

Revised Aug. 9, 2021

**CALVARY BAPTIST ACADEMY**  
**PARENT/STUDENT HANDBOOK**  
**Grades 7<sup>th</sup> - 12<sup>th</sup>**  
**2021-2022**

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

*Take the helmet of salvation and the sword of the Spirit,  
which is the word of God.  
Ephesians 6:17*



CALVARY BAPTIST ACADEMY  
9333 LINWOOD AVENUE  
SHREVEPORT, LOUISIANA 71106

**TELEPHONE DIRECTORY**

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

**NOTICE OF NONDISCRIMINATORY  
ADMISSIONS POLICY**

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

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*Dear Students and Parents,*

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

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

*I will have the privilege of working with outstanding administrators, Mrs. Rhonda Honea, Mr. Kevin Guerrero, Mrs. Brenda Blue, Mrs. Tiffany Toups, and our newest member of our administrative team, Ms. Penny Champion. In addition, our faculty and staff have prepared to have a great school year.*

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

*Sincerely,*

*Chad McDowell  
Superintendent*

## MISSION STATEMENT

The mission of Calvary Baptist Academy is to Connect People to Christ by providing a Biblical worldview education while preparing students to be arrows of truth and light. (2016)

## EDUCATIONAL GOALS AND OBJECTIVES

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

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

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

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

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

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

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

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

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

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

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

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

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

## **STATEMENT OF PHILOSOPHY**

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

1. We believe the Bible to be the inspired, infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. We believe in the literal account of creation as taught in the Scriptures; that man was created by a special, immediate and formative act of God; that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature.
5. We believe that the Lord Jesus Christ died for our sins according to the scriptures as a representative and substitution sacrifice and rose again for our justification, and that all who believe in Him are justified on the grounds of His shed blood and are saved by grace through faith wholly apart from human merit and works.
6. We believe in the resurrection of life and they who are lost unto the resurrection of damnation.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
8. We believe that the primary goal of every Christian is to glorify the name of Jesus Christ in all that one does; therefore, we should separate ourselves from all practices and influences which hinder a Spirit-filled life.
9. We believe that it is the privilege and responsibility of every believer to do his utmost to present the Gospel of Christ to the whole world.
10. We believe that the true, universal church includes all believers in Christ during this present age, and that the Church of which He is the Head is the body and bride of Christ.

Therefore, we have Christian training daily in our Bible electives for all students, and the teachers incorporate Biblical principles into their daily lesson plans. In grades K-12 Bible required course and a required elective for all four (4) years in high school with students receiving Carnegie credit for Bible as an elective (Bible I, II, III, and IV)

## CHAPEL

Chapel service for grades 6-12 will be held on designated Tuesday's in the church sanctuary. Parents and other guests are invited to attend to hear our speakers. Please arrive early so that you can check into the office and receive a visitor's pass.

## ADMISSION PROCEDURES/POLICIES

All applicants to CBA are considered based on the evaluation from the following documents:

1. A copy of the last two years report cards, attendance record, and discipline record
2. Most recent standardized test scores.
3. If applicable, any IEP or 504 documents.
4. Any other relevant documents requested by the administration.
5. Additional assessments may be administered.
6. Agree to abide by the contents of the Student Handbook.

Other records that are required include:

1. Copies of birth certificate, official transcripts, health records, other records as requested.

Parents must understand that the school will attempt to lead their child to a personal relationship with and commitment to Jesus Christ.

All students and parents will have a personal interview with the administration before acceptance in all grades.

**The superintendent or designee reserves the right to review admissions policies for additional recommendation.**

## IMMUNIZATION RECORDS

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

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

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

Children who are not in compliance with state immunization guidelines will not be allowed to attend school or participate in school-sponsored activities. Current immunization records and conscience exemption forms must be on file in the school office prior to school attendance.



## ATTENDANCE

A state approved school has strict requirements for attending school. A student may have passing grades for the semester or year, yet may still fail a grade level or subject due to poor attendance.

According to Bulletin 741, which is published by the State Department of Education (SDE), and the compulsory school attendance law, a student in grades Kindergarten through the eighth grade shall attend a minimum of 52,800 minutes which is equivalent to 148 days per school year based on a 360 minute instructional day. **Middle School Students cannot be absent more than 17 days for the school year. A student in middle school will be counted absent if not present for 3 ½ hours of the school day.**

In grades nine through twelve, a student shall attend a minimum of per semester in 26,400 minutes which is equivalent to 74 days each semester for each class based on a 360 minute instructional day. **High School students cannot be absent more than 7 days the first semester and 10 days the second semester. In high school, a student will be counted absent if not present for ½ of the class period.**

When a student is absent, he/she shall bring a written note (parent, doctor, or court) upon their return to school. This note will be brought to the appropriate grade level office for verification and the student will be given a pink absentee slip for all teachers to sign. This written note from the parent, doctor, or school personnel is to allow the student to makeup all their work and tests.

