functions.

Testing

CBCA maintains a thorough testing program to measure students' abilities and progress. Results of tests are used to help the administration and faculty work more effectively with each student and to make continual improvements to the curriculum.

All new students will be administered a diagnostic test before placement in a grade level.

It is recommended that seniors and juniors register for either the SAT (Scholastic Aptitude Test -- commonly referred to as the "College Boards") or the ACT (American College Test).

Model Release

Any student's or parent's picture taken at a school function may be used in any *Calvary Baptist Christian Academy's* publication, website, etc.

Visitors

Students who desire to bring visitors to school must secure permission from the principal with at least one day advance notice. The administration reserves the right to reject a request from a visitor at any time.

Students that have been dismissed from CBCA may not return to the campus before, during, or after school without the administration's permission.

Lost and Found

All articles found at the school are sent to the lost and found center to be reclaimed before or after school. Periodically, students are notified that all found articles will be on display to be claimed. Any items remaining will be discarded or sold. Students are encouraged to mark all personal items brought to the school.

Special Fund-Raising Sales

To enable CBCA to purchase additional equipment and have special programs while keeping tuition rates as low as possible, we will conduct various fund-raising campaigns during the year for which your participation is encouraged.

School Lunches

Food will be catered by a third party provider and must be paid for in advance to the provider. Please inquire at the school office for additional information related thereto. Students also have the option to bring their own lunch from home.

Booster Club

The CBCA's Booster Club is a group of parents and interested friends who have indicated a desire to be a special help to CBCA through daily prayer and regular financial contributions for the ongoing operation of the school. Membership is open to anyone with a desire to promote and support *Calvary Baptist Christian Academy*. Membership drives will be held each fall.

Transportation and Pickup

Bus Policy

CBCA will assume no liability for students who have been dropped at their home and no one is there to supervise them. If there is an emergency, it is the responsibility of the parent to notify the school.

Bus Rules

- Minimum talking
- Students to remain in their assigned seats
- No food, drinks or gum

Bus Fees

- George Town - \$2.00;
- West Bay and Savannah - \$3.00;
- Beyond Savannah \$5.00

Pickup Policy

CBCA must receive written authorization from parents for other persons to pick up their child from school. Authorized persons must be sixteen years of age or older. If a parent is not to be allowed to pick up a child, CBCA must receive a copy of the appropriate notice or court order on file. Adults, other than parents picking up a child from CBCA, must come to sign the child out. Photo identification in the form of a copy of a Driver's License or Passport must be in the student's file before the child can be released to an authorized individual.

Late Policy

Student safety is a high priority here at CBCA, therefore, we make every effort to ensure that all students are under appropriate supervision until they return to you at the end of their school day.

For that reason, we are concerned about students who are left after dismissal time which is 2:45p.m. The school is not, and cannot be staffed to provide supervision for students in these situations; hiring extra personnel to supervise is beyond our financial resources. In addition, children can feel confused and apprehensive when they are not picked up on time.

We understand that emergencies arise. We also understand that traffic can be challenging or hectic, so that is why we are giving a grace period from 2:45-3:15. Traffic issues do not excuse the late fee that will be charged after 3:15 p.m. When your child is picked up late, our staff is required to remain working, therefore, unable to attend to commitments outside of school.

A late fee of \$1.00 per minute will be charged for a pickup after 3:15 p.m. An entry in the late pickup log will detail the time of pickup and the amount due. Late fees will be added to the child's tuition bill. Any continual late pickup may result in a meeting with the principal.

If there is an emergency that is approved by administration, then late charges may be dropped on a case by case basis.

**Friday students are dismissed at 1:30pm. Grace period is from 1:30pm-2:00pm and late fee of \$1.00 per minute will be charged for a pickup after 2:00pm.*

Please note that if a child has to serve detention, it is the parents responsibility to arrange for pick-up.

After School Programs

Further details will be given later.

Interrogations, Searches and Seizure Policy

It is the policy of CBCA that lockers, desks, and other property furnished to the student remain property of CBCA. Such property is subject to search by school officials.

CBCA supports all staff in the maintenance of law, order, discipline and decorum in its school and during authorized school functions which take place off school property.

CBCA therefore prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety. Such materials or objects may include, but are not restricted to:

- a) alcoholic beverages;
- b) illicit drugs;
- c) stolen property;
- d) weapons, either restricted or prohibited by law;
- e) any object which may be used as a weapon and which may cause serious injury;
- f) hate literature, racist material, pornography, etc.

