



*Thou therefore endure hardness,  
as a good soldier of Jesus Christ. 2 Timothy 2:3*

2023

# Parent and Student Handbook

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Dear Parents and Students:

On behalf of the faculty and staff of Calvary Baptist Christian Academy, welcome to the 2023–2024 academic year! Our educational and spiritual goal, simply stated, is to bring glory and honor to our Lord, Jesus Christ. We take your choice to allow us to assist you in the God-given responsibility of educating your child seriously. Our school serves as a focused ministry to assist parents in what God has given them the responsibility to do — educate their children to serve Jesus Christ. We share a significant burden for our school family; first for the salvation of all our parents and students, and secondly for spiritual growth in each of our lives.

God’s truth is universal in scope; integrating that knowledge with mathematics, science, geography, the arts, and so forth will give students a correct godly perspective (see Romans 12:2). We believe that the Christian school extends the Christian home. We desire to work closely with parents, not to reform Christian youth, but to help transform them through the knowledge of God and His universe. We place special emphasis in all grades upon the development of the “whole” student.

Thank you again for entrusting your most precious treasure, your child, to us daily! It is a great privilege to walk with you as we all grow together in Christ.

I ask that you pray daily for the success of your child and the school.

Sincerely,

Marshall Stevens, Senior Pastor

## *Welcome from Mrs. Stevens*

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Dear Parents and Students:

Instruction is supremely important in any young person's life. We at Calvary Baptist Christian Academy take this seriously and will endeavor to instruct your children in academic subjects from a Biblical perspective.

Without the instruction of the Bible and its principles, all other learning will lead to foolishness. Biblical principles, if firmly planted in the life of a young person, will lead them farther than anything else in this world.

In this Parent and Student Handbook you will find the guidelines, policies and procedures that keep us unified in our desire for excellence in Christian education. The contents are to help your child develop godly character and a teachable spirit.

Please contact me if you have questions. Thank you for your support of CBCA. Please join us in prayer that God would continue to bless and protect our school.

Sincerely,

Mrs. Mindy Stevens, Principal

## OFFICE CONTACT INFORMATION

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**Main Telephone:** 707.642.1142      **FAX:** 707.647.3214

**School Office / Attendance Office:**

\*\* Located next to the foyer of the Simpson Hall

Telephone: 707.642.1142, x112

**Accounts Receivable:** Email: [finance@cbcac.org](mailto:finance@cbcac.org)

**Principal:**

Mrs. Mindy Stevens

Telephone: 707.642.1142, x114

Email: [mindy.stevens@cbcac.org](mailto:mindy.stevens@cbcac.org)

**Business Manager:**

Associate Pastor Ryan Stevens

Telephone: 707.642.1142, x110

Email: [ryan.stevens@cbcac.org](mailto:ryan.stevens@cbcac.org)

**Director of Finance:**

Mr. James Ridley

Telephone: 707.631.1723

Email: [james.ridley@cbcac.org](mailto:james.ridley@cbcac.org)

**Pastor:**

Senior Pastor Marshall Stevens

Telephone: 707.642.1142, x111

Email: [pastor@cbcac.org](mailto:pastor@cbcac.org)

**School Mascot:** Trail Blazers

**School Colors:** Blue, Silver, and Maroon

**School Board:** Senior Pastor Marshall Stevens, Pastor Ryan Stevens, Pastor Neil Warthan, Deacon Doug Mendoza, Deacon James Ridley, Deacon Phillip Goltiao, Deacon Alther Sunga

**Website:** <https://cbc.academy>

**Notice of Nondiscriminatory Policy regarding Students:** Calvary Baptist Christian Academy admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students enrolled in the school. It does not discriminate based on race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**References:** In this document, the term “school” or “School” refers to Calvary Baptist Christian Academy, which may be abbreviated “CBCA.” The term “parent” is synonymous with the word “guardian” throughout this handbook. “Elementary” refers to grades kindergarten through six. “Junior High” refers to grades seven and eight. “Senior High” refers to grades nine through twelve. Collectively, “Secondary” refers to grades seven through twelve.

## *MISSION STATEMENT*

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The staff and faculty of Calvary Baptist Christian Academy commit themselves to excellence in educating students in regular academic subjects from a Biblical perspective.

## *PHILOSOPHY*

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Calvary Baptist Christian Academy is dedicated to the philosophy that Christian education is the only truly valid education. True education must be administered in a spiritual atmosphere and must recognize God as the supreme source of all knowledge and wisdom. The Word of God is our sole authority. God created this world, and we accept His right to govern all the affairs of mankind. All subjects taught will be consistent with the Truth. Our goal is to mold well-rounded persons who show academic excellence and who display the spiritual and social maturity to glorify God and bring honor to their country.

## *PURPOSE*

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Calvary Baptist Christian Academy was founded in 1999 to provide a Christian alternative to the humanistic education offered in other private and public schools. It is a uniquely religious, educational institution that seeks to provide a quality education in a distinctly Christian environment. We teach all subjects from a Biblical, conservative, fundamental, Baptist point of view. We emphasize wholesome Christian living, personal salvation through Jesus Christ, obedience to the Word and will of God, and using our talents and gifts for the glory of God. The purpose of the school is to direct the physical, mental, emotional, social and spiritual development of each child. The primary directive of Calvary Baptist Christian Academy is to train young people to be salt and light in their families and communities, and to serve Jesus Christ with every aspect of their life.

## *ARTICLES OF FAITH*

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The following doctrinal statements are quoted or adapted from the Articles of Faith of the Calvary Baptist Church of American Canyon, California. There are additional doctrinal statements made by the Church that are in force but not necessarily included in this document. Calvary Baptist Christian Academy is and shall remain in subjection and under the authority of Calvary Baptist Church.

