

CALVARY BAPTIST ACADEMY



PARENT & STUDENT
HANDBOOK

ELEMENTARY SCHOOL

2026-2027



CALVARY BAPTIST ACADEMY

OUR MISSION

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.

SCHOOL LEADERSHIP

SUPERINTENDENT	Mr. Chad McDowell
PRINCIPAL	Mrs. Tiffany Toups
ASSISTANT PRINCIPAL	Mrs. Gretchen Lary

CALVARY BAPTIST ACADEMY

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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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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, Dr. Catherine Groven, and Mrs. Gretchen Lary. We're also thrilled to have Ms. Susan Brewton as our Middle and High School Counselor. 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

THE CAVALIER COMMITMENT

Student Honor Code

Enrollment at Calvary Baptist Academy is both a privilege and a responsibility. Every Cavalier is expected to pursue excellence in character, conduct, academics, athletics, leadership, relationships, and service while seeking to honor God in both word and action.

Being a Cavalier means more than simply attending school. It means embracing a Christ-centered way of life marked by integrity, humility, responsibility, faithfulness, servant leadership, and a sincere desire to honor God in every area of life. We believe that who you are will always be more important than what you accomplish, and that genuine success is measured not only by achievement, but by Christlike character.

At Calvary Baptist Academy, we believe excellence and character go hand in hand. Excellence honors God and inspires people, and character determines how that excellence is pursued. Our desire is to develop young men and women who lead with conviction, serve with humility, pursue truth, and influence others for Christ wherever God leads them.

Being a Cavalier means choosing each day to honor Christ, honor others, honor truth, honor authority, honor learning, and honor the Cavalier name. These commitments define who we are and how we seek to live each day.

Honor Christ

We seek to honor Jesus Christ in our words, attitudes, decisions, and actions. We recognize that our character is a reflection of our faith and desire for our lives to point others to Christ.

Honor Others

We treat every person with dignity, kindness, and respect. We demonstrate good sportsmanship, encourage others, resolve conflict in a Christlike manner, and contribute positively to our school community.

Honor Truth

We are honest in our words and actions. We reject cheating, plagiarism, dishonesty, deception, and any behavior that compromises academic or personal integrity. We understand that true success is built upon honesty and personal responsibility.

Honor Authority

We respect our parents, teachers, coaches, administrators, staff members, and those entrusted with guiding and supporting us. We recognize that respecting authority reflects both Christian character and personal maturity.

Honor Learning

We pursue excellence in the classroom through diligence, preparation, perseverance, and personal responsibility. We believe God has entrusted each of us with unique gifts and abilities, and we strive to develop them to the very best of our ability.

Honor the Cavalier Name

Whether on campus or away from school, in person or online, we recognize that our actions reflect upon our family, our school, and our Lord. We will conduct ourselves in a manner that protects the reputation of Calvary Baptist Academy and demonstrates the values we represent.

Champions of Character

As members of the Calvary family, we strive to demonstrate the qualities that define a Champion of Character:

Respect — We value every person as someone created in the image of God.

Responsibility — We accept ownership of our choices, actions, and commitments.

Sportsmanship — We compete with humility, honor, and grace in both victory and defeat.

Servant Leadership — We lead by serving others and placing their needs before our own.

Integrity — We choose to do what is right, even when no one is watching.

These qualities are not simply school expectations; they are Biblical principles that prepare students to become faithful followers of Christ and leaders who positively influence their homes, churches, communities, and the world.

At Calvary Baptist Academy, we believe that the greatest measure of success is not simply what a student achieves, but who a student becomes. Our prayer is that every Cavalier graduates prepared to lead with conviction, serve with humility, pursue excellence, and honor God with the life they live.

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 students 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 invites 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 1st - 5th grade (8:15) and Prek - Kindergarten will be held on Wednesdays (9:00) in the church sanctuary. Chapel services for middle school will be held on designated Thursdays at 8:55. 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 and Social Security Card
2. Official transcripts
3. Health records
4. 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 26,400 minutes per semester 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 a pink admit from the office to present to the teacher in order to return to class and make up work.
- Students will pick up a pink 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' absences plus one to submit work to course teachers.
- If an assessment or project due date was announced prior to the student's absence and all material covered, students are expected to be prepared to take the assessment or submit the project upon their return.

