



# Calvary Baptist Academy

## 2023-2024 Student Handbook

9333 Linwood Ave.

Shreveport, LA 71106

**Phone:** (318) 687 – 4923 Academy Office

(318) 687 – 4921 High School Office

**Fax:** (318) 687 - 4925



# CALVARY BAPTIST ACADEMY

## PARENT/STUDENT HANDBOOK

### Grades 7<sup>th</sup> – 12<sup>th</sup>

### 2023-2024

**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*

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



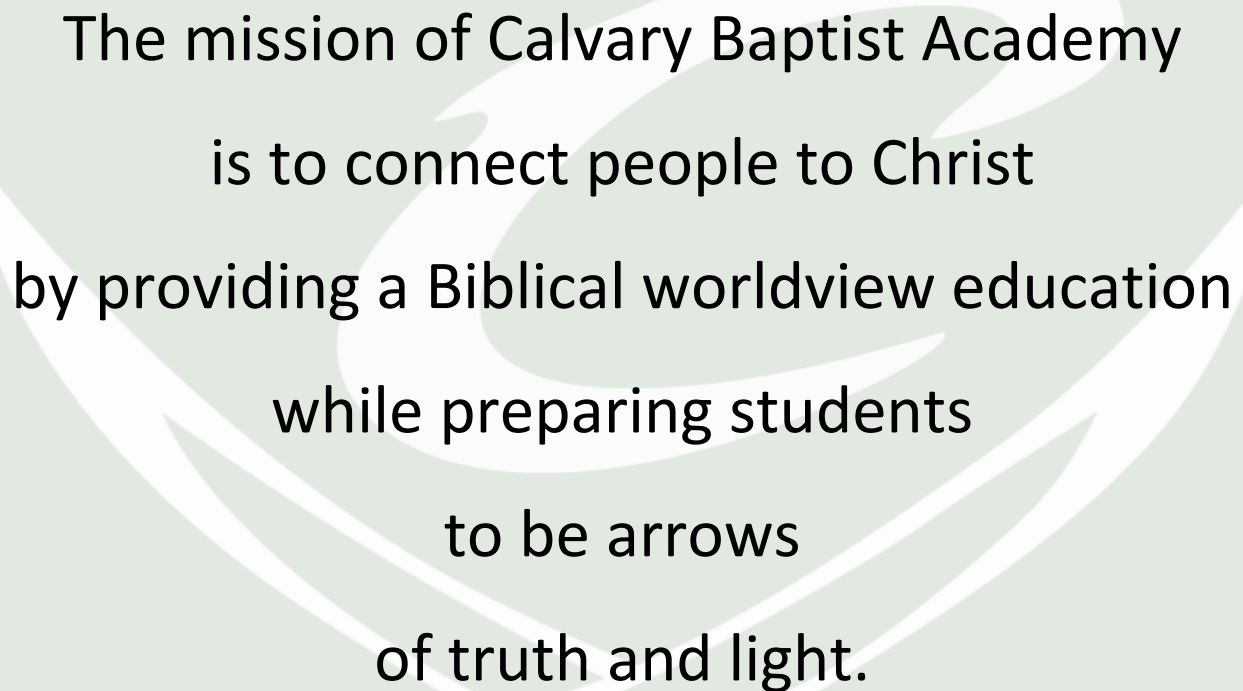
CALVARY BAPTIST ACADEMY  
9333 LINWOOD AVENUE  
SHREVEPORT, LOUISIANA 71106

# TABLE OF CONTENTS

## Contents

Table of Contents .....	3
2023-2024 Mission Statement .....	4
Notice of nondiscriminatory admissions policy.....	4
Welcome from the Superintendent .....	5
Educational Goals and Objectives .....	6
Statement of Philosophy .....	7
Chapel .....	7
Admission Procedure and Policies .....	8
Immunization Records.....	8
Attendance .....	9
WITHDRAWALS .....	12
DAILY RULES, REGULATIONS, POLICIES AND PROCEDURES.....	13
PARENTAL INVOLVEMENT .....	15
2023-2024 BELL SCHEDULES.....	16
INSTRUCTIONAL REQUIREMENTS.....	17
High School Classes Offered for Graduation .....	19
CALVARY BAPTIST ACADEMY GRADUATION EXERCISES .....	19
Minimum Course Requirements for Graduation .....	20
UNIFORM POLICY .....	21
DISCIPLINE: WHAT IS GOOD DISCIPLINE? .....	24
POLICY ON CHEATING.....	28
STUDENT DISMISSAL FROM CBA .....	29
EXTRACURRICULAR ACTIVITIES .....	29
DISMISSAL/AFTER SCHOOL.....	30
PARKING AND DRIVING PRIVILEGES.....	30
ELECTRONIC COMMUNICATION DEVICES/WEBSITES .....	30
ELECTRONIC COMMUNICATION BETWEEN EMPLOYEE/STUDENT .....	31
Alma Mater and Fight SONG.....	32
Alma Mater and Fight Song to be Learned in Bible .....	32
Acknowledgement .....	33
Traffic Flow .....	34

## 2023-2024 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.

## 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.

# WELCOME FROM THE SUPERINTENDENT

*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, Mr. Kevin Guerrero, Mrs. Tiffany Touns, Mrs. Catherine Groven, and Mrs. Gretchen Lary.. 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*

# 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 our community 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 Tuesdays 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 PROCEDURE AND 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.

**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 20 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 10 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.**

- Following an absence, a student must obtain an admit from the office to present to the teacher in order to return to class and make up work.
- Students will pick up an absence slip from the High Office (grades 9-12) or Academy Office (grades 7-8).
- Students will have two days from the date of their return to provide documentation for an absence.
- If any makeup work is approved, students will have the amount of consecutive days absence plus one to submit work to course teachers.
- If an assessment or project due date was announced prior to the student's absence, student should be prepared to take the assessment or submit the project upon their return.

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 assessments.