**The following are considered excused absences as per the Compulsory Attendance Law:**

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

For lengthy absences, parents may need to provide additional tutoring for their child. It is up to the parent/student to contact the teacher through email, text, **RenWeb/FACTS SIS/FACTS FAMILY PORTAL**, or have a contact person to call for missed assignments, homework, etc. Teachers may have work available for pick-up in the office at the end of a school day (after 3:05) for students with extended days absence (3 or more days).

**Attendance requirement for after-school extra-curricular activities:**

Students that participate in after school/extra-curricular activities (practice, games, trips) are expected to be at school for the entire day, unless they check-in or check-out with one of the criteria for excused absences as per the Compulsory Attendance Law.

The administration will address any excessive pattern of absences that is contrary to this expectation.

## UNEXCUSED ABSENCES

Any absence not documented with one of the 6 reasons listed under the Compulsory Attendance Law will be considered unexcused. **A parent note will allow the student to make up work; however, it will not be considered documentation for an excused absence.**

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

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

## TARDINESS

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

**For first period only:** If a student arrives to school between 8:00-8:05 a.m., he/she reports to the classroom and is marked tardy by the teacher. After 8:05 a.m. he/she shall report to the appropriate grade level office to check in and for an admit to class. The teacher will mark in Renweb, the student as tardy excused or unexcused based on the check-in admit from the office.

**Middle and High School Students:** Tardies to class will be monitored by the classroom teachers and documented in **RenWeb/FACTS SIS/FACTS FAMILY PORTAL**

All unexcused tardies will be recorded. After every third tardy, a referral form will be turned in to the administration. A behavior modification plan will be implemented at the first referral.

3<sup>rd</sup> tardy = Warning & parent contact

5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, etc. – At the minimum, detention will be assigned.

Tardies start over at the end of the first semester. Check-ins are accumulative for the year

A pattern of tardies may affect a student's bell ringer and exit ticket grade.

## CHECK-IN/CHECK-OUT

**CBA is not an open campus. Students may not enter or leave campus without properly checking-in or checking-out.**

**An excused check-in and/or check-out based on the Compulsory Attendance Law (such as a doctor/dental appointment, personal illness, serious illness in immediate family, death in family, court appearance, religious holidays, school activities or administrative excuse) are the only check-ins and check-outs that will be excused. Parent notes are not considered excused absences under the Compulsory Attendance Law.**

**All check-ins and check-outs must be initiated through the academy office for grades 7-8 and the high school office for grades 9-12.**

**No student may enter or leave the campus without properly checking-in/checking-out, including signing the check in/out book.**

**Students who check out are to leave the campus immediately.**

**A parent must contact the office to initiate a check-out.**

**Texting a student's cell phone giving permission for he/she to check-in and/or check-out does not suffice as initiating contact with the office.**

**A pattern of check-ins/check-outs may affect students bell ringer and exit ticket grade, his/her attendance, and may prompt an evaluation from the administration.**

## EARLY-OUTS

**All early-outs shall be approved by the administration and parent.**

If a student is a member of an extracurricular activity that meets or practices 7<sup>th</sup> period or after school, that students options are as follows:

1. Leave campus and return at 1:45 or 2:45 (whichever is appropriate) and report directly to their assigned area
2. Eat lunch on campus, leave campus and return at 1:45 or 2:45 (whichever is appropriate) and report directly to their assigned area.
3. Eat lunch on campus and report to the high school office.

## **WITHDRAWALS**

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

1. Parent must submit a written statement of the reason for withdrawal (example: moving out of state).
2. Parent should notify the school at least 3 days in advance.
3. All debts, tuition, and business matters must be reconciled or records will not be forwarded to receiving school.

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

### **MEDICATION**

**Unless a parent/guardian personally administers medicine to their children, all medication will be dispensed by school office personnel only. Parents are responsible for delivering all necessary prescriptions medication to the office. Students then report to the office when medication is needed.**

**Over-the-counter medication will be given only by permission of the parent/guardian. Students found with any type of medication will be disciplined.**

1. The medication must be prescribed, and written directions must be given by a licensed physician or dentist.
2. The medication must be provided to school personnel in a container that meets acceptable pharmacy standards and includes the student's name, the prescription number if any, date, frequency, name of medication, dosage, and physician's name.

If it is determined by the classroom teacher that the illness is deemed to be major, then the school office will notify the parent, and the parent shall be required to come to the school and pick up their sick child. Parents are responsible for notifying the school in writing of any continuing medical problems or severe allergic reaction that might affect their child at school.

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

### **YEARLY DOCUMENTATIONS, PRESCRIPTIONS & UPDATES FOR STUDENTS WITH EXTENUATING MEDICAL CONDITIONS**

Please provide yearly medical documentations, prescriptions, & updates for students who have extenuating medical conditions that require staff that works directly with your child to be knowledgeable of your child's medical needs.

With new teacher's and office staff members, it is imperative that the current staff have pertinent medical information regarding your child.

## STUDENT ACCIDENT INSURANCE

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

## STUDENT ACCIDENT /INCIDENT REPORT

If your child is injured at school, it is Calvary Baptist Academy's policy to fill out an accident report and keep it on file in the school office. The parent shall receive a copy of this report upon request. This accident/incident report will be completed and signed by the appropriate staff member.