When a student is absent, he/she shall bring documentation for the absence reason (doctor's note, funeral program, parent note, etc.) upon their return to school. This documentation will be brought to the appropriate grade level office for verification and the student will be given a pink admit slip for all teachers to sign. This documentation is to allow the student to makeup all their work and assessments. Parents and students are expected to maintain the pink slip for their records.

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.***

Parents will need to obtain prior approval for extended absences for activities unrelated to the school by emailing documentation of need as well as the anticipated days of absences to school administration and teacher. Student work that is missed due to planned absences is due upon return to school.

Attendance requirement for after-school extracurricular 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, this documentation will not be considered for an excused absence.** All students are entitled to make up work due to excused absences or with a parent note. **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 in order for it to be updated and to be eligible for make-up work.

Note: A suspension is counted as an unexcused absence and any work, quizzes 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 at 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 to receive a gold tardy slip. Students reporting after 8:30am will check in with the office for a pink admit in order to be admitted into class.

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. 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 gold check-in slip.
- Students who check out are to leave the campus immediately.
- A parent must contact the office to initiate a check- out.

A pattern of check-ins/check-outs may affect student's grades, attendance, discipline records, extra-curricular privileges, and may prompt an evaluation from the administration.

Admits are required for tardies between 8:05 and 8:30 (gold) and check-outs (blue). Any missed class, from check-ins, check-outs or absences, requires a pink slip upon student's return.

MAKE-UP WORK

Students will be given one day for each day they were absent plus one additional day to complete make-up work for excused absences. If an assessment is scheduled for or a long-term project due on a day a student is absent, that student will be expected to take that test and/or submit the project on the day he/she returns, given the student was in attendance when the test or project was announced, and all material presented and taught prior to the absence.

Homework assignments for absences shall be the responsibility of the student.

WITHDRAWALS

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

1. Parents must submit a written statement of the reason for withdrawal (example: moving out of state).
2. Parents 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 providing an updated medical form and delivering all necessary prescription 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 OR CHRONIC ILLNESS

Please provide yearly medical documentation, prescriptions, & updates for students who have extenuating medical conditions or chronic illnesses 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

A supplemental accident insurance policy is provided for each student, and twenty-four-hour accidental coverage and extended dental coverage are available for an additional cost. Parents must acknowledge and understand that it is the responsibility of the parent to purchase this coverage prior to the child's enrollment in the program. Contact the Academy office for more information.

STUDENT ACCIDENT /INCIDENT REPORT

If your child is injured at school, Calvary Baptist Academy will complete an accident report and keep it on file in the school office. The parents 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 the 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 administration, 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.

School Gates

Gates have been installed for the security of our students on campus. The gates in our rear parking lot will remain locked during school hours, from 8:05am to 3:00pm. Parking in the area is still permitted; however, students that use this area for parking will need to have security open the gates for them. Parking is also available for them in the south parking lot.

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)** and **CBA's Facebook page**. This call will be made by the Superintendent of Calvary Baptist Academy. There also could be 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.

The CAVS Club serves as a collaborative partnership between Calvary Baptist Academy and a representative group of parents providing valuable feedback, sharing ideas, and offers parent perspectives and involvement on school programs and events. Members are invited to serve and may represent a variety of grade levels, experiences, and areas of involvement within the Calvary community. Meetings are held periodically throughout the school year as needed.

Parents' communication methods include:

1. **Email is our primary method of communication, and weekly updates are sent to families through email each Friday.**
2. FACTS Family Portal: Student grades, attendance, schedule, and teacher contact information may be found here: <https://sis.factsmtg.com/family-portal>
3. Calvary Website (www.calvarycavaliers.org) for weekly calendar of events and updated information
4. Calvary Facebook Page (www.facebook.com/CalvaryBaptistAcademy) for updated information
5. Athletic Facebook Pages for individual Calvary sports teams.

Parents who wish to have a parent conference with the teacher, principal, or superintendent should call or email for an appointment.

As a Calvary family, we value our culture and unity and expect our families to do the same.

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.

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

REPORT CARDS/PROGRESS REPORTS

Report cards are emailed and sent home every nine weeks. Progress Reports are emailed in the middle of each grading period on Friday of the 5th 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 (elementary school) and who have been in attendance for at least 90% of the grading period will be placed on the principal’s list. Those who are on the principal’s list for each formal grade report will receive a special award during the End of the Year Awards Ceremony.