**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. Daily assignments are posted to Google Classroom, however, it is up to the parent/student to contact the teacher through email, text, 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.** 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.**

**TARDIES**

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.** Students reporting after 8:05 will be required to check in with the office receive a tardy slip. Students reporting after 8:30am will check in with the office a pink admit to class slip in order to be admitted into class. **Middle and High School Students:** Tardies class will be documented in **FACT Family Portal**.

All unexcused tardies will be recorded. After the third tardy, parents will be notified. Tardies start over at the end of the first semester. Check-ins are cumulative 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 or checking-out, including signing the check in/out book, and receiving a check-in or check-out slip.

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.

Admits are required for tardies prior to 8:30am (green slip), check-ins after 8:30am or class absences (pink slip), and check-outs (gold slip).

## **MAKE-UP WORK**

Students will be given one day for each day they were absent plus one day to complete make-up work for excused absences. It is the student's responsibility to check **Google Classroom** or make arrangements with the teacher concerning make-up work. If an assessment is scheduled for or a project due on 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 all material presented and taught prior to the absence. Tests will be given before school, after school, or at lunch. A teacher or administrator may grant additional time if there are extenuating circumstances.

Assignments that are to be submitted electronically will follow the same policy.

Homework assignments for absences shall be the responsibility of the student. Students should Google Classroom 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 **Google Classroom** and can be downloaded and printed without having to pick it up from the school.

## **EARLY-OUTS FOR SENIORS**

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

**A 'Permission to Leave Campus for Lunch' Form must be kept on file in the office.**

If a student is a member of an extracurricular activity that meets or practices 7<sup>th</sup> period or after school, that student's 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 or other designated area.

## **CHECKING-OUT/CHECKING-IN FOR LUNCH OFF CAMPUS IS APPROVED FOR SENIORS ONLY.**

1. Parents must sign a form giving permission for Seniors to leave campus for lunch for the entire year.
2. Seniors who have a 5<sup>th</sup> period class will be allowed to leave campus for lunch throughout the year. Otherwise, a senior who does not have a 5<sup>th</sup> period class already has permission to leave campus for lunch.
3. Senior students will sign out/in at the High School Office prior to leaving and upon returning. Student may leave after 4<sup>th</sup> period and must return before 5<sup>th</sup> period. Any pattern of absences or tardies may affect future permission to leave for lunch.
4. Seniors are not to drive or ride with underclassmen off campus for lunch (including siblings)
5. Seniors are not to bring food back to underclassmen on campus outside of the designated lunch period. Food must be brought to and consumed in the Dome.
6. Lunch delivery, such as DoorDash, will not be permitted.