Calvary Baptist Church is a Baptist church founded upon the Bible and operating according to the Bible. Thus, we are Bible Baptists. A Bible Baptist is one who believes in a supernatural Bible, which tells of a supernatural Christ, Who had a supernatural birth, Who spoke supernatural words, Who performed supernatural miracles, Who lived a supernatural life, Who died a supernatural death, Who rose in supernatural splendor, Who intercedes as a supernatural priest and Who will one day return in supernatural glory to establish a supernatural kingdom on the earth.

Excerpted from the Articles of Faith of Calvary Baptist Church:

1. **OF THE SCRIPTURES:** We believe that the Holy Bible was written by men supernaturally inspired; that it has truth without any admixture of error for its matter; that it therefore is, and shall remain to the end of the age, the only

complete and final revelation of the will of God to man; that it is the true center of Christian union and the supreme standard by which all human conduct, creed, and opinions should be tried; that as the Bible itself promised, God's Word is preserved for eternity. By "The Holy Bible" we mean that collection of sixty-six books, from Genesis to Revelation, which as originally written and providentially preserved does not only contain and convey the Word of God, but IS the very Word of God. *Psalm 19:7–11, Psalm 119:160, Proverbs 30:5–6, Isaiah 8:20, John 17:17, 1 Thessalonians 2:13.* By "inspiration" we mean that the books of the Bible were written by holy men of old, as they were moved by the Holy Spirit, in such a definite way that their writings were supernaturally and verbally given to them by God and are free from error, as no other writings have ever been or ever will be inspired. *2 Kings 17:13, Nehemiah 8:1, Daniel 9:2, Zechariah 7:12, Malachi 4:4, Acts 1:16, Acts 28:25, 2 Timothy 3:16–17, 2 Peter 1:19–21.* By "preserved" we mean that just as God supernaturally inspired His Word, He also supernaturally maintains His word forever; that what we have today, in the King James or Authorized Version of 1611, is the very Word of God for the English-speaking world; that the original writings were not superior to the King James Version, nor is the King James Version superior to the original writings. *Psalm 12:6–7, Psalm 119:89, Isaiah 40:8, Matthew 24:35, Romans 15:4, 1 Peter 1:23–25, Revelation 22:18–19.*

2. **OF THE TRUE GOD:** We believe that there is one, and only one, living and true God; an infinite, intelligent Spirit, the maker and supreme ruler of heaven and earth; that He is eternal, with neither beginning of days, nor end of life; that he possesses all knowledge; that He is inexpressibly glorious in holiness and worthy of all possible honor, confidence and love; that He is perfect and unlimited in power; that in the unity of the Godhead there are three persons; the Father, the Son, and the Holy Ghost, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption: **There is one God:** *Deuteronomy 4:35, Deuteronomy 6:4, 2 Samuel 7:22, Psalm 86:10, Isaiah 43:11, Isaiah 44:6, Isaiah 45:18, Mark 12:29, Mark 12:32, 1 Corinthians 8:4, 1 Corinthians 8:6, Ephesians 4:6, 1 Timothy 1:17, 1 Timothy 2:5.* **He is a Spirit:** *Genesis 1:2, John 4:24, Acts 17:24–25, 2 Corinthians 3:17.* **He is the Creator:** *Genesis 1:1, Isaiah 40:28, Isaiah 45:18, Acts 17:24, 1 Corinthians 8:6, Revelation 4:11.* **He is Holy:** *Exodus 15:11, Psalm 99:9, Isaiah 6:3, Revelation 15:4.* **He alone is worthy of honor and praise:** *Exodus 20:20, Isaiah 25:1, Revelation 4:11, Revelation 15:4.* **He is eternal:** *Deuteronomy 33:27, Psalm 90:2, Isaiah 40:28, Isaiah 43:10, Jeremiah 10:10, Malachi 3:6, John 17:5, 1 Timothy 1:17, Revelation 1:8.* **He possesses all knowledge:** *Psalm 139:1–4, Isaiah 40:28, Romans 11:33, 1 Corinthians 3:20, Hebrews 4:13, 1 John 3:20.*
  
3. **OF THE TRIUNE GOD:** We believe in one God, eternally existing in three persons, God the Father, God the Son, and God the Holy Spirit. *Matthew 28:19, John 10:30, John 15:26, Acts 5:3–4, 1 Corinthians 8:6, 2 Corinthians 13:14, Philippians 2:5–6, 1 John 5:7.* **God the Father:** We believe in God the Father, perfect in holiness, boundless in love, infinite in wisdom, measureless in power. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayers, and that He saves from sin and death all who come to Him through Jesus Christ His Son. *John 3:16, John 14:6, John 15:16, John 16:23, 1 Corinthians 8:6, Galatians 1:3, 2 Peter 1:17, 1 John 5:7.* **God the Son:** We believe in Jesus Christ, God the Son, preexistent with the Father, begotten by the Holy Spirit and born of a virgin named Mary, manifested in the flesh: sinless in His nature and life, making atonement for the sins of the world by His substitutionary death on the cross, and by the shedding of His precious, pure blood, which was not man's blood, but the very incorruptible blood of God. We believe in His bodily resurrection from the dead, His bodily ascension into Heaven, His perpetual intercession for His people and His glorious second coming according to promise. We believe that the promise of His second coming included First, "The Blessed Hope" of the believer, namely, the personal, premillennial and pre-tribulation return of our Lord and