HONOR ROLL

Students with a 3.50 to 3.9 GPA for the nine weeks (elementary school) with no grade lower than a “B” and who have been in attendance for at least 90% of the grading period will be placed on the Honor Roll.

MERIT ROLL

Students with a 3.0 or above for the nine-weeks (elementary school) with no grade lower than a “C” and who have been in attendance for at least 90% of the grading period 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 initiated on Wednesdays. Incomplete classwork is not considered “homework” and may be required. Tests given on Thursday will be announced and all tested material will be covered by Tuesday unless given as make-up tests for absent students.

2025-2026 UNIFORM POLICY

Calvary Baptist Academy Elementary

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 shorts/pants for boys and girls. Plaid skirts, skorts, jumpers for girls)
- Students may wear a dark 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.)

AVAILABLE AT SPORTS WORLD

ELEMENTARY SCHOOL GIRLS UNIFORMS

“C” LOGO MANDATORY

Skirt (Preferred):

- Elementary Girls will wear plaid skirts, skorts, or jumpers in 2026-2027
- Navy skirts for elementary girls will be acceptable for the 2026-2027 school year.
- All skirts need to be within 2 ½ inches of the top of the knee and 4 inches from the bend in the back of the knee.

Pants:

- Navy pants or shorts with black or brown belt will be acceptable for middle and high school girls.

Choice of Blouses

- White or dark forest green knit or dri-fit (L or S Sleeves)
- White Oxford (L or S Sleeves)
- Dark green, grey, black or white Calvary pullover worn over collared uniform shirt.

ELEMENTARY SCHOOL BOYS' UNIFORMS

“C” LOGO MANDATORY

Pants or Short:

- Navy (uniform style) pants or shorts with black or brown belt.

Choice of Shirts:

- White or dark forest green knit or dri-fit (L or S Sleeves)
- White Oxford (L or S Sleeves)
- Dark 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. No sandals, crocs, open-toe, backless shoes, slippers, mix-matched shoes (style, color, etc.), 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, green, grey, white, blue, brown, tan) 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 dark green, grey, black 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.
- No crop tops or open midriffs.
- 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.

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).

Fingernails are to be kept natural (no artificial or fake nails) in PreK- 3rd grade.

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.

BIBLE CLASS AND STUDENT ADVISORY

At Calvary Baptist Academy, each student's Bible class also serves as an advisory period. This provides every student with a consistent faculty mentor while intentionally supporting and developing the whole student. In addition to biblical instruction, this time is used throughout the year to promote school success through mentoring, study and organizational skills, character development, and other grade-level initiatives. Bible teachers collaborate with administrators, the school counselor, and other faculty members to ensure students receive the support and guidance they need to be successful.

DISCIPLINE: WHAT IS GOOD DISCIPLINE?

Discipline Policy at Calvary Baptist Academy

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. Hebrews 13:17 (ESV)

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 your 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 teachers 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, physical, 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. Threatening a student/teacher by communication device, vocal, note, or by any means of technology.
10. Violation of school social media/technology policies.
11. Committing an act of sexual harassment.
12. Possessing or using tobacco on any school campus or school sponsored event.
13. Going to cars or parking lot during lunch or any other time without permission.
14. Leaving campus without administrative permission by not properly checking out. In order to check out, once approved by the office, students must report to the office, sign the checkout sheet, pick up a check out form, and immediately leave the campus.
15. Not following check in/check out protocols and procedures.
16. Using inappropriate language.
17. Being in unauthorized areas.
18. Public displays of affection (PDA).
19. Unauthorized use of cell phones or other electronic devices.
20. Fighting, initiating a fight, instigating a fight, participating in a fight, encouraging a fight. This also includes following, watching, and/or recording a fight.
21. Disruptive behavior, disobedience, or disrespect on campus or at a school sponsored event.
22. Possession, use, or distribution of any E-Cigarette devices, accessories, or paraphernalia (including, but not limited to Juul's, Vapes, etc.).
23. Excessive unexcused attendance (absences, tardies, excessive check ins or check outs).

Cell Phone Use

The use of cell phones or devices such as smart watches that connect to cell phones is prohibited in elementary school from 7:40 a.m. until 3:15 p.m.