**Underclassmen will not be checked out/in for the purpose of leaving campus for lunch. Any absence/tardies created from this practice will be unexcused.**

## **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 the dispensing of medication is scheduled/needed. Over-the-counter medication will be given only by permission of the parent/guardian. These permissions can be given in our FACTS Family Portal. Students are not allowed to be in possession of any type of medication on campus or any school activity, unless it has been prescribed by a medical doctor and approved by the administration (i.e. inhaler, EPI Pen, etc.).

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 staff 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.

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 Fire Department and parents will be notified.

### YEARLY DOCUMENTATIONS, PRESCRIPTIONS AND 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 teachers 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 (EPM) 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 Academy Office for grades PreK4 – 8 or the High School Office for grades 9-12 for permission to visit the campus. Visitors will need to sign in and sign out and return the visitor's pass when leaving the campus.

Students who are touring or shadowing from other schools and are contemplating admission to Calvary may visit classes with their parent/guardian 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 the 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.

Lunch delivery, such as DoorDash, will not be permitted.

**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.)



# PARENTAL INVOLVEMENT

Parents are encouraged to be involved in the education of their children through regular communication and engagement. Our CAVS Club is a great way to get involved and support our school. Volunteering time, supplies, service and labor are also welcomed. Parents who wish to have a parent conference with the teacher, principal, or superintendent should call or email for an appointment.

## Parents communication methods include:

1. **Email is our primary method of communication**
2. FACTS Family Portal: Students grades, attendance, schedule and teacher contact information may be found here.

Activate your FACTS 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 Family Portal 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 FACTS to be successfully linked to your child's records.
  - d. You will receive an automated email with a link to finalize setup.
3. Calvary Website ([www.calvarycavaliers.org](http://www.calvarycavaliers.org)) for weekly calendar of events and updated information
  4. Calvary Facebook Page ([www.facebook.com/CalvaryBaptistAcademy](http://www.facebook.com/CalvaryBaptistAcademy)) for updated information

# 2023-2024 BELL SCHEDULES



## 2023-2024 Bell Schedule

### Regular Bell Schedule

#### Middle School

Period	Time
First	8:00 - 8:50
Second	8:55 - 9:45
Third	9:50 - 10:40
Lunch	10:40 - 11:10
Fourth	11:15 - 12:10
Fifth	12:15 - 1:05
Sixth	1:10 - 2:00
Seventh	2:05 - 2:55

#### High School

Period	Time
First	8:00 - 8:55
Second	9:00 - 9:50
Third	9:55 - 10:45
Fourth	10:50 - 11:45
Lunch	11:45 - 12:15
Fifth	12:20 - 1:10
Sixth	1:15 - 2:05
Seventh	2:10 - 3:00

### Pep Rally Schedule

#### Middle School

Period	Time
First	8:00 - 8:50
Second	8:55 - 9:45
Third	9:50 - 10:40
Lunch	10:40 - 11:10
Fourth	11:15 - 12:10
Fifth	12:15 - 12:55
Sixth	1:00 - 1:40
Seventh	1:45 - 2:25
Pep Rally	2:30 - 3:00

#### High School

Period	Time
First	8:00 - 8:55
Second	9:00 - 9:50
Third	9:55 - 10:45
Fourth	10:50 - 11:45
Lunch	11:45 - 12:15
Fifth	12:20 - 1:00
Sixth	1:05 - 1:45
Seventh	1:50 - 2:25
Pep Rally	2:30 - 3:00

### Chapel Schedule

#### Middle School

Period	Time
First	8:00 - 8:45
Chapel	8:50 - 9:35
Second	9:40 - 10:25
Third	10:30 - 11:15
Lunch	11:15 - 11:45
Fourth	11:50 - 12:30
Fifth	12:35 - 1:20
Sixth	1:25 - 2:10
Seventh	2:15 - 2:55

#### High School

Period	Time
First	8:00 - 8:50
Second	8:55 - 9:40
Chapel	9:45 - 10:30
Third	10:35 - 11:20
Fourth	11:25 - 12:10
Lunch	12:10 - 12:40
Fifth	12:45 - 1:25
Sixth	1:30 - 2:15
Seventh	2:20 - 3:00

Chapel Day Lunch for 5th and 6th Grades: 10:45 - 11:15.