Saviour, Jesus Christ, in the clouds, to rapture all the saved out of the earth. Second, His literal return to this earth with His saints, to set up His millennial reign. *John 1:1, John 1:14, John 8:58, John 17:4–5, John 17:24, Isaiah 7:14, Micah 5:2, Matthew 1:18–25, Luke 1:34, 2 Corinthians 5:21, Hebrews 4:15, 1 Peter 2:22, Acts 20:24, Romans 4:25, Romans 5:8–11, 1 Peter 1:18–19, 1 Peter 3:18, Revelation 1:5, Romans 10:9, Ephesians 1:20, 1 Thessalonians 4:14, Luke 24:51, Acts 1:9–11, Romans 8:34, Hebrews 7:24–25, John 14:2–3, Hebrews 9:28, 1 Thessalonians 4:13–17, Titus 2:11–14, Isaiah 2:1–4, Daniel 9:24–27, Revelation 20:6, 1 Timothy 3:16.* **God the Holy Spirit:** We believe that the Holy Spirit is a divine person; equal with God the Father and God the Son and of the same nature; that He was active in creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of judgment and of righteousness; that He seals, endues, guides, teaches, witnesses, sanctifies, comforts and helps the believer. *Genesis 1:1–3, Matthew 28:19, Luke 24:49, John 3:5–6, John 14:16–17, John 14:26, John 15:26–27, John 16:8–11, John 16:13, Acts 5:3–4, Acts 5:30–32, Romans 8:9, Romans 8:14, Romans 8:16, Romans 8:26–27, Ephesians 1:13–14, 2 Thessalonians 2:7, 2 Thessalonians 2:13, Titus 3:5, Hebrews 9:14, 2 Peter 1:2.*

4. **OF THE DEVIL, OR SATAN:** We believe that Satan was once holy and enjoyed heavenly honors; but through pride and ambition to be as the Almighty, he fell and drew after him a host of angels; that he is now the malignant prince of the power of the air, and the unholy god of this world. We hold him to be man's great tempter, the enemy of God and His Christ, the accuser of the saints, the deceiver, the father of all lies, the author of all false religions, the chief power behind the present apostasy, the lord of the Antichrist, and the author of all the powers of darkness — destined however to final defeat at the hands of God's own Son and to the judgment of an eternal justice in hell, a place prepared for him and his angels. *Isaiah 14:12–15, Ezekiel 28:14–17, Matthew 4:1–11, Matthew 13:25, Matthew 13:39, Matthew 25:41, Mark 13:21–22, Luke 22:3–4, John 8:44, John 14:30, 2 Corinthians 4:30–4, 2 Corinthians 11:13–15, Ephesians 2:2, 1 Thessalonians 3:5, 2 Thessalonians 2:8–11, 1 Peter 5:8, 2 Peter 2:4, 1 John 2:22, 1 John 3:8, 1 John 4:3, 2 John 7, Jude 6, Revelation 12:7–19, Revelation 13:1–14, Revelation 19:19–20, Revelation 20:1–3, Revelation 21:8, Revelation 20:10.*
5. **OF CREATION:** We believe in the Genesis account of creation, and that it is to be accepted literally, and not allegorically or figuratively; that man was created directly in God's own image and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species, or development through interminable periods of time from lower to higher forms; that all animal and vegetable life was made directly and God's established law was that they should bring forth only "after their kind." *Genesis 1:1–31, Genesis 2:21–23, Genesis 5:1, Exodus 20:1, Nehemiah 9:6, Jeremiah 10:12, John 1:3, Acts 4:34, Acts 17:23–26, Romans 1:20, 1 Corinthians 15:37–39, Colossians 1:16–17, 1 Thessalonians 5:23, Hebrews 11:3, 2 Peter 3:5, 1 John 5:7, Revelation 10:6.*
6. **OF THE FALL OF MAN:** We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state, in consequence of which, all mankind are now sinners, not by constraint, but of choice; and therefore under just condemnation without defense or excuse. *Genesis 2:25, Genesis 3:1–7, Genesis 3:24, Ezekiel 18:19–20, Romans 12:18–20, Romans 1:32, Romans 3:10–19, Romans 3:23, Romans 5:12, Romans 5:19, Romans 6:23, Galatians 3:22, Ephesians 2:1–3, 1 Timothy 2:13–14.*
7. **OF THE VIRGIN BIRTH:** We believe that Jesus Christ was begotten of the Holy Ghost in a miraculous manner; born of Mary, a virgin, as no other man was ever born or can ever be born of woman, and that He is both the Son



of God, and God, the Son. *Genesis 3:15, Psalm 2:7, Isaiah 7:14, Isaiah 9:6, Matthew 1:18–25, Mark 1:1, Luke 1:35, John 1:14, 1 Corinthians 15:47, Galatians 4:4, 1 John 5:20.*