Students and visitors to the school may on occasion have in their possession materials or objects (such as alcohol, illicit drugs, stolen goods and weapons). The school therefore authorizes the principal or his designates, on the basis of reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object, and in accordance with these procedures, to conduct searches and, where necessary, to seize prohibited substances or objects.

Defacing School Property

CBCA belongs to God; therefore, respect for all property is vitally important.

Writing, carving, defacing, or destroying any part of CBCA's property is considered a *serious* offense. Willful damage to these properties could result in immediate dismissal.

Any student guilty of defacing school property in any form, will be suspended and re-admitted only after damages are paid or repairs done.

Academic Reporting

Report Cards

CBCA is on a nine-week reporting period. A report card will be given to the parent at the

parent/teacher conference following the completion of each nine-week period. The last report will be given on the night of the Award Ceremony at the closing of the school year. If a student's account becomes delinquent, the report card will be held until arrangements for payment has been made.

Progress Reports

A quarterly progress conference will be requested by the student's supervisor to discuss your child's academic progress as well as showing areas of conduct that need to be improved. Parent Conferences are our way of working with each family concerning the child's educational, social, physical and spiritual well-being. At least one parent must come for an interview with the student's supervisor or principal at all conferences. Parents are encouraged to communicate with their child's supervisor on a regular basis. *Supervisors welcome opportunities to talk with parents; however, appointments should be made so as not to conflict with regularly scheduled duties.* The need may arise from time to time for special conferences. If you would like to have a conference with your supervisor or principal, please call the office to set a time. For parents who are members of CBC, please **do not** call the supervisors at home or discuss school problems during Church services. Appointments with administrative staff should not be made until a conference with the supervisor is attempted first, unless there are unusual circumstances. Problems are to be discussed with supervisors and others directly involved. Please do not involve other parents, students, etc., who are not part of the problem or the solution. Students *and their parents* are kindly asked to refrain from sowing discord by talking to others concerning problems they have with the school or a supervisor. Please know that it is the desire of all the staff of CBCA to solve problems and work toward solutions of any problems involving your children. We will spare no effort to that end.

School Supplies

Elementary (5-7 years old)

- Plain book bag with no logos
- Small box for supplies
- Glue
- Hand sanitizer
- Pencils
- Colored pencils
- Markers
- Crayons
- Eraser
- Ruler
- Facial tissues
- Scissors (rounded point)
- 2 Notebooks
- Sharpener

Elementary (8-10 years old)

- Plain book bag with no logos
- Small box for supplies
- Glue
- Hand sanitizer
- Pencils
- Colored pencils
- Markers
- Crayons
- Eraser
- Ruler
- Facial tissues
- Scissors (rounded point)
- Bible (King James)
- Black or blue ball point pen
- Dictionary
- Notebook paper for reports and compositions
- Sharpener

Jr. High and High School

- Bible (King James)
- Plain school bag with no logos
- Black or blue ball point pen
- Dictionary
- Pencils
- Sharpener
- Colored pencils
- Notebook paper for reports and compositions
- Eraser
- Ruler
- Facial tissues
- Hand sanitizer
- Small box for supplies
- Compass
- Protractor
- Scientific calculator (**only for High School**)

Field Trips

Quarterly – Students are given the opportunity to visit various historic sites or fun places of their choosing. Parents are notified before these trips are taken.

Bible Memory Requirements

- Each week students will be required to memorize a passage of Scripture.
- Weekly Scripture must be said by Friday.
- Students will be given an opportunity per day to say the Scripture.

Grading System

An Honor Roll list is compiled after each 9-week grading period and is determined by the following qualifications:

A-Honor Roll

Students must achieve a 94% or higher overall PACE average for the quarter. Students must complete all Bible Memory on time for the quarter. Students must have an A average in all other classes in which they are enrolled. A child's conduct for the quarter will affect his/her honor roll status. Students must be on academic balance for the quarter.

B-Honor Roll

Students must achieve an 87% to 93.99% overall PACE average for the quarter. Students must complete all Bible Memory on time for the quarter. Students must have at least a B average in all other classes in which they are enrolled. Student's conduct for the quarter may affect his/her honor roll status. Students must be on academic balance for the quarter.