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

Smart glasses and similar devices are not allowed on campus. Glasses equipped with these functionalities are categorized as electronic devices, as they are capable of capturing photos, recording videos, and audio. To ensure the privacy and safety of both students and staff, the use of these devices is prohibited on campus. If a student is found with meta glasses at school, they will be confiscated and follow the same policy as other electronic devices.

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, parents 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 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

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 Offense: Student is given a zero on the assignment.
Second Offense: Student is given a zero on the assignment and referred to administration.
Third Offense: Student is given a zero on the assignment and referred to administration.
Calvary Academy uses resources to validate student work.

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 7th – 12th Grade if an instructor believes plagiarism has occurred.

1. The instructor will determine whether 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 for resubmission are due within 2 days of being reassigned. Papers reassigned on Friday are due that following Monday.

	1 st time	2 nd time	3 rd time
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Unintentional	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
Intentional	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

ARTIFICIAL INTELLIGENCE (AI) POLICY

Calvary Baptist Academy recognizes that artificial intelligence (AI) is an emerging technology that will continue to shape education, the workplace, and everyday life. We believe students should learn to use AI responsibly, ethically, and thoughtfully while continuing to develop the critical thinking, creativity, and problem-solving skills that cannot be replaced by technology.

AI may be used to support learning when permitted by the classroom teacher. Acceptable uses may include brainstorming ideas, studying concepts, practicing skills, conducting research, receiving feedback on writing, or exploring complex topics. Students are expected to verify the accuracy of AI-generated information and use sound judgment when incorporating AI into their work.

Unless specifically authorized by the teacher, AI may not be used to complete assignments, assessments, projects, essays, or other work intended to demonstrate a student's individual knowledge or skills. Submitting AI-generated content as one's own work, or failing to follow teacher expectations regarding AI use, may be considered academic dishonesty and will be addressed according to the school's Academic Integrity Policy.

Students are also expected to show genuine mastery from assignments, regardless of the level of AI use, by discussing the topic, support or extend their work, and support their work with evidence.

Teachers will communicate the level of AI use permitted for individual assignments. Some assignments may prohibit AI entirely, while others may allow limited or collaborative use as part of the learning process. Students are expected to follow the teacher's instructions for each assignment.

Students should never enter confidential, personal, or protected information into any artificial intelligence platform. The use of AI tools must comply with school technology policies and all applicable privacy and safety expectations.

Calvary will implement the SAMR Model for Technology Integration (R. Peuntedura and S. Duckworth, 2010).

As technology continues to evolve, Calvary Baptist Academy will periodically review and update this policy to reflect current best practices.

AI-Empowered (Redefinition)	Students are encouraged to fully engage with AI under human supervision, citing sources and carefully reviewing all generated content for accuracy. This tier of AI integration connects to the transformational component of the SAMR model in which AI technologies can help redefine the task, thus transforming the learning process. For example, students could use AI-powered design software to create 3D models of their drafted work, ensuring accurate measurements and calculations.
AI-Enhanced (Modification)	Students may use AI as a tool to transform the learning process, but sources should be cited, and all generated content should be reviewed for accuracy. This AI integration tier connects to the SAMR model's enhancement component, where AI technologies can help modify the task. For example, students could use AI to analyze data in preparation for a science project and create a detailed report that they can articulate to their audience.
AI-Assisted (Augmentation)	Students may use AI as a feedback tool, but they should create all of the assignment's content themselves. This tier of AI integration connects to the augmentation

	component of the SAMR model, in which AI technologies are used as a tool to improve functionality, although the content remains the same. For example, students could use AI tools as a thought partner for brainstorming ideas for a class assignment.
AI-Prohibited (Substitution)	AI tools are not permitted for assignments or tasks specifically designed to evaluate students' core knowledge and skills. This tier of AI integration connects to the substitution component of the SAMR model, in which AI technologies are not used, but other technologies may still be integrated. For example, students could create and deliver a slideshow presentation to share their research and explain how their task connects to earlier learning in the course without using AI as a tool.

STUDENT DISMISSAL FROM CBA

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 receive 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 a pattern of discipline behaviors may be expelled from CBA.

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.

Students are not to go to any other area of the campus, such as the flc/gym/dome/fields/etc. 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.

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 or a distraction to the campus environment.
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 students' 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, 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

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!!!

Champions of Character

Respect - We value every person as someone created in the image of God.