- 8. OF THE ATONEMENT FOR SIN:** We believe that the salvation of sinners is wholly of grace; through the mediatorial offices of the Son of God, Who by appointment of the Father, freely took upon Him our nature, yet without sin, honored the divine law by his personal obedience, and by His shed blood and His death made a full and vicarious atonement for our sins; that His atonement consisted not in setting us an example by His death as a martyr, but was the voluntary substitution of Himself in the sinner's place, the Just dying for the unjust, Christ the Lord, bearing our sins in His own body on the tree; that He shed His divine, incorruptible blood as the full payment for our sins; that, having risen from the dead, He took that precious blood into the holy place of Heaven where He presented it in the very presence of God, where that blood is still speaking for us today; that He is now enthroned in heaven and uniting in His wonderful person the tenderest sympathies with divine perfection; and that He is every way qualified to be a suitable, a compassionate, and all-sufficient Saviour. *Leviticus 17:11, Isaiah 53:4–7, Isaiah 53:11–12, John 3:16, John 10:18, Acts 15:1, Acts 20:28, Romans 3:24–25, 1 Corinthians 15:3, 1 Corinthians 15:20, 2 Corinthians 5:21, Galatians 1:4, Ephesians 2:8–9, Philippians 2:5–8, Hebrews 2:9, Hebrews 2:14, Hebrews 7:25–27, Hebrews 9:22–26, Hebrews 12:2, Hebrews 12:24, 1 Peter 1:18–19, 1 Peter 2:22, 1 Peter 2:24, 1 Peter 3:18, 1 John 2:2, 1 John 4:10.*
- 9. OF GRACE IN THE NEW CREATION:** We believe that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension, not by culture, not by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the gospel; that its proper evidence appears in the holy fruits of repentance and faith and newness of life. *Matthew 3:7–8, John 1:12–13, John 3:3–8, John 3:16, John 3:36, Acts 2:41, Romans 6:23, Romans 10:16, 2 Corinthians 5:17, Galatians 5:22, Ephesians 2:1, Ephesians 5:9, Colossians 2:13, Titus 3:5, 1 Peter 4:17, 2 Peter 1:4.*
- 10. OF THE FREENESS OF SALVATION:** We believe in God's electing grace; that the blessings of salvation are made free to all by the gospel; that it is the immediate duty of all to accept them by a cordial, penitent and an obedient faith; and nothing prevents the salvation of the greatest sinner on earth but his own inherent depravity and voluntary rejection of the gospel, which rejection involves him in an aggravated condemnation. *Isaiah 55:1, Isaiah 55:6–7, Matthew 11:28, John 3:15–18, John 3:16, John 5:40, John 6:37, Acts 2:38, Romans 8:29–30, Romans 10:13, 1 Corinthians 15:10, Galatians 3:8, Ephesians 2:4–5, Colossians 3:12, 1 Thessalonians 1:4, 2 Thessalonians 1:8, 1 Timothy 1:15, Titus 1:1, Titus 2:11, 1 Peter 1:2, 2 Peter 3:9, Revelation 22:17.*
- 11. OF JUSTIFICATION:** We believe that the great gospel blessing which Christ secures to such as believe in Him is justification; that justification includes the pardon of sin and gift of eternal life on principles of righteousness; that it is bestowed, not in consideration of any works or righteousness which we have done, but solely through faith in the Redeemer's blood His righteousness is imputed unto us. *Isaiah 53:11, Habakkuk 2:4, John 3:16–18, Acts 13:38–39, Romans 3:20–26, Romans 5:1, Romans 5:9, Romans 8:1, 2 Corinthians 5:21, Galatians 3:11, Titus 3:5–7, 1 Peter 3:18.*

- 12. OF REPENTANCE AND FAITH:** We believe that repentance and faith are solemn obligations for all men and are inseparable for salvation. Upon hearing the Word of God and with the work of the Spirit of God, man is convicted of his guilt, his danger, and his helplessness and is convinced of the way of salvation through Christ. Upon that conviction and convincing, man turns to God with unfeigned contrition, confession, and supplication for mercy while heartily receiving the Lord Jesus Christ by faith and openly confessing Him as his only and all-sufficient Saviour. *Isaiah 55:6–7, Psalm 51:1–4, Mark 1:15, Luke 18:13, John 16:7–13, Acts 2:37–38, Acts 4:10–12, Acts 17:30, Acts 20:21, Romans 3:9–11, Romans 10:13 Ephesians 2:8–9, 2 Peter 2:9.*
- 13. OF THE CHURCH:** We believe that a Baptist church is a congregation of saved and scripturally baptized believers associated by a covenant of faith and fellowship of the gospel, said church being understood to be the body of Christ and the propagator of the eternal gospel; that a Baptist church should observe the ordinances of Christ, be governed by His laws, and exercise the gifts, rights, and privileges invested in them by His Word; that a Baptist church is local, not universal, visible, not invisible, organized, not unorganized, separated from the world and to God, separated from ecclesiastical ties and hierarchy; that it is independent, fundamental, and non-charismatic; that the officers of ordination are pastors or elders whose qualifications, claims, and duties are clearly defined in the scriptures; that the true mission of the church is found in the Great Commission to make individual disciples, to baptize them, and to teach all He has commanded, according to the Scriptures. We hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations, and that the one and only superintendent is Christ through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that every church is the sole and only judge of the measure and method of its cooperation; and that on all matters of membership, of policy, of government, of discipline, of benevolence, the will of the local church is final. *Malachi 3:10, Matthew 28:16–20, Acts 2:41–47, Acts 20:28, 1 Corinthians 5:11–13, 1 Corinthians 6:1–8, 1 Corinthians 11:2, 1 Corinthians 12:12–28, 1 Corinthians 16:1–2, 2 Corinthians 8:23–24, Ephesians 1:22–23, Ephesians 4:11–12, Ephesians 5:23–27, Colossians 1:18, 1 Timothy 3:1–15, 1 Peter 5:1–4, 1 John 1:3–6, Revelation 1:4.*
- 14. OF BAPTISM AND THE LORD’S SUPPER:** We believe that Scriptural baptism is the immersion of a believer in water in the name of the Father, of the Son, and of the Holy Ghost, with the authority of the local church; that it is to show forth in a solemn and beautiful emblem our faith in the crucified, buried and risen Saviour, with its effect in our death to sin and resurrection to a new life; and that it is prerequisite to the privileges of a church relation and to the Lord’s supper. We believe the Lord’s Supper is when the members of this church, by the sacred use of unleavened bread and the pure fruit of the vine, are to commemorate together the dying love of Christ, His death, His broken body on the tree, His precious shed blood, and His soon return, preceded always by solemn self-examination. *Matthew 3:6, Matthew 3:13–17, Matthew 26:26–30, Matthew 28:19, John 3:23, Acts 2:41–42, Acts 8:36–39, Romans 6:3–6, 1 Corinthians 11:2, 1 Corinthians 11:23–31, Colossians 2:12.*
- 15. OF THE SECURITY OF THE SAINTS:** We believe in the eternal security of the believers; that the possession of eternal life begins at the moment of salvation; that a special Providence watches over their welfare; and that they are kept by the power of God through faith unto eternal salvation. *Psalm 121:3, John 3:16, John 3:36, John 5:24, John 10:27–39, Romans 6:23, Romans 8:35–39, Philippians 1:6, Hebrews 1:14, 1 Peter 1:5, 1 John 5:11–13.*