## DISASTER PLAN

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

Students are to follow all directions from staff regarding emergency procedures.

Emergency procedures include, but are not limited to:

Fire Drills – Evacuation of the building (at least 300 feet).

Tornado Drills – Take shelter and cover inside the hallway of the designated building

Lockdown Drills – Take shelter and lock all doors, windows, and curtains/blinds.

Shelter in Place – Take shelter and follow directions of the staff member in charge.

Hazardous Spills – Doors, windows, and air vents in the classroom and hallways will be closed. Ventilation systems will be turned off.

## VISITORS ON CAMPUS

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

## EMERGENCY CLOSING OF SCHOOL

Any emergency closing of the school due to weather or other circumstances will be announced on the local radio and television stations. Information will also be posted on **CBA's website** ([www.calvarycavaliers.org](http://www.calvarycavaliers.org)) and **CBA's Facebook page**. This call will be made by the Superintendent of Calvary Baptist Academy. There also could be a delayed opening. This means we expect the weather to get better and we could start school later in the morning (example, 10:00 a.m.)

## PARENT INVOLVEMENT

Parents are encouraged to be involved in the education of their children. Parents who wish to have a parent conference with the teacher, principal, or superintendent should call or email for an appointment.

Parents can also be involved in the following ways:

1. **RenWeb/FACTS SIS/FACTS FAMILY PORTAL**

**Activate your Renweb account by following these steps:**

**A. Go to the website [www.renweb.com](http://www.renweb.com)**

**B. At the top right, click Login and then choose ParentsWeb Login from the dropdown menu.**

**C. Select the link to Create a New Family Portal account. You will be prompted to enter our District Code which is CAL-LA. You will need to use the email address we have for you in Renweb to be successfully linked to your child's records.**

**D. You will receive an automated email with a link to finalize setup.**

2. **Website ([www.calvarycavaliers.org](http://www.calvarycavaliers.org)) for weekly calendar of events and updated information**

3. **Facebook Page ([www.facebook.com/CalvaryBaptistAcademy](http://www.facebook.com/CalvaryBaptistAcademy)) for updated information**

4. **Volunteer – Service, time, supplies, and/or labor, to help with capital improvement projects.**

## 2021-2022 BELL SCHEDULES

### Regular Bell Schedule

#### Middle School

8:00 – 8:50	1 <sup>st</sup> Period
8:55 – 9:45	2 <sup>nd</sup> Period
9:50 – 10:40	3 <sup>rd</sup> Period
10:40 – 11:10	MS Lunch
11:15 – 12:10	4 <sup>th</sup> Period
12:15 – 1:05	5 <sup>th</sup> Period
1:10 – 2:00	6 <sup>th</sup> Period
2:05 – 2:55	7 <sup>th</sup> Period

#### High School

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

### Pep Rally Schedule

#### Middle School

8:00 – 8:50	1 <sup>st</sup> Period
8:55 – 9:45	2 <sup>nd</sup> Period
9:50 – 10:40	3 <sup>rd</sup> Period
10:40 – 11:10	MS Lunch
11:15 – 12:10	4 <sup>th</sup> Period
12:15 – 12:55	5 <sup>th</sup> Period
1:00 – 1:40	6 <sup>th</sup> Period
1:45 – 2:25	7 <sup>th</sup> Period
2:35 – 3:00	Pep Rally

#### High School

8:00 – 8:55	1 <sup>st</sup> Period
9:00 – 9:50	2 <sup>nd</sup> Period
9:55 – 10:45	3 <sup>rd</sup> Period
10:50 – 11:45	4 <sup>th</sup> Period HS
11:45 – 12:15	HS Lunch
12:20 – 1:00	5 <sup>th</sup> Period
1:05 – 1:45	6 <sup>th</sup> Period
1:50 – 2:30	7 <sup>th</sup> Period
2:35 – 3:00	Pep Rally

## CHAPEL SCHEDULE

### Middle School

8:00-8:45	1 <sup>st</sup> Period
8:50 – 9:35	Chapel
9:40-10:25	2 <sup>nd</sup> Period
10:30 – 11:15	3 <sup>rd</sup> Period
11:15 – 11:45	Lunch
11:50 – 12:30	4 <sup>th</sup> Period
12:35-1:20	5 <sup>th</sup> Period
1:25-2:10	6 <sup>th</sup> Period
2:15-2:55	7 <sup>th</sup> Period

### High School

8:00-8:50	1 <sup>st</sup> Period
8:55-9:40	2 <sup>nd</sup> Period
9:45-10:30	Chapel
10:35 – 11:20	3 <sup>rd</sup> Period
11:25 – 12:10	4 <sup>th</sup> Period
12:10 – 12:40	Lunch
12:45-1:25	5 <sup>th</sup> Period
1:30-2:15	6 <sup>th</sup> Period
2:20-3:00	7 <sup>th</sup> Period

### Tuesday Chapel Day Lunch Schedule for Dome

5<sup>th</sup> and 6<sup>th</sup> grade 10:45 – 11:10

Middle School 11:15 - 11:45

High School 12:10 -12:40

## INSTRUCTIONAL REQUIREMENTS

### CURRICULUM

“A scriptural foundation for academic excellence and good character training.” Our curriculum offers excellence in education from a Christian perspective. Critical thinking skills and differential teaching and learning styles will be incorporated into the curriculum.