Responsibility - We accept ownership of our choices, actions, and commitments.

Sportsmanship - We compete with humility, honor, and grace in both victory and defeat.

Servant Leadership - We lead by serving others and placing their needs before our own.

Integrity - We choose to do what is right, even when no one is watching.

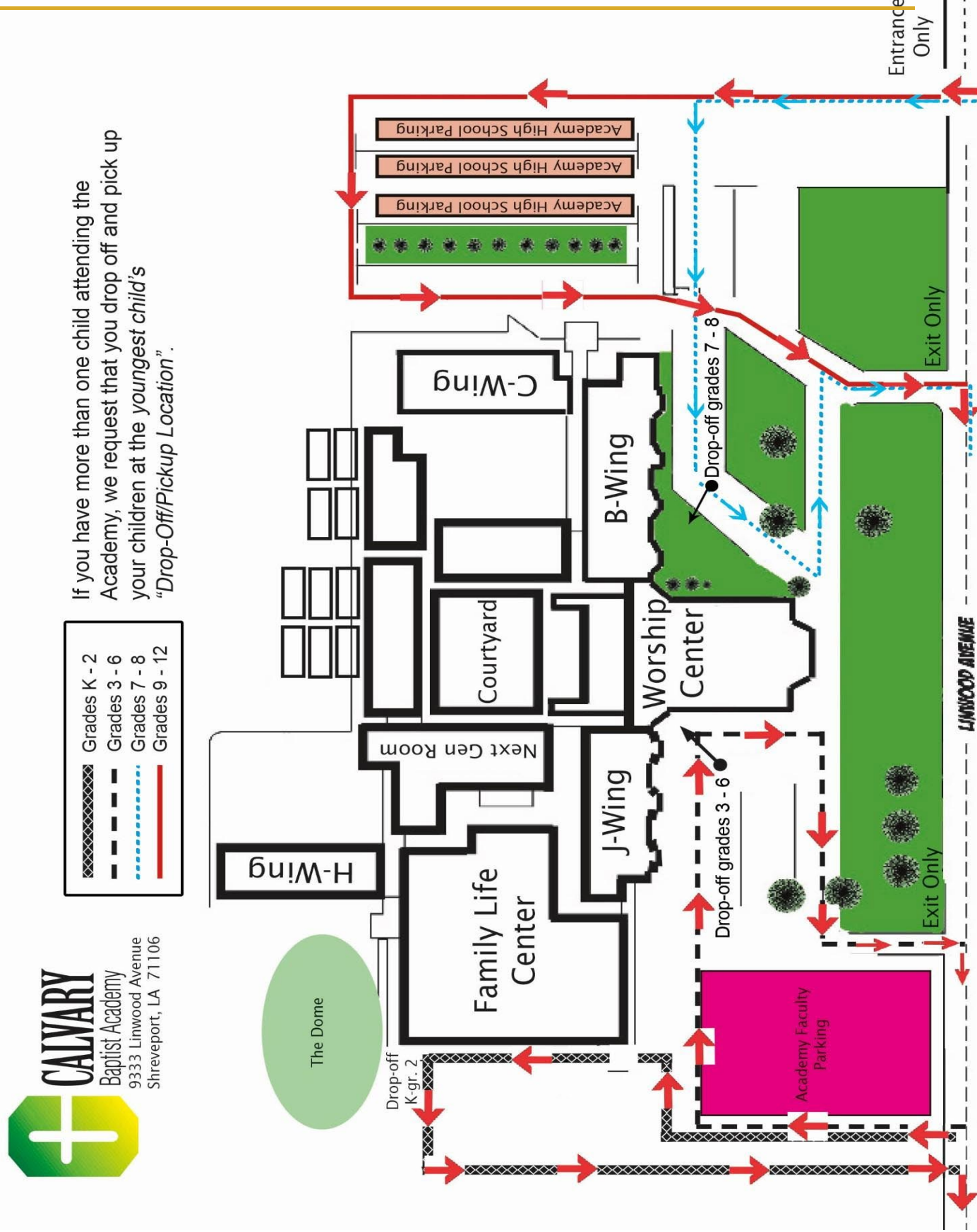
ACKNOWLEDGEMENT

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 Mrs. Toups or Mrs. Lary at:

ttoups@calvaryshreveport.org

glary@calvaryshreveport.org

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



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".