16. **OF THE RIGHTEOUS AND THE WICKED:** We believe that there is a radical and essential difference between the righteous and the wicked; that such only as are justified through faith in the name of the Lord Jesus and sanctified by the Spirit of our God are truly righteous in His esteem; that while all such as continue in impenitence and unbelief are in His sight wicked and under the curse; and this distinction holds among men both in and after death; in the everlasting felicity of the saved and everlasting conscious suffering of the lost. *Genesis 18:23, Psalm 9:17, Proverbs 11:31, Proverbs 14:32, Malachi 3:18, Matthew 7:13–14, Luke 16:19–31, John 3:16–18, John 8:21, Acts 10:34–35, Romans 1:18, Romans 5:9, Romans 6:17–18, Romans 6:23, 1 Corinthians 6:9–11, 1 Corinthians 15:22, 2 Corinthians 1:10, Galatians 3:10, 2 Thessalonians 1:8, 1 John 2:29, 1 John 5:19, Revelation 20:6, Revelation 21:8.*
17. **OF CIVIL GOVERNMENT:** We believe that civil government is of divine appointment, for the interests and good order of human society; that magistrates are to be prayed for and conscientiously honored and obeyed, except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience and the coming Prince of the kings of the earth. *2 Samuel 23:3, Psalm 72:11, Daniel 3:17–18, Matthew 22:21, Acts 4:19–20, Acts 5:29, Acts 23:5, Romans 13:1–7, Philippians 2:10–11, 1 Timothy 2:1–4, Titus 3:1–2, 1 Peter 2:13–20.*
18. **OF THE RESURRECTION AND RETURN OF CHRIST AND RELATED EVENTS:** We believe in, and accept, the sacred Scriptures upon these subjects at their face and full value. Of the Resurrection, we believe that Christ rose bodily “*the third day according to the Scriptures*” (1 Corinthians 15:3–4); that He alone is our “*merciful and faithful high priest in things pertaining to God*” (Hebrews 2:17); that “*this same Jesus which is taken up from you into heaven shall so come in like manner as ye have seen Him go into heaven*” (Acts 1:11) — bodily, personally, and visibly; that the “*dead in Christ shall rise first*” (1Thessalonians 4:16); that the living saints “*shall all be changed in a moment, in the twinkling of an eye, at the last trump*” (1 Corinthians 15:52); that “*the Lord God shall give unto Him the throne of His Father David*” (Luke 1:32); and that Christ shall reign a thousand years in righteousness until “*He hath put all enemies under His feet*” (1 Corinthians 15:25). *Psalm 72:8, Matthew 24:27, Matthew 24:42, Matthew 28:6–7, Mark 16:6, Mark 16:19, Luke 1:32, Luke 24:27, Luke 24:29, Luke 24:51, John 14:3, John 20:27, Acts 1:9–11, 1 Corinthians 15:3–4, 1 Corinthians 15:25, 1 Corinthians 15:51–53, Philippians 3:20–21, 1 Thessalonians 4:13–17, Hebrews 2:17, Hebrews 8:1, Hebrews 9:28, Hebrews 12:2, 1 John 3:2, Revelation 20:1–6.*
19. **OF MISSIONS:** The command to give the gospel (the death, burial, and resurrection of Christ) to the world is clear and unmistakable and this Commission was given to the churches. *Matthew 28:18–20, Mark 16:15, John 20:21, Acts 1:8, Romans 10:13–15, 1 Corinthians 15:1–4*
20. **OF THE GRACE OF GIVING:** Scriptural giving is one of the fundamentals of the faith. “*Therefore as ye abound in everything, in faith, and utterance, and knowledge, and in all diligence, and in our love to us, see that ye abound in this grace also*” (2 Corinthians 8:7). We are commanded to bring our gifts into the storehouse. The storehouse of the Old Testament is also God’s house. In the New Testament, the house of God is the church. We are instructed to lay by in store upon the first day of the week. The tithe and offerings are to be given into the common treasure of the church. Jesus Himself affirmed that tithing should be done. *Genesis 14:17–20, Leviticus 27:30, Leviticus 27:32, Malachi 3:8–10, Matthew 23:23, Acts 4:34–37, 1 Corinthians 16:1–2, 1 Timothy 3:15, Hebrews 7:2, Hebrews 7:4.*