### GRADING SCALE

#### Regular

92 - 100	=	A
84 - 91	=	B
74 - 83	=	C
65 - 73	=	D
64 or below	=	F

#### Honors

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
59 or below	=	F

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

#### Middle & High School

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

### GRADES 7<sup>TH</sup>-8<sup>TH</sup>

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

### GRADES 9<sup>TH</sup>-12<sup>TH</sup>

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

### CRITERIA TO REPEAT A GRADE

#### GRADES 7<sup>TH</sup>-8<sup>TH</sup>

A student will repeat if there has been failure of two major subjects or one major subject and two other courses. English (incorporating reading/literature, grammar and spelling), mathematics, social studies and science are considered major subjects. The student's record will also be **evaluated** by administration as to whether he/she will remain at CBA. Course requirements for 7<sup>th</sup>, and 8<sup>th</sup> grades at CBA are: English Language Arts (reading, literature, grammar, spelling), social studies, math, science, PE, Bible, and enrichments.



### GRADES 9<sup>TH</sup>-12<sup>TH</sup>

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

0 - 4.5	Credits Passed	9 <sup>th</sup> Grade
5 - 10.5	Credits Passed	10 <sup>th</sup> Grade
11 - 16.5	Credits Passed	11 <sup>th</sup> Grade
17 +	Credits Passed	12 <sup>th</sup> Grade

### REPORT CARDS/PROGRESS REPORTS

Report cards are emailed and sent home every nine weeks.

Progress Reports are emailed at middle of each grading period. Usually the Wednesday of the 5<sup>th</sup> week of each nine weeks.

Tracking student progress throughout the year is available on **RenWeb/FACTS SIS/FACTS FAMILY PORTAL**.

### PRINCIPAL'S LIST

Students receiving a 4.0 for an academic quarter will be placed on The Principal's list. Those who are on the Principal's list for all four quarters will receive a special award during the Awards Ceremony on the last day of school.

### HONOR ROLL

Students with a 3.50 to 3.9 GPA for the nine weeks with no grade lower than a "B" will be placed on the Honor Roll.

### MERIT ROLL

Students with a 3.0 to 3.49 for the nine weeks with no grade lower than a "C" will be placed on the Merit Roll.

### HOMEWORK POLICY

Homework is a vital part of the total program at CBA. To encourage students to become more responsible in routine studying and test preparation, students (and parents) are reminded that studying should take place daily rather than just on the night before tests. Formal homework will not be given on Wednesdays. Incomplete seat work during class on Wednesday will not be considered homework. Tests given on Thursday will be announced by Tuesday unless given as make-up tests for absent students.

### MAKE-UP WORK

Students will be given one day for each day they were absent to complete make-up work. It is the student's responsibility to check **RenWeb/FACTS SIS/FACTS FAMILY PORTAL** or make arrangements with the teacher concerning make-up work. If a test is scheduled for a day a student is absent, that student will be expected to take that test on the day he/she returns, given the student was in attendance when the test was announced and reviewed. A teacher or administrator may grant additional time if there are extenuating circumstances

Homework assignments for absences shall be the responsibility of the student. Students should check **RenWeb/FACTS SIS/FACTS FAMILY PORTAL** for assignments or with the teacher upon return from their absence. A teacher or administrator may grant additional time for the work to be completed if there are extenuating circumstances.

If a student is absent for 3 or more consecutive days, the parent may contact the main office a day in advance, and request that work (assignments, worksheets, handouts, etc.) be provided for the student. That work may be picked up in the Academy Office after 3:05 the following day of the request. However, most of the information and resources will be available on **RenWeb/FACTS SIS/FACTS FAMILY PORTAL** and can be downloaded and printed without having to pick it up from the school.

## High School Classes Offered for Graduation at Calvary Baptist Academy

### ENGLISH

English I	R	H
English II	R	H
English III	R	H
English IV	R	H

### MATH

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

### SCIENCE

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

### SOCIAL STUDIES

World Geography  
Civics/Free Enterprise  
American History

### HEALTH/PHYSICAL ED.

H.P.E. I  
H.P.E. II  
H.P.E. III  
H.P.E. IV

### ELECTIVES

Bible I-IV (Mandatory for CBA)  
P.E. III  
P.E. IV  
Art I  
Advanced Art  
Spanish I  
Spanish II  
Publications I (Yearbook)  
Publications II (Yearbook)  
Off Campus P.E.  
Off Campus Internship  
Dual Enrollment Classes

**Dual Enrollment classes are available through LaTech and Northwestern State University for Juniors and Seniors.**

**LaTech** includes Chemistry, English, Math, Fine Arts Survey, Medical Terminology, and Computer Information Systems

R = Regular

H = Honor

Students must be enrolled in a class by day 10 of each semester to receive credit. Students must request in writing to transfer from Honors/Enriched class to a regular class by Friday of week 11 of the semester. Senior students must request in writing to withdraw from a class (for no credit) by the Friday of week 11 of the semester.