Grading Scale

Students in the Reading Center through 3rd Grade must make at least a 90% or better on each PACE test, or they will have to repeat the PACE and re-take the test. This process will continue until the student masters the PACE. Students in Grades 4-12, must make at least an 80% or better on each PACE test, or they will have to repeat the PACE and re-take the test. The following grading scale is used throughout the school:

A+	98-100	C+	86-87
A	96-97	C	83-85
A-	94-95	C-	80-82
B+	92-93	D+	76-79
B	90-91	D	74-75
B-	88-89	F	00-73

An "**Incomplete (Inc.)**" grade is given when requirements have not been met. A student is given ample time to make up an incomplete grade. If it is not made up within the prescribed time (usually one day of grace for each day absent), the grade changes to an "F".

Incomplete on a report card not made up by the time the Honor Roll list is determined, will automatically disqualify that student from the Honor Roll for that grading period.

If a student has two hours or more of detention during any one week of a quarter or is suspended during the quarter, the student will not be allowed to be on any Honor Roll, even if he completes all the required academic work.

Student Conduct

CBCA expects its students to try to live above reproach in all aspects of their daily life. We expect students to exhibit respect for God, country, family, supervisors, and fellow students. Lying, bullying, cheating, stealing, fighting, and profanity will not be accepted.

Attendance at CBCA is a privilege; therefore, constructive suggestions are welcomed. Gossiping and criticism will not be tolerated. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.

Classroom Conduct

- Classroom conduct will have an effect on a student's grade.
- A total of demerits equaling more than 2 hrs. of detention in one week requires a conference. The child's grade is not affected.
- The second time a student earns demerits equaling more than 2 hours of detention in one week, the student's grade could be lowered by one letter (A to a B). If a student has his grade cut below a "**D**," then all work will need to be repeated for the quarter in all subjects.

Student Code of Ethics

I pledge to:

- Cooperate with the supervisors and the administration.
- Practice good sportsmanship at all school activities at home and away.
- Promote courtesy.
- Obey the operational rules of the school.
- Respect my responsibilities and carry them out to the best of my ability.
- Be honest in school work and extracurricular activities.
- Adopt an attitude appropriate for CBCA students.
- Keep school spirit alive and support my school in striving to uphold its reputation, untarnished and unsullied.

Principles of Conduct

CBCA reserves the right to apply discretionary consequences to any misconduct or violation of these principles.

"Children, obey your parents in all things: for this is well pleasing unto the Lord."
Colossians 3:20

"Obey them that have the rule over you, and submit yourselves. . ." *Hebrews 13:17*

"For the commandment is a lamp; and the law is light and reproofs of instruction are the way of life." *Proverbs 6:23*

1. Disrespect and disobedience to any authority will not be tolerated.
2. Mutilation or destruction of *any* property will not be tolerated. Parents will be billed for any damages incurred. If intentional, the student will be disciplined.
3. Lying, cheating, and stealing will not be accepted.
4. Fighting of any sort is considered out of order.
5. No chewing gum on school properties or buses.
6. Students are not to bring any articles that will distract from academics — magazines, radios, athletic equipment, trinkets, games, or toys.
7. No using of office phones without permission from office or supervisor.
8. No criticism of supervisors, policies, or students.
9. Talk at school about inappropriate movies is not allowed.
10. Students using or talking in a flippant way about alcohol, tobacco, or illegal drugs will be subject to discipline.

Social Networking

Posting of any “inappropriate” comments, pictures, suggestions, etc. is a violation of school rules and policies. Such student will receive a minimum 30 minutes detention. Such “inappropriate” comments, pictures, suggestions, etc. may lead to suspension or expulsion.

Student Conduct & Discipline

Parents and supervisors must cooperate fully with one another. Anything said or done which tears down respect and confidence for either one will harm the child. When there is a misunderstanding, a student should take it quickly to the supervisor. Often a conference or even a note can clear up the difficulty.

If a student brings a problem home to you, please encourage your child to go immediately to the supervisor involved and resolve the problem. If the problem then is not completely resolved, immediately call the office to set up an appointment with the supervisor for a conference by phone or in person.

Various forms of correction may be used depending upon the nature and severity of the problem. The more you become involved in correcting behavioral problems at home, the more your home will be strengthened. However, if correction of a problem must be assumed by the school, one or more of the following may be used: phone call, conference, suspension, or expulsion.