21. **OF MARRIAGE, GENDER, AND SEXUALITY:** We believe that God wonderfully, fearfully, and immutably creates each person as either male or female. We believe that these two distinct, complementary genders each reflect the image and nature of God and that rejection of one's biological gender is a rejection of the image of God within that person. We believe that God disapproves of and forbids any alteration or transformation of one's gender by any method. We believe that the term *marriage* is entirely defined as the uniting of one man and one woman in a single, exclusive union, as described in Scripture. We believe that God commanded that no sexual intimacy or activity should be engaged in outside of the exclusive union of one man and one woman who are married to each other. We believe that any form of adultery, fornication, homosexuality, lesbianism, pedophilia, bisexuality, bestiality, incest, and use of pornography are sinful perversions of God's gift of sex and His design for mankind. *Genesis 2:24, Genesis 9:5, Genesis 9:13, Genesis 26:8–9, Genesis 19:5, 1 Corinthians 5:1, Leviticus 18:1–30, Romans 1:26–29, Hebrews 13:4, Genesis 1:26–27, Genesis 2:18–25, 1 Corinthians 6:18, 1 Corinthians 7:2–5, Matthew 15:18–20, 1 Corinthians 6:9–10, 1 Thessalonians 4:1–8, Leviticus 20, Deuteronomy 22.*
22. **OF AUTHORITY:** These Articles of Faith do not exhaust the extent of this church's beliefs or practices. The Bible itself, as the inspired and preserved and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe. We believe that God created the church for His purposes and that He established His local church with pastors, deacons, and other leaders to ensure that matters of faith and conduct are aligned with Scripture. For the purposes of faith, doctrine, practice, policy, and discipline, the pastor and deacons are this church's final interpretive authority on the Bible's meaning and application. *Acts 20:17–28, Philippians 1:1, 1 Peter 5:1–5, 1 Timothy 3:1–7, 1 Timothy 3:8–13, Acts 6:1–6.*
23. **OF THE FAMILY:** We believe that men and women are spiritually equal in position before God and that God has ordained distinct and separate spiritual functions for men and women in the home and in the church. The husband is to be the leader of the home. We believe that a family is constructed of a male husband, a female wife, and any children that God blesses that family with. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the local church submits to the leadership of Christ. Children are an heritage of the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle examples and appropriate discipline, including Scriptural corporal correction. *Genesis 1:25–28, Exodus 20:12, Deuteronomy 6:4–9, Psalm 127:3–5, Proverbs 19:18, Proverbs 22:15, Proverbs 23:13–14, Mark 10:6–12, 1 Corinthians 7:1–16, Ephesians 5:21–33, Ephesians 6:1–4, Colossians 3:18–21, Hebrews 13:14, 1 Peter 3:1–7.*
24. **OF THE SANCTITY OF HUMAN LIFE:** We believe that all human life is created by God in His image and begins at conception and is sacred to God. We believe that a child in the womb is a living human being. We believe human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. *Psalm 139, Job 3:16, Psalm 51:5, Isaiah 44:24, Isaiah 49:1, Isaiah 49:5, Jeremiah 1:5, Jeremiah 20:15–18, Luke 1:44, Ecclesiastes 11:5.*
25. **OF CHURCH PRESERVATION:** We believe that in order to preserve the function and integrity of this local church, and to provide a biblical role model to the church members and the community, it is imperative that all persons

employed by the church, agree to and abide by all of these Articles of Faith, the Church Covenant, and the church's by-laws and policies. *Matthew 5:16, Philippians 2:14–16, 1 Thessalonians 5:22.*

## ***STRUCTURE OF OUR SCHOOL***

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**Pastor:** The senior pastor of Calvary Baptist Church is the chairman of the school board. He has final authority in all matters pertaining to the school and is ultimately responsible for its operations.

**School Board:** The deacons of Calvary Baptist Church, which are appointed annually by the senior pastor and voted into office by the church body during a regular business meeting, according to church bylaws, comprise the school board. The school board meets as needed to review the operations of the school and provide oversight of the same. Its meetings are closed to the public. In the unlikely event of a dispute between a parent and the school, the school board may invite a parent to a scheduled meeting or the parent may petition to speak with the school board at a scheduled meeting.

**Principal:** The senior pastor with the advice and consent of the school board hire and appoints the Principal of the school. The Principal has primary decision-making authority for the school.

**Registrar:** The senior pastor hires and appoints the Registrar of Students. The Registrar handles the enrollment and admission operations of the school. The Registrar works closely with the administration, staff and faculty.

**Faculty:** Our teachers have years of experience and are well-qualified to teach and facilitate the curriculum and academic program of the school.

**Associations:** Our school is a member of the Golden State Association of Christian Schools (GSACS), which has over 1,200 member schools. Membership provides many practical resources such as conferences for teachers, legal defense, accreditation, certification opportunities and student activities (fine arts competitions, academic competitions, et cetera). Our school is also a member of the American Association of Christian Schools (AACCS), a nationally recognized organization for Christian schools, which is known for maintaining quality standards with a Christ-centered philosophy.

All employees and officers of Calvary Baptist Christian Academy have given testimony of being born again. As well, they are members of Calvary Baptist Church and we expect each to maintain a Christ-honoring life that exemplifies proper Christian behavior.

**Changes, Additions and Deletions:** The school may make any changes, amendments, updates, additions, or deletions to this handbook or related policies, as the need arises, with no notice to any party.

**Privacy Statement:** The School does not sell, share, or otherwise intentionally distribute to any party, any information provided to the school or church in the normal course of academics, enrollment or other school-related activities. All information collected by the church or school remains the property of Calvary Baptist Church.

## ADMISSIONS

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**Open Enrollment:** Admission to CBCA is open to any young person who meets the entrance requirements. We select students for enrollment on a first-come, first-served basis. We grant consideration for enrollment upon completing all documentation and paying enrollment fees. There are limited slots in each class. Once a class roster is full, students applying for enrollment into that class may receive additional consideration from the Principal and registrar, but there is no guarantee of enrollment. We do not admit students who will reach the age of twenty-one prior to graduation from high school.

**Transfer Students:** We may require students transferring from another school to take an examination before entrance. The results show the grade level in which we may place the applying student. Students applying for secondary grades must have at least a 2.0 grade point average (GPA) or show an aptitude to work at grade level. Student transfers after March 1 require special consideration by the school administration. Parents of the transferring student shall submit the student's most recent full-semester report card and/or other documentation requested by the Registrar.

**Enrollment:** Current students may enroll for the ensuing fall term beginning at the Early enrollment period in February or March. Any student may apply for enrollment consideration during the Early, Spring, or Summer enrollment periods. Enrollment documents and fully paid registration fees are required to reserve a seat for each student, regardless of current status. No student has a right to re-enroll. Applications for re-enrollment require school administration approval.

**Special Needs:** Presently, the school cannot meet the special needs of mentally impaired or physically disabled students.