# 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

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and Below

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

### Middle & High School

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

## GRADES 7TH-8TH

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

## GRADES 9TH -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 7TH-8TH

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

### GRADES 9TH-12TH

Students in grades 9-12 do not repeat a grade but will repeat a course if failed. Each class grade is determined by semester. 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 on Friday of the 5<sup>th</sup> week of each nine weeks. Current grades for students are accessible at any time through the FACTS Family Portal.

### PRINCIPAL'S LIST

Students receiving straight A's for an academic nine-weeks 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 or above 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 and material covered by Tuesday unless given as make-up tests for absent students.

## FINALS EXEMPTION POLICY

Seniors who meet academic requirements may be eligible for exemption from spring finals. Eligibility may include academic and attendance requirements that will be communicated by the teachers during first semester.

# HIGH SCHOOL CLASSES OFFERED FOR GRADUATION

Subject Area	Calvary Baptist Academy Course Offerings	
		Credits Required
<b>English</b>	English I, II, III, IV  Traditional and Honors Available in all English Courses.	4
<b>Math</b>	Algebra I (Traditional and Honors) Geometry (Traditional and Honors) Algebra II (Traditional and Honors) Advanced Math (Traditional and Honors) Pre-Calculus (Honors Only) Calculus (Honors Only)	4
<b>Science</b>	Physical Science (Traditional and Honors) Biology (Traditional and Honors) Chemistry (Traditional and Honors) Anatomy and Physiology (Traditional and Honors) Physics (Honors Only)	4
<b>Social Studies</b>	World Geography Civics/Free Enterprise American History Bible IV*	4
<b>Foreign Language</b>	Spanish I Spanish II	2
<b>Physical Education</b>	H.P.E. I H.P.E. II H.P.E. III H.P.E. IV	2
<b>Fine Arts</b>	Fine Arts course (See options from Electives list)	1
<b>Electives</b>	Bible I – IV PE III and IV Art I Fine Arts Survey (Honors Only) Off Campus P.E. Off Campus Internship Dual Enrollment Classes	3
<b>Total Credits Required for Graduation</b>		24

**Dual Enrollment classes are available through Louisiana Tech for Juniors and Seniors. LaTech** includes Chemistry, English, Math, Fine Arts Survey, Medical Terminology, and Computer Information Systems.

Students must be enrolled in a class by day 10 of each semester to receive credit. Schedule change requests must be submitted prior to the 10<sup>th</sup> day of the semester.

## 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.

# MINIMUM COURSE REQUIREMENTS FOR GRADUATION

Effective for Fall of 2014 Incoming Freshmen and Beyond

## TOPS University Course Requirements

### 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

### FINE 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**



# UNIFORM POLICY

## Calvary Baptist Academy Middle/High School

One of the principal 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

#### Daily Uniform Guidelines

Every school day, Monday through Thursday, students will be required to follow our basic uniform guidelines. This includes:

- Collared Uniform shirt (Green or White) with Calvary Logo ('C' and swords)
- Uniform Bottoms (Navy, or Plaid for girls, for Middle School; Khaki for High School)
- Students may wear a hunter green, grey, black or white Calvary pullover (sweatshirt or quarter zip) over their collared uniform shirt.

Friday will be an approved spirit day. Students may wear an appropriate CBA t-shirt, sweatshirt, hoodie or uniform top with jeans or uniform bottoms. (See guidelines below.)

#### TYPES OF UNIFORMS (GIRLS)

##### "C" LOGO MANDATORY

- **Grades 7th – 8th**

Skirt:	Plaid #40. 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.
Pants:	Navy pants with belt (black or brown) preferred.
Choice of Blouses:	White or dark forest green knit or dri-fit shirt (L or S Sleeves) White sailor blouse Hunter Green, grey, black or white Calvary pullover worn over collared uniform shirt.

- **Grades 9th - 12th**

Skirt	Khaki #10 pleat. 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.
Pants:	Khaki pants with belt (black or brown) preferred.
Choice of shirts:	White or dark forest green knit or dri-fit shirt White Oxford Blouse Hunter Green, grey, black or white Calvary pullover worn over collared uniform shirt.