Minimum Course Requirements for High School Graduation  
Effective for Fall of 2014 Incoming Freshmen and Beyond  
Louisiana Core 4

ENGLISH 4 units

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

MATHEMATICS 4 units

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

Geometry

Algebra II

**The remaining unit shall come from the following:**

Advanced Mathematics, Pre-Calculus,

Calculus, Probability and Statistics,

SCIENCE 4 units

Shall be the following:

1 unit of Biology

1 unit of Chemistry

**2 units from the following courses:**

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

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

SOCIAL STUDIES 4 units

Shall be the following:

½ unit of Civics or AP American Government

½ unit of Free Enterprise

1 unit of American History

1 unit from the following:

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

**1 unit from the following:**

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

HEALTH/PHYSICAL EDUCATION 2 units

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

NOTE: The substitution of JROTC is permissible.

FOREIGN LANGUAGE 2 units

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

Arts 1 unit – Shall be art, music, dance, theatre, Fine Arts Survey, drafting, media arts, photography, digital photography

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

Theatre Arts (§2333), or Applied Arts

ELECTIVES 3 units

TOTAL 24 units

# CALVARY BAPTIST ACADEMY GRADUATION EXERCISES

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

## UNIFORM POLICY FOR CALVARY BAPTIST ACADEMY Middle/High School

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

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

**AVAILABLE AT SPORTS WORLD**

### TYPES OF UNIFORMS (GIRLS) “C” LOGO MANDATORY

- **Grades 7th – 8th**

Plaid (#40) Skirt      All skirts and jumpers need to be within 2½ inches of the top of the knee and 4 inches from the bend in the back of the knee.

Choice of Blouses:      \*White or dark forest green knit or dri-fit shirt (L or S  
Sleeves)

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

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

- **Grades 9th - 12th**

Khaki Skirt (#10 pleat at Sports World) All skirts and jumpers need to be within 2½ inches of the top of the knee and 4 inches from the bend in the back of the knee.

Choice of shirts:      \*White oxford blouse  
\*White or dark forest green knit or dri-fit shirt  
Gray or dark forest green CBA sweatshirt – same logo as uniform shirts

Khaki uniform pants      - black or brown belt required with pants.

## TYPES OF UNIFORMS (BOYS) “C” LOGO MANDATORY

- **Grades 7th – 8th**

Uniform style pants or shorts - Navy (MUST be uniform style) – black or brown belt required.

\*Choice of Shirts – White or dark forest green knit or dri-fit shirt (L or S Sleeves)  
White Oxford (L or S sleeves)  
Gray or dark forest green CBA sweatshirt – same logo as uniform shirts

- **Grades 9th – 12th**

Uniform style pants or shorts - Khaki (MUST be uniform style) – black or brown belt required.

\*Choice of Shirts – White or dark forest green knit or dri-fit shirt (L or S Sleeves)  
White Oxford (L or S Sleeves)  
Gray or dark forest green CBA sweatshirt – same logo as uniform shirts

## GENERAL INFORMATION

A **belt** is preferred for all pants (girls and boys).

**Shoes** – Tennis, casual (such as loafers), and boots are approved. No sandals, backless shoes, flip-flops, or slides.

**Tights/Leggings** must be worn as an undergarment of an approved uniform (not a stand-alone bottom) and must be a solid color (black, gray, navy, forest green, white). In cooler weather, students may choose to wear some type of undershirt or t-shirt under the uniform. These shirts must be a solid color (black, gray, navy, forest green, or white) with no writing, logo’s, pictures or design of any kind. Students may not wear turtleneck shirts.

### **Jackets allowed include:**

- Charles River Performer jacket in Forest Green available at Sports World
- CBA Logo Universal brand full-zip fleece or buttoned sweater available at Sports World
- CBA Letterman jacket
- Forest Green, Gray, Black, or White jacket with CBA logo or official CBA organization lettering
- Forest Green, Gray, or Black half-zip jacket (name brand limited to 2 X 3 “ label on left or right pocket or the left or right side just below the shoulder blade on the back.
- Forest Green, Gray, or Black full-zip jacket (name brand limited to 2 X 3 “ label on the left or right pocket) or the left for right side just below the shoulder blade on the back.

**Sweatshirts are allowed Monday - Friday. However, these must contain the CBA logo or official CBA organization lettering. Colors are limited to Forest Green, Gray, Black, Gold, and White.**

**Hoodies are allowed only on Friday’s. However, these must contain the CBA logo or official CBA organization lettering. Colors are limited to Forest Green, Gray, Black, Gold, and White., The hood cannot be worn inside the building. Hoodies that are purchased from Trips such as Washington D.C, SeaWorld, LHSAA State Competition, & D-Now Hoodies are not considered CBA Hoodies.**

## UNIFORM SHIRTS

- Uniform Shirts with collars must be worn Monday – Thursday. Including, under all approved jackets, sweatshirts, and sweaters.
- Uniform Shirts or an approved Spirit Shirt must be worn under all approved jackets, sweatshirts, sweaters, and hoodies on Friday's.
- Uniform shirts are to be tucked in.
- Parents, please label all uniform clothing.