Demerit System Values and Consequences

The offenses listed are not all inclusive and a student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the administration. Demerits are reset each day, but are still kept on file. Excessive demerits in a quarter may result in a student being dismissed.

Class 1 Offenses

Offense	Consequence (Number of Demerits)
Classroom Offenses	
• Turning around in office	1
• Lack of participation in assembly or school event	1
• Any unwarranted disturbance (in the building)	1
• Running in hallways or lobby	1
• Chewing gum	1
• Getting out of seat without permission	1
• Writing or passing notes	1
• Messy office	1
• Goal chart not posted	1
• Running inside the building	1
• PACES left at home (per subject)	1 Per subject
• Not returning Homework Assignment Slip	1
• More than one day's work left un-scored	1
• Having a pencil at the scoring table	1
• Taking Check-ups or Self Tests without permission and supervisor's initials.	1
• Not setting goals or unauthorized goal change	1
• Not returning or having parent sign Corrective Action Notice	1
• Talking at scoring table	1
• Talking at testing table	1
• Talking in class or disturbing class	1
• Throwing any object	3
• Major Scoring Violation	
○ 1 st Offense	3
○ 2 nd Offense- Note home to parent	4

- 3rd Offense- conference with teacher and parent 5
- Incomplete Homework - Note home to parent 5

Social Offenses

- Teasing or name-calling 1
- Incomplete Uniform (Missing belt, socks, etc.) 1
- Having unapproved unsuitable possessions (Phone, iPod, Toys, Electronics etc.) 1
- Dress Code Violation-Could result in a call to parent for change 3
- Disruptive, unkind, or dangerous horseplay 1
- Cell Phones 5

Class 2 Offenses

Offense	Consequence (Number of Demerits)
Student Conduct	
• Lying	10
• Fighting	10
• Vulgar, Coarse or inappropriate language	10
• Cheating	10
• Speaking Disrespectful to Teacher	10
• Asking another staff member permission after refusal already stated	10
• Stealing	10
• Defacement of school or student property – Student/Parents are held responsible for replacing or fixing damages.	10
• Improper social conduct.	10
• Unsuitable personal property (knife, matches, etc.)	10
• Leaving school grounds without permission-	10

All class 2 offenses depending on severity could result in detention, suspension, or expulsion.

Class 3 Offenses

The following list will be used for infractions **at or away** from school.

Offense	Consequence (Number of Demerits)
• Smoking	Automatic Expulsion
• Drinking of alcoholic beverages	Automatic Expulsion
• Possession or use of illicit drugs	Automatic Expulsion
• Immorality/Pornography	Automatic Expulsion
• Gambling (with money)	Automatic Expulsion

Number of demerits in a day	Consequence
5 Demerits	Missed Break
10 Demerits	25 Minutes of Lunch
15 Demerits	Entire Lunch
20 Demerits and Correction Notice	30 Minutes Detention
25 Demerits and Correction Notice	1 Hour Detention
30 Demerits. Parents are called, and a conference is requested.	1 Day Suspension

Substance-Abuse Policy

Calvary Baptist Christian Academy considers the possession sale or distribution of illegal drugs to be a serious offense and as such will maintain a zero tolerance of illegal drug offenses if a student chooses not to abide by the drug laws of the Cayman Islands as well as those specified in our school's handbook. All of our substance-abuse policies govern how we treat students who are in violation and includes but is not limited to illegal drugs, the miss-use of over-the-counter or prescribed medications or any other matter related to drug offenses.

Consumption of alcohol is strictly forbidden. Students found in violation on or off the school campus will be subject to disciplinary measures as stated below:

1. The parents will be contacted immediately.
2. The principal will interview the student.
3. Upon notification of parents the students' office and personal possessions searched.

If the student is deemed to have violated the school's substance abuse policy regarding use, possession, distribution or any other infringement involving illegal drugs or alcohol they will be expelled.

Should there be a circumstance which create reasonable suspicion that the student has consumed, sold or distributed controlled substances, management will pursue a thorough and unbiased investigation which may include drug testing, bag searches etc. A student who refuses to submit to drug testing will be considered by administration to have tested positive and this may lead to expulsion.

Expulsion

In certain situations where demerits and other courses of discipline are deemed ineffective and/or in which certain rules requiring a higher level of discipline are broken; the administration holds the authority, when the circumstances, behavior, or actions of the student are beyond that of normal correction, to exercise suspension(s) and ultimately expulsion from school.