## TYPES OF UNIFORMS (BOYS)

### "C" LOGO MANDATORY

- **Grades 7th – 8th**

Pants or Shorts: Navy (MUST be uniform style, No PFGs) with belt (black or brown) preferred.  
Choice of Shirts: White or dark forest green knit or dri-fit shirt (L or S Sleeves)  
White Oxford (L or S sleeves)  
G Hunter Green, grey, black or white Calvary pullover worn over collared uniform shirt.

#### **Grades 9th – 12th**

Pants or Shorts: Khaki (MUST be uniform style, No PFGs) with belt (black or brown) preferred.  
Choice of Shirts: White or dark forest green knit or dri-fit shirt (L or S Sleeves)  
White Oxford (L or S sleeves)  
Hunter Green, grey, black or white Calvary pullover worn over collared uniform shirt.

## GENERAL INFORMATION

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

**Shoes** – Tennis shoes are approved for elementary school. Tennis, casual (such as loafers), and boots are approved for middle and high school students. No sandals, crocs, open-toe, backless shoes, slippers, 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. Students may not wear turtleneck shirts.

### **Jackets**

Students may wear jackets over their uniforms.

- Jackets must be a solid, neutral color (i.e. black, hunter green, grey, white, navy blue) with logos no larger than 2" by 3".
- No school or team logos outside of Calvary Academy.
- No patterns or distracting, loud colors.
- Students may wear a green, grey or white Calvary pullover (sweatshirt or quarter zip) over their collared uniform shirt.
- No hooded sweatshirts outside of approved CBA hoodies on spirit days.

## 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:

## **Pants**

- No sweatpants, wind pants, or pajamas will be allowed.
- On Special Dress Theme Weeks (i.e. Homecoming Week), students must follow the theme for that designated day.
- No excessive holes, rips, frays, or patches on jeans.
- Jeggings, leggings and excessively tight clothing are not allowed.
- Skirts and dresses must comply with the CBA dress code regarding length of 2 ½ inches above the knee.

## **Tops**

- No sleeveless or low-cut tops.
- No tank tops or muscle shirts.
- Shirts must be buttoned at all times.

Immodest or extreme styles are not allowed.

Violation of the Spirit Day or Non-Uniform dress code could result in an individual having to wear his/her regulation uniform on Spirit Day and other Non-Uniform Days or other corrective actions as deemed appropriate by administration.

\*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 or 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, staff, or other CBA and CBA affiliates, including cyberbullying.
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.
12. Committing an act of sexual harassment.
13. Possessing or using tobacco on any school campus or school sponsored event.
14. Going to cars or parking lot during lunch or any other time without permission.
15. Using inappropriate language.
16. Being in unauthorized areas.
17. Public displays of affection (PDA).
18. Unauthorized use of cell phones or other electronic devices.
19. Fighting, initiating a fight, instigating a fight, participating in a fight, encouraging a fight. This also includes 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.).
22. Leaving campus without administrative permission by properly checking out. In order to check out, once approved by the office, student must report to the office, sign the checkout sheet, and pick up a check out form.

### **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 101-108 & M 114 – M 124 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. Children of CBA/CBC staff may pick up lunch from their parent's classroom or office. This applies only to the children of the staff member. All other students report to the Dome. The child of the staff member may be allowed to remain in the classroom or office during lunch only if the staff member does not have students or a class at that time.
4. Do not go to the Cafeteria or FLC/Gym to go to Vending Machines. Snacks can be purchased in the Dome during lunchtime 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. Lunch delivery, such as DoorDash, will not be permitted.
9. If necessary, parents can drop off lunch for their student at the gate in the North Parking Lot by the Dome.
10. Microwaves are made available in designated areas. Only students using the microwave are permitted in these areas. All other students report to the Dome for lunch.

Follow the "foot traffic" outlined by the administration.

Middle School = 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.

High School = 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 and M 110-112 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. The only exception for students to be on the M Building Boardwalk are students who are going to or leaving M 110,111, or 112 for class.

### **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, in between class periods, or if the teacher has authorized use for instructional purposes. 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**

1. Lockers and locks are the property of CBA and are provided 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.



## DRUG FREE POLICY

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.

1. 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)
2. 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.
3. 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.
4. 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.
  5. 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 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.
- Unauthorized use of AI (plagiarism, creative properties, etc.)

## 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.

Calvary Academy will use resources to validate student work, such as TurnItIn.