## UNIFORM PANTS & SHORTS

- **Cargo pants and cargo shorts are not considered uniform pants and shorts**

## DRESS CODE FOR NON-UNIFORM DAYS

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

- Sweat Pants, Wind Pants, Pajama's **are not** part of the approved Spirit Day dress code.
- On Special Dress Theme Weeks (HOCO/Valentine Dress up week), students must follow the theme for that particular designated day.

Spirit Days:

1. For Spirit Days (designated Fridays only).
2. Students will be allowed to wear jeans (not jeans shorts) or uniform bottoms with an approved spirit shirt. No excessive holes/rips/fray's/patches on the jeans. Blue is the approved color of jeans. Jeggings and excessively tight clothing are not allowed. Spirit shirts approved by the administration, approved club shirts, in-season athletic jerseys for team members only, and any approved shirt promoting a CBA club or athletic team.
3. Violation of the Spirit Day dress code will be addressed and could result in an individual having to wear his/her regulation uniform on Spirit Day and other Non-Uniform Days.

For all other non-uniform days:

1. If girls wear skirts or dresses, they must comply with the CBA dress code regarding length. Tops should not be sleeveless or low-cut (front and back).
2. Boys may not wear tank tops or muscle shirts.
3. Shirts must be buttoned at all times.
4. Immodest or extreme styles will be addressed.

\*\*\* While students are on the campus, the modest dress code applies. Changing into crop tops, short shorts, tank tops, and low-cut tops for after school hours/activities is not considered appropriate. If a student has to move about campus between 7:30 – 3:30, he/she must be dressed appropriately and modest.

### **HAIR STYLES**

Hair is to be kept neat, clean and combed. Hair should present no distraction or disruption of the educational setting. Exaggerated styles, specifically color or excessive use of gels or sprays, are not permitted. Headbands or other means of holding hair off the collar, eyebrows or ear are not permitted for boys. All males must keep facial hair well groomed. No hats or caps are to be worn by students on campus during school hours.

### **TATTOOS**

Visible tattoos are limited to the arms/hands and legs/ankle/feet.

### **PIERCINGS**

Boys are not permitted to wear earrings to school or any school function. Body piercing is prohibited except for girls' ears (maximum of two earrings per ear).

***To avoid any misunderstanding and possible dress code violations, the parents and students should talk with the administration for approval prior to purchasing items or services that may conflict with the dress code.***

***The administration reserves the right to make the final decision concerning the Dress Code throughout the year.***

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

Hebrews 13:17 (ESV)

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

### STUDENT RESPONSIBILITY/BEHAVIOR

#### **Appropriate behavior is expected at school and all school sponsored activities on or off campus.**

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

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

### DISCIPLINE POLICY

Although not all inclusive, the following may result in verbal and/or written reprimands, Detention, ISS, Loss of Privileges, suspension/expulsion from school. In all cases, the administration reserves the right to make the final decision for any disciplinary actions.

1. Threatening or showing disrespect to teacher or other school/church personnel.
2. Possession, use, or distribution of alcohol, drugs, or controlled substances on school campus, or school activity.
3. Possession of weapons or using any tool or instrument to do bodily harm.
4. Defacing, destroying, or theft of school or personal property.
5. Initiating any false alarms and/or threats (verbal, written, etc.)
6. Habitual violation of school rules.
7. Bullying, harassing, threatening or hazing students,
8. Possessing or using fireworks on any school campus, or school sponsored event.
9. Leaving campus without permission.
10. Threatening a student/teacher by communication device, vocal, note, or by any means of technology.
11. Violation of school social media/technology policies.
13. Committing an act of sexual harassment.
14. Possessing or using tobacco on any school campus, or school sponsored event.
15. Going to cars/parking lot during lunch or any other time without permission.
16. Using inappropriate language.
17. In unauthorized areas
18. Bullying and/or Cyberbullying students, staff, or anyone affiliated/employed with CBA/CBC
19. Fighting, initiating a fight, instigating a fight, participating in a fight, encouraging a fight (including following, watching, and/or videoing a fight).
20. Disruptive behavior, disobedience, or disrespect on campus or at a school sponsored event.
21. Possession, use, or distribution of any E-Cigarette devices, accessories, or paraphernalia (including, but not limited to Juul's, Vapes, etc.).



## Unauthorized Areas and Foot Traffic

Middle School and High School students are not to be in unauthorized areas such as the elementary classrooms, hallways, or restrooms without CBA staff supervision or permission. These include the J Wing, H Wing, M 101-112 T Buildings, Next Gen Room, Cafeteria and Cafeteria restrooms.