### Admission Procedures:

1. Consult with the Registrar about the admission procedure.
2. After the parent submits the Student Application for Admission, the Registrar will review the documents (asking parents for additional documentation or corrections as necessary). Following this review, the Registrar will schedule a testing appointment. This testing appointment is for all new and transferring applicants in grades kindergarten (both K4 and K5) through twelfth grade.
3. After grading the test, the Registrar may schedule an interview (or this may be at the same visit). The parents or guardians are required to attend this interview. The outcome of the interview will assist the Registrar to know whether they will admit the applicant. All admissions decisions are up to the School.
4. Complete an application by following the school's current procedure and pay the non-refundable application fee. New and transferring students must complete this packet.
5. Complete the Student Application for Admission and associated documents.
6. With the Student Application for Admission, include:
  - a. A copy of the child's birth certificate.
  - b. A copy of the medical examination (kindergarten — both K4 and K5).
  - c. A copy of the proof of immunization.
7. Complete and sign the Enrollment and Tuition Agreement according to the school's current procedure.
8. The student shall sign the Student Agreement.
9. Upon acceptance of the student, the final enrollment steps are:
  - a. Completion of the remaining registration documents.
  - b. Payment of the non-refundable registration fee.
  - c. Final review of all documentation by the Registrar.

**Requests for Transcripts:** The Registrar handles requests for transcripts. Per school financial policy, we do not release transcripts when there is an outstanding balance on any student tuition account.

**Immunizations:** California Health and Safety Code §120325 and §120335 require proof of immunization before children may attend classes. These sections of the Health and Safety Code appear to apply equally to both public and private schools. CBCA requires proof of immunizations at enrollment time. Parents that have exempted their children from this requirement may appeal to the school administration for enrollment consideration. CBCA cannot advise or guide regarding exemptions from California Health and Safety Code §120325 and §120335.

**Age Requirements (Kindergarten, First Grade):** Calvary Baptist Christian Academy admits students according to California Education Code (§48000). This means that the School admits children into the kindergarten (K5) or first grade if that child has had (or will have) their fifth birthday by December 2nd of that academic year. Children entering the Kindergarten — K4 program must have completed their fourth (4th) birthday and be four years old by August 5th.

## **CURRICULUM**

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CBCA uses the ABEKA book publisher’s curriculum in the elementary grades and for most classes and subjects in the secondary grades. We may use other publishers’ materials, if those materials are beneficial to the learning environment. The curriculum used throughout our academic programs is a traditional approach to education and the curriculum is among the best available for Christian schools.

Providing the best subject-matter experts in the teaching of the students attending CBCA is a prime directive and at the core of the curriculum employed in the school. CBCA provides experienced and dedicated teachers in the language, mathematics, science, history, social sciences, and other subjects through the use of classroom streaming direct from Pensacola Christian Schools.

The school does not endorse all the contents of every textbook or reference material employed in our chosen curriculum. We understand that in order to meet certain academic standards, there may be times when various fields of research or academic content require the use of materials outside of our ability to control. The school tries to ensure that materials used in the curriculum are in keeping with the principles taught in the Word of God and are in alignment with our doctrinal statements.

We place a strong emphasis on the Bible and the spiritual welfare of the student. Classes have daily Bible lessons and we conduct chapel services once per week for all elementary and secondary students. Bible doctrines, English grammar, reading, mathematics, spelling, history, science, penmanship and health are the core subjects taught in our curriculum. We teach reading through the use of phonics. We emphasize accuracy and application in mathematics.

**Accreditation:** The ABEKA curriculum receives accreditation for grades 9–12. Parents may choose to have their students’ academic record and performance registered in the accreditation program in Pensacola, Florida. CBCA facilitates the record keeping and there is a nominal annual handling fee.

**Kindergarten (K4, K5):** The school offers a half-day kindergarten program for five-year-old students. This program is academic with an emphasis on phonics, reading, writing, numbers, and Bible memory. We place emphasis on “learning skills” to prepare the pupil for the elementary grades.

**King James Bible:** In all matters pertaining to Bible reference or study, our school uses only the King James Bible. All Scripture memory is to be done with The Authorized Version. Quotations from other versions receive a zero grade. Each

student must provide their own copy of the King James Bible for school (the “New” King James Bible is not acceptable). We recommend each secondary student have a good dictionary.

**Textbooks:** Students receive new textbooks each year and that cost is part of the registration fees. From time to time, the school may issue other books to students. Those books may be new or previously used. Learning to accept responsibility regarding proper care of books and equipment is an important aspect of character development. Parents receive a book charge for books returned in a damaged state (beyond normal wear and tear). Hard-bound books are to be protected by a book cover. Textbooks are not to be torn, spindled, mutilated, defaced or marred.

**Tutoring:** Sometimes when a student transfers into Calvary Baptist Christian Academy from a school that uses a different curriculum, they may struggle with one or more subjects. CBCA’s aim is to help the student in any academic area in which they struggle. In this situation, the teacher(s) and principal may meet with the parents (and possibly the student) to discuss tutoring for the student in one or more subjects. In those cases where CBCA provides the tutoring, there will be an additional appropriate cost, depending on various circumstances. Each situation is unique, and all parties involved will craft an appropriate solution to meet the needs of the student.

**Student and Classroom Supplies:** Each grade class has different needs for supplies. Supply lists are available via the school’s website at <https://cbc.academy>.

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

**Pledge to the Christian Flag:** “I pledge allegiance to the Christian Flag and to the Saviour for whose Kingdom it stands. One Saviour, crucified, risen, and coming again with life and liberty to all who believe.”

**Pledge to the American Flag:** “I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.”

**Memorization:** The pledges noted above are a mandatory part of the curriculum at Calvary Baptist Christian Academy. Students shall memorize these pledges, Scripture, poems, creeds, songs, hymns, proverbs, spiritual songs and other texts in the normal course of learning. We expect students to engage in the memorization and recital of various texts.