In such cases, a conference will be conducted with administration, parent(s)/guardian(s) and offending student. During the conference, all parties will discuss the situation and the School Council will determine the disciplinary course of action at a later date. The student will not be allowed to return to school until a decision is made. The determination of the School Council will be final and binding.

Worldly Music Policy

(Rock, Reggae, Calypso, etc.)

The purpose of CBCA is to give direction to our young people, not only academically, but also spiritually.

Because worldly music is part of the counter-culture that has as its purpose planting seeds of rebellion, immorality, and lawlessness, CBCA takes a firm stand against any form of worldly music, including so-called "Christian rock." We consider the listening to this kind of music detrimental to the spiritual, moral, and academic life of a person, which in turn affects the atmosphere of our school.

Parents can support the school in this policy by the principle of replacement. Substituting wholesome, uplifting music, both sacred and classical, will address the spiritual, mental, and physical needs of their child, as exemplified by David's ministry before Saul in I Samuel 16:23. *"And he hath put a new song in my mouth, even praise unto our God..."* (Psalm 40:3)

Solicitations Prohibited

Solicitation is forbidden at CBCA without the specific approval of the administration. This includes the selling of tickets, candy, distribution of political material, or circulation of petitions.

Articles Prohibited

Tobacco products, alcoholic beverages, narcotics, dice, playing cards, knives, guns, explosives of any kind, weapons of any kind, radios, tape recorders, magazines or books not related to class work, live animals/pets, and anything depicting scenes or insignias associated with rock music are **not** permitted on school property.

Non-Sponsored Parties

The school cannot be responsible for any party or social event that is not officially approved and sponsored by CBCA.

Areas of Attitude Correction

Disobedience:

- ◆ refusing to carry out a specific command or request
- ◆ Performing a duty in a way previously not instructed
- ◆ Silence – non-performance
- ◆ "No" utilized in defiance of authority
- ◆ Delays in promptly carrying out commands or requests

Disrespect:

- ◆ "yeah," etc.
- ◆ Improper voice tone in answering
- ◆ Flippant or rebellious attitude revealed through body movements
- ◆ Attitude of ingratitude
- ◆ Attitude of disregard for feelings or worth of others
- ◆ Questioning attitude or verbal questioning after specific requests have been made
- ◆ Name-calling of adults or peers
- ◆ Violation of others' rights or property

Irresponsibility:

- ◆ Failure to bring in homework or bringing in incomplete or unsatisfactory work
- ◆ Not following through on projects or assignments

Suspension

A student whose deportment has been shown to be unacceptable may be subject to suspension. This means the student would not be allowed to attend class for the duration of the period of suspension. Further disciplinary action would result in dismissal. While on suspension, a student must not be on the school grounds, attend any function, or be permitted to make up class work or tests. All such work missed will result in zeros being given in all subjects and averaged in with the current term's grade. In-house suspension may be used in lieu of at-home suspension in some cases.

Discipline Procedures

CBCA is not primarily a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their responsibilities. All new students are admitted on probation for the first 60 days. **Gripping is not tolerated!** If your child does come home complaining about a policy or discipline, please follow this procedure:

1. **Give staff the benefit of the doubt.**
2. **Realize that your child's reporting is emotionally based and may not include all the information.**
3. **Realize that the school has reasons for all rules and that they are enforced without partiality.**
4. **Support the administration and call the school for all the facts.**

When a child's attitude is not in accordance with school policies or principles, the child will be placed on probation and the parents will be called for a conference. If the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child. . At this time parents may appeal to the school council for further consideration of the matter

High school students in particular, because of their testimony before the younger children, are expected to adhere to the school's philosophy and Christ-centered program. Such adherence includes abstinence from tobacco products, use of narcotics, listening to secular or religious rock or country music, dancing, swearing and other questionable practices.

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

At CBCA, discipline is maintained that is firm, consistent, and tempered with love. Our staff maintains standards of behavior in the learning center through kindness, love, and a genuine regard for the students. However, when disciplinary action becomes necessary, it will be firmly carried out, tempered by good judgment and understanding.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all aspects of life.

Dismissal

A student may be dismissed from the school at any time he is found to be out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration and further reviews or appeals cannot be considered.

Elementary: Dismissal occurs when a student is not performing within the boundaries of Christian attitude or conduct. Students who are dismissed may not be considered for re-enrollment for a minimum of one full semester. Parents must meet with the administration before re-enrollment will be considered.