Other unauthorized areas include the Day Care and Pre K 4 Wings (D, E, F Wings), the Day Care foyer where parents drop off and pick up Day Care children and the breezeway leading from the South Parking Lot to the Day Care Foyer.

The following areas are unauthorized unless you have a class or activity assigned at a specific time in these locations:

Worship Center, Worship Center Foyer, Dome, FLC/GYM, Cafeteria, Athletic Facility.

Do not enter any Parking Lots without a parking lot pass from Mrs. Milam in the HS office (during class, between classes or at lunch). You will be assigned a lock and locker inside the building. Your vehicle is not to be used as a substitute for your locker.

### Lunch –

1. Using approved “foot traffic”, report directly to the Dome.
2. Do not go to the FLC/Gym, Cafeteria, Athletic Facility, Athletic Trainer’s room (unless the Athletic Trainer has scheduled you to see her for treatment during lunch. The Athletic Trainer sends Coach Guin and Mr. Guerrero a daily list of approved athletes that she has scheduled.
3. The only exception is if a student stops by their parent’s classroom to pick up and drop off lunch. Only the student that has a parent in the classroom can enter the designated hallway and classroom (friends can meet you at the Dome).
4. Do not go to the Cafeteria or FLC/Gym to go to Vending Machines. Snacks can be purchased in the Dome during lunch time only.
5. Do not leave your lunch in any locker rooms to be picked up at lunch.
6. Do not enter the Parking Lot to go to your car to pick up lunch.
7. Do not leave the Dome without permission. If you have an emergency restroom need, after securing permission to leave the Dome, you must use the restroom in the FLC between the weight room and racquetball court.
8. Parents can drop you off a lunch at the gate in the North Parking Lot by the Dome.

Follow the “foot traffic” outlined by the administration.

MS = B Wing, doors to courtyard in front of Academy Office, sidewalk in the courtyard near the Office, the sidewalk between Next Gen room and J Wing, sidewalk between Weight Room and Gym, to the Gym or Dome. Return to the B Wing using the same route.

MS students are only allowed on the C Wing or T Building boardwalk at the time that they have a class in those areas.

HS = B Wing, if applicable (if you have a class on the B Wing, or reporting to the Academy Office or Worship Center), C Wing, N 101-108 in the T Buildings, sidewalk (under the awning) beside the T Building, behind the cafeteria, to the Gym or Dome. Return using the same route.

### **Cell Phone Use**

The use of cell phones or devices such as smart watches that connect to cell phones is prohibited from 8:00 a.m. until 3:00 p. m. The exception is **in the Dome** during lunch. Other than in the Dome during lunch, at no time of the day are earbuds or music allowed. Earbuds can only be used once you are inside the Dome and must be removed as you are leaving the Dome. If these items are used at any other time, unauthorized, they will be confiscated.

Only a staff member can authorize a student to use a cell phone or any other electronic device.

- First offense – Parent contact and parent or student can pick up at the end of the day.
- Second offense – 20.00 fine. Student can pick up phone at the end of the day.
- Third offense – 25.00 fine. Parent and student conference held with administrator. The phone can be picked up in three days.
- Fourth offense – 25.00 fine. Consequences may include, but not limited to: Detention, ISS, Loss of Privileges, etc.
- Fifth offense – 50.00 fine with a possible one day suspension. The phone can be picked up at the end of the semester

### **Locker Rules**

***\* Lockers are distributed during Bible Class (High School) and Homeroom class (Middle School)***

1. Lockers are the property of CBA and are rented to the students. Therefore, CBA reserves the right to enter the lockers at any time to retrieve books, conduct searches, etc...
2. Students are responsible for the contents in the locker that they are assigned.
3. Once issued, locks must be kept on the lockers and locked at all times. Unlocked lockers are a theft and vandalism risk.
4. Lockers are not to be shared without administrative approval.
5. Students are not to change locker assignments without administrative approval.

**CALVARY BAPTIST ACADEMY  
DRUG FREE POLICY**

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

**Confiscation of Controlled Dangerous Substances:**

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

## POLICY ON CHEATING

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

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

**Enforcement:**

First Offence: Student is given a zero on the assignment.  
 Second Offence: Student is given a zero on the assignment and referred to administration.  
 Third Offence: Student is given a zero on the assignment and referred to administration.

## PLAGIARISM POLICY FOR CBA

**Definition**

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

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

**Consequences**

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

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

	1 <sup>st</sup> time	2 <sup>nd</sup> time	3 <sup>rd</sup> time
<b>Unintentional</b>	0 on paper, but chance to redo paper for a whole new grade that replaces the 0	0 on paper, but chance to redo paper for a whole new grade that replaces the 0; 5 percentage points lowered off the grade. Parent/Student conference	0 on paper, no chance to redo
<b>Intentional</b>	0 on paper, but chance to redo paper for a whole new grade that replaces the 0; will then get 10 percentage points lowered off the grade. Parent/Student conference.	0 on paper, no chance to redo.	0 on paper and referral to the administration

STUDENT DISMISSAL FROM CBA  
(Grades 7-12)

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

Also, students consistently receiving unsatisfactory conduct grades, discipline referrals and suspensions may not be permitted to continue at CBA. Any student whose behavior, on or off campus, is deemed to be a distraction or habitual discipline problem may be expelled from CBA.