## Plagiarism

### 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 7<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 and 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 (if applicable), 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 with attendance concerns or who 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 during lunch or 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).

## 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 leaves 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.

## ELECTRONIC COMMUNICATION DEVICES/WEBSITES

1. Musical devices or any other musical devices shall not be used during the school day. You may use a device if you are going on a trip after school and the device 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.

# ELECTRONIC COMMUNICATION BETWEEN EMPLOYEE/STUDENT

Calvary Baptist Academy requires that all communication between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related.

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
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. 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.

# ALMA MATER AND FIGHT SONG

## ALMA MATER AND FIGHT SONG TO BE LEARNED IN BIBLE

### **Calvary 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 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!!!



# ACKNOWLEDGEMENT

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 or Mrs. Groven at:

[kguerrero@calvaryshreveport.org](mailto:kguerrero@calvaryshreveport.org)

[cgroven@calvaryshreveport.org](mailto:cgroven@calvaryshreveport.org)

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

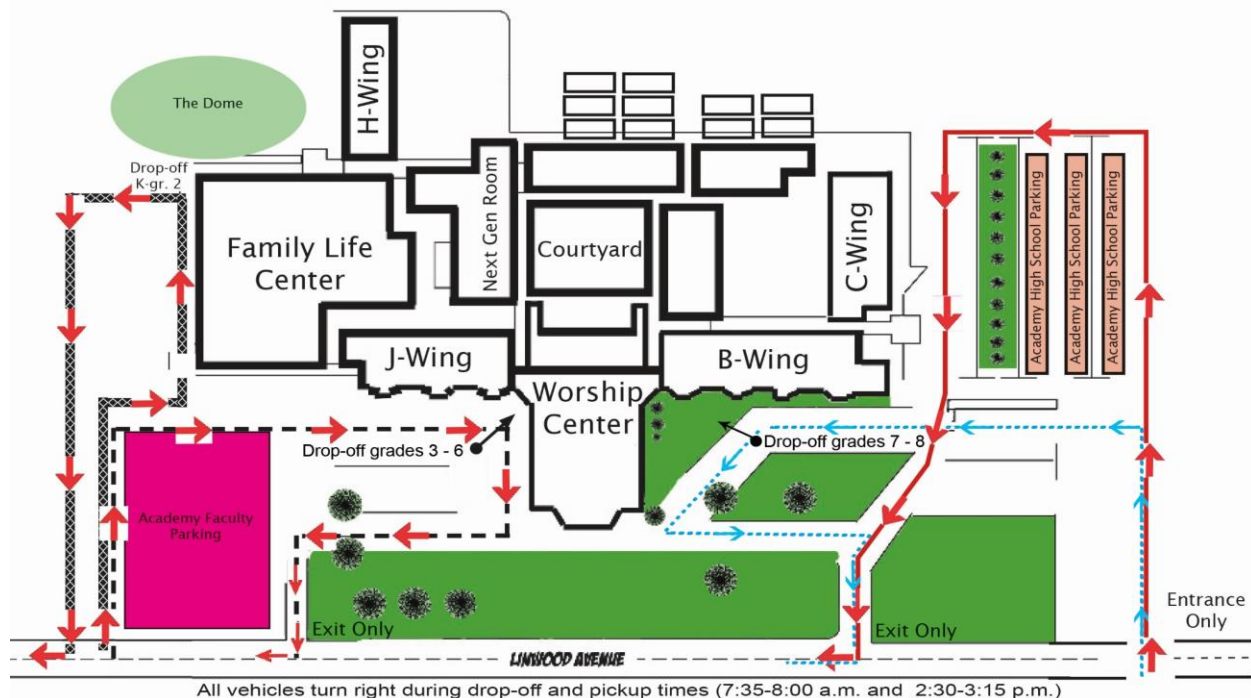
An electronic copy of the Student Handbook will be available upon request. Email Mr. Guerrero at [kguerrero@calvaryshreveport.org](mailto:kguerrero@calvaryshreveport.org) to request an electronic copy to be emailed to you.

# TRAFFIC FLOW



	Grades K - 2
	Grades 3 - 6
	Grades 7 - 8
	Grades 9 - 12

If you have more than one child attending the Academy, we request that you drop off and pick up your children at the *youngest child's* "Drop-Off/Pickup Location".



(rev. 07.27.2020)