High School: Dismissal occurs when a student has obtained excessive demerits or when a student is not performing within the boundaries of Christian attitude or conduct. Students who are dismissed may not be considered for re-enrollment for a minimum of one full quarter. Parents must meet with the administration before re-enrollment will be considered.

Merits & Privilege Level

Just as demerits and detentions are used in the discipline of a student, merits and privilege levels are positive incentives designed to promote learning achievement. Merits (the opposite of demerits) are earned for a variety of things, including but not limited to:

- No demerits per day
- Weekly Scripture memory
- Perfect daily goal check
- No required homework in one week
- Scoring 100% on a test

Merits are kept by the individual student and may be used to “purchase” items from the Merit Store. Privilege level status is another reward for work accomplished and progress achieved. This is used to teach the student that privileges are earned only with the addition of responsibilities. Each level status must be earned consecutively. Requirements and privileges are as follows:

“L” privilege level: The first level. Responsibilities include approximately 2 PACEs a week, academic balance the third week, no more than a weekly total of 45 minutes of detention, and weekly Scripture said by Thursday. Privileges include extra break time, quiet activities in office upon completion of daily goals.

“C” privilege level: The second level. Responsibilities are the same as “L” level, with the exception of a 30 minute detention limit, and the addition of a short oral report. Privileges are the same as “L” level, with the addition of being out of seat without permission in the Learning Center.

“S” privilege level: The highest level. Responsibilities are identical to “C” level, with the exception of no detention, a book report rather than oral (report qualifies student for a four-week period), and the addition of participating in Christian service on a regular basis. Privileges are the same as “C” as well, with the addition of leaving the Learning Center at will for approved activities.

Field trips, etc will also be used as a reward.

School-Sponsored Trips & Activities

The same standards of conduct and dress required of students at school are also required of students on school-sponsored trips and school-related activities.

Parents visiting the school or attending school functions are also requested to respect these standards in their dress.

Binding Arbitration

SECTION 1 - SUBMISSION TO ARBITRATION

Believing that lawsuits between believers are prohibited by Scripture, all members of this church and/or those who place their children in the church's Christian school ministry agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

SECTION 2 - NOTICE OF ARBITRATION

In the event of any dispute, claim, question, or disagreement arising out of or relating to this school's handbook or other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to Section 3, below.

SECTION 3 - LIMITATIONS ON ARBITRATION DECISIONS

The Procedures for Arbitration shall be as adopted by the pastor and the board of trustees of Calvary Baptist Church.

Clothing Regulations and Personal Appearance

Why a uniform?

- A uniform prevents Christian youth from being a stumbling block through immodest or sloppy dress.
- Uniforms and high standards help prevent giving offense.
- Uniforms result in higher discipline and higher academics.
- Uniforms help improve a student's self-image.
- Classroom décor is provided by uniforms.

- Uniforms provide distinct difference; "being not conformed...but...transformed."
- Uniforms give identification for building school *esprit de corps*.
- Uniforms reduce yearly clothing costs.
- Uniforms eliminate competition in dress between potential social climbers.
- Uniforms eliminate the daily decision of what to wear.
- Uniforms standardize and neutralize the external while enhancing individualization in internal values.

Our Uniforms

BOYS

Hair: Must be cut in a standard, conservative cut, must be off the collar and ears and have a tapered or blocked appearance. Dying or coloring the tips of the hair is not allowed. No fad haircuts are allowed. Hair must be combed away from eyebrows as to maintain one inch between brow and hairline. Sideburns are to be no longer than the ear opening. Facial hair is not permitted; students with stubble will be dismissed from school.

Decorative Items: No pins, bracelets, necklaces, earrings, or questionable rings or watchbands. Body piercing will not be allowed.

Pants:

- Navy Blue pants in good condition.
- A solid black belt must be worn with pants. All belt buckles must be approved through the office.

Shirt:

- Light blue, collared, loose-fitting, with buttons at the front for students 8yrs and older. Polo shirts for students 5-7yrs old.
- CBCA logo should be printed on all shirts.
- Shirt must be buttoned up excluding the top button at all times.
- No undershirt or undergarment can be revealed in anyway.
- Sleeve length should be no shorter than 4 inches from the shoulder.

Sweater:

- School sweater can be purchased at the office. Please place name of child on sweater.
- No hoodies, jackets are to be worn during school.