**EXTRACURRICULAR ACTIVITIES**  
**(Clubs/Organizations)**

Calvary offers several clubs for middle school and high school students to join during each school year. Clubs will meet outside of school hours.

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

Calvary Baptist Academy (CBA) will continue to stress the importance of academics and instruction at all times. We will also continue to support the entire athletic, special activities and extracurricular programs as well. However, when school is cancelled because of an emergency, an act of God, sickness, or any other reason that would close down the instructional program at CBA, all of the above programs will be cancelled.

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

The administration reserves the right to alter this decision on a case by case basis. Coaches/Sponsors will notify students if after school activities are approved in the case of a "school closure".

**Included in this policy are guidelines for the participation of our athletes and in extra-curricular activities and clubs:**

**Attendance required for after school extracurricular activities**

1. **Students are expected to be in attendance all day when participating in a practice/game or an after school extra-curricular activity, unless he/she checks-in or checks-out for an approved absence under the Compulsory Attendance Law.**
2. **Extenuating circumstance may be approved by the school administration.**
3. **The administration reserves the right to review a pattern of absences, check-ins, or check-outs, and tardies that relate to students who are involved with school activities both instructionally and outside of the classroom.**

## **DISMISSAL/AFTER SCHOOL**

DUE TO THE LIABILITY AND SAFETY ISSUES, STUDENTS ARE NOT ALLOWED TO REMAIN ON CAMPUS AFTER 3:15 P.M. UNLESS YOUR CHILD IS ATTENDING A SUPERVISED ACTIVITY (CLUBS, SPORT, ETC.), PLEASE MAKE ARRANGEMENTS TO HAVE YOUR CHILD PICKED UP FROM SCHOOL BY 3:15 EACH DAY.

HIGH SCHOOL STUDENTS ARE TO REPORT TO THE CAR PICK UP AREA AT THE C-WING. MIDDLE SCHOOL STUDENTS ARE TO REPORT TO THE CAR PICK UP AREA BY THE SOUTH SIDE WORSHIP CENTER DOORS NEAREST THE SOUTH PARKING LOT.

STUDENTS ARE NOT TO GO TO ANY OTHER AREA OF THE CAMPUS, SUCH AS THE FLC/GYM AFTER SCHOOL TO WAIT ON A RIDE OR ANY FOR ANY OTHER REASON (UNLESS THEY ARE INVOLVED IN A SUPERVISED ACTIVITY).

## **CALVARY BAPTIST ACADEMY PARKING AND DRIVING PRIVILEGES**

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

If a student is caught leaving campus without permission, the student may be suspended and/or lose his/her driving privilege to school for a period to be determined by the administration.

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

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

Any student that has an “early out” may not return to campus during the school day, without administrative approval, unless he/she has an after school activity. Student(s) may return after 1:45 if they have a 7<sup>th</sup> period athletic period or 2:45 p.m. if they have an activity that begins after school)

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

Students are to vacate their vehicles and enter the building once they park on campus.

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

1. Musical devices or any other musical devices shall not be used during the school day. You may use an I-Pod if you are going on a trip after school, and an I-Pod is acceptable with the coach and/or sponsor.
2. Students are expected to represent Christ and Calvary Baptist Academy with respect and honor through all social media outlets. The administration reserves the right to question CBA students if social media usage is deemed inappropriate.
3. Students shall not expose any CBA documents (tests, study guides, exams) through social media (such as cell phones, iPhones, iPads, Facebook, Twitter, Instagram, Snapchat, etc.) without permission from the staff member who originated the document.

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

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

The policy would not apply to RenWeb.

7. DEFINITIONS

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

## Financial Assistance Guideline

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

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

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

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

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



## Calvary Baptist Academy Alma Mater

Words by Deanna Wallace (Class of 2007)

Music by Patricia Britton Hall

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

## Calvary Baptist Academy Cavalier Fight Song

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

**By completing the enrollment packet, the parent and student agreed to abide by the policies of the Student Handbook. Please read over the Student Handbook and feel free to contact Mr. Guerrero, Mrs. Honea, or Ms. Champion if you have any questions at [kguerrero@calvarycavaliers.org](mailto:kguerrero@calvarycavaliers.org), [rhonea@calvarycavaliers.org](mailto:rhonea@calvarycavaliers.org), or [pchampion@calvarycavaliers.org](mailto:pchampion@calvarycavaliers.org)**

**A copy of the Student Handbook is available on CBA's website at [www.calvarycavaliers.org](http://www.calvarycavaliers.org).**

**An electronic copy of the Student Handbook will be available upon request. Email Mr. Guerrero at [kguerrero@calvaryshreveport.org](mailto:kguerrero@calvaryshreveport.org) to request an electronic copy to be emailed to you.**

# TRAFFIC FLOW