Shoes:

- Dress shoes or boots that are solid black must be worn in the classroom.
- Boys' shoes that reflect a feminine style and heel will not be permitted.
- No athletic shoes or casual shoes will be permitted to be worn in the classroom.
- Athletic shoes may be worn outside on breaks and during P.E. only.

- No shoes with any tears or rips are to be worn.
- Shoes must be neat and polished.
- White socks

P.E. Uniform:

- House T-shirt
- Yellow T-shirt is to be worn when representing our school in a sport event, etc.
- Loose-fitting athletic pants or loose-fitting shorts that fall below the knee.
- Athletic shoes
- White ankle socks

General Rules:

- No faded, dirty, wrinkled, or unprofessional clothing may be worn at any time.
- No pullover jackets or hoodies are permitted.
- No hats are to be worn inside the building at any time.

GIRLS

Hair: Must have modest, conservative styles; should not resemble a man's hair style in any way. Dying or coloring the tips of the hair is not allowed. It must not hang over or on one's eyebrows and it should be styled in a way as not to cast shadows on one's eyes. Hair must be combed away from eyebrows as to maintain one inch between brow and hairline.

Decorative Items: Only one earring (smaller than a nickel in size) per ear, in the earlobe. Body piercing will not be allowed. No pins, bracelets, necklaces, or questionable rings or watchbands.

Skirt:

- Navy pleated skirt, the length needs to be to mid-calf.
- No denim material is permitted.

Shirt:

- Light blue, collared, loose-fitting, with buttons at the front. Polo shirts for the girls 5-7yrs old.
- CBCA logo should be printed on all shirts.
- Shirt must be buttoned up excluding the top button at all times.
- No undershirt or undergarment can be revealed in anyway.
- Sleeve length should be no shorter than 4 inches from the shoulder.

Sweater:

- School sweater can be purchased at the office. Please place name of child on sweater.

Shoes:

- Dress shoes that are solid black must be worn in the classroom.
- Athletic shoes may be worn outside on breaks and during P.E. only.
- No shoes with any tears or rips are to be worn.
- Shoes must be neat and polished.
- White socks above the ankle

P.E. Uniform:

- House T-shirt
- Yellow T-shirt is to be worn when representing our school in a sport event, etc.
- Culottes that reaches below the knee

All returning students will be required to be in uniform the first day of school. Students not in uniform will be dismissed from classes.

All new students will have 30 days to be in uniform. After a 30-day period students not in uniform will be dismissed from classes.

All uniforms should be clean, in good repair, and well-pressed.

A student who is not in proper uniform will be dismissed from school for the day and his absence will be counted unexcused.

Physical Education

All students are required to participate in Physical Education. 1st-3rd level students participate on campus. 4th-12th level students go to nearby city parks and recreation areas with their supervisors and Physical Education coaches.

Property Searches

The school staff and/or Pastor, with probable cause, has the right to search any student's automobile, backpack, purse, pocket, lunch box, desk, or person. This will always be performed within the guidelines of Christian modesty.

Re-Admission

During the month of March, all currently enrolled students will be given the opportunity to re-enroll for the upcoming Fall term.

Students who return to CBCA will be reviewed on the basis of behavioral and academic progress. Students who are not re-admitted to CBCA will be notified in writing. Students may not be re-admitted to the Academy for consistent low grades, lack of interest, violation of rules, inappropriate behavior, low Christian standards, outstanding financial obligations, etc.

Returning students who have had physical problems in the past, must have a Medical History Report filled by a physician and submitted to the school office upon registration.

Computers

Computers are a way of life; therefore, all students are given opportunity to learn how to use computers, starting as early as first grade. Each high school graduate is expected to be computer literate.

Every student is given computer time each week to enhance computer proficiency. Programs, such as Readmaster, WordBuilder, MathBuilder, TypeMaster, and other programs are designed to enhance the student's overall academic performance. These programs are available for daily use in each classroom.

Student Conventions

Students ages 13-19 are eligible to attend the Accelerated Christian Education Regional Student Convention held once a year. Students are allowed to choose six performance events, such as music, athletics, speech, and dramatics. They may also choose six events that are non-performance, such as photography, needle/thread, and arts.

We are looking forward to a profitable year at Calvary Baptist Christian Academy, and ask for your prayers as we seek to make our ministry one that is beneficial, truly God-honoring, and a testimony to all around us.