## **ATTENDANCE**

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We expect regular attendance of all students. In case of absence, the parent must contact the school office by telephone or in writing.

**Church Attendance:** Church attendance is a vital part of the Christian life. We expect students whose parents are members of Calvary Baptist Church or other area churches, to attend church faithfully. We strongly encourage parents who are not members of any church to attend the services of Calvary Baptist Church, setting the right example for their children. Documentation of church attendance is not required. Parents who are members of Calvary Baptist Church **should not discuss school matters with faculty or staff at church services.**

**Tardiness:** Students who arrive late cause a disturbance and disrupt school operations. Three tardies equals one absence. A student is tardy if he is not in assembly when it is time for school to begin. Unexcused tardies are a discipline matter



and may cause disciplinary action. For a tardy to be excused, the student must have a written note explaining the reason for tardiness.

**Withdrawal:** To withdraw a student from the school, submit a written statement, to the school administration, twenty-one (21) days in advance, according to the Enrollment and Tuition Agreement. Proration of tuition is at the discretion of the school administration. Registration and other fees are not refundable for any reason. Likewise, the school keeps the right to ask (in writing to parents) any student to withdraw, for any reason, apart from suspension or expulsion.

**Dismissal:** We may dismiss a student from the school for any reason according to the Enrollment and Tuition Agreement. Proration of tuition is at the discretion of the school administration. Registration and other fees paid are not refundable for any reason.

**Cumulative Absence Penalty:** Fifteen (15) unexcused absences per semester in any secondary class results in an automatic failure in that class. A secondary student gaining twelve (12) absences of any kind in one semester may have his grade lowered one letter grade. Elementary students absent over twenty (20) days per school year may need to repeat their present grade. Exceptions are at the discretion of the Principal.

**Excused Absences:** The school grants excused absences for valid reasons, such as illness, death or serious illness or injury in the immediate family, medical or dental appointment, family days or school-approved activity. Parents seeking to have a student excused from school should send written notice to the school office as soon as possible prior to the absence.

**Planned Extended Absences:** When a student is to be absent for an extended period (e.g., family trip, extended illness, etc.), the parent(s) shall:

- a. Request in writing that the named student is absent from school.
- b. Notify the teachers of the absence and the dates of absence, so they may provide expected homework or other assignments.
- c. Follow the Make-up Work policy (see Homework and Study Hall).

**Sports:** Regarding sports activities, see the section on Physical Education and Sports in this handbook.

**Illness:** If a student becomes ill during school hours or at a school activity, the school may excuse him to go home. Before we excuse the pupil, the school office will attempt to contact a parent or guardian. Students may not leave campus until receiving approval from the school and instruction from the parent. We release students from campus to those persons designated, in writing (on file with the school), by the parents.

**Medical Insurance:** Students without medical insurance may enroll in the school. The school does not provide medical insurance for students.

**Health Services and First Aid:** School staff or faculty will treat minor abrasions. The school does not have medical facilities or equipment on campus and there are no nurses or EMTs on the staff or faculty.

1. **Urgent Care:** should a student become ill, have a fever or otherwise require urgent medical care, we attempt to contact the parents (when possible), followed by contacting other people as designated in writing by the parents. If unable to contact the parents (or others on file) within a reasonable time, school employees may call for emergency medical services. In urgent situations, we may dial 9–1–1.
2. **Injuries and Emergencies:** should a student be in distress or severely injured, emergency services will be called (9–1–1). We shall notify parents as soon as possible.
3. **Medications:** staff and faculty do not administer medications. Should a student need to take medications while at school or on other school activities, we expect the parent (or their appointee) will come to the school to

administer the medication. When the parent cannot attend to the matter, we may follow, at our discretion, the following guidelines:

- a. Parents send written instructions to the school office, including a full description of the medications, the times and manners in which the medications should be taken by the student, precautions to be aware of and any other special instructions.
  - b. The school holds medications in a place designated by the school.
  - c. The school staff and faculty are not responsible for ensuring the condition of any medications.
4. Instructions from physician: if a student is under the care of a physician for a medical condition that requires any therapies or procedures while at school or on school activities, the parents shall directly supervise that therapy, whether on or off campus. The school staff and faculty are not responsible for ensuring that students carry out any therapies or medical procedures and do not take part in administering or assisting in the administration of those therapies or procedures.
  5. Exception for regular therapies or procedures: if a student is required by a physician to take a particular medication long-term or to carry out certain procedures (or therapies) on a long-term basis, staff and faculty may supervise the student when he is self-administering the therapy, procedure or medication. This is for accountability only. Exceptions may include breathing treatments, allergy treatments, or diabetes therapies.

**Exposure Notices:** When known, we may send home a notice of exposure with students potentially exposed to: strep throat, scarlet fever, chickenpox, mumps, ringworm, pinworm, pink eye, head lice, hepatitis, measles, impetigo, or salmonellosis (or other food poisoning). We may send exposure notices for other reasons.

## ***ARRIVAL and DEPARTURE***

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**All safety rules established by the school are to be obeyed at all times by all persons on campus.**

**School Hours:** the school operates regularly from 7:55a.m. to 3:00 p.m. for full school days and 7:55 a.m. to 12:00 p.m. (noon) for partial days. There may be times when school hours will start or finish at irregular times. The Kindergarten (K4, K5) regular hours are 7:55 a.m. to 12:30 p.m.

**Student Arrival:** Students may arrive no earlier than 30 minutes (7:30 a.m.) prior to the starting of the school day. Students are to be dropped off only at the designated area. For safety reasons, under most circumstances, students are not to be dropped off at the main auditorium entrance, unless otherwise determined by the School.

**Student Departure:** Students are to be picked up no later than 30 minutes after school ends. The school may levy a one-dollar (\$1.00) per minute (per student) charge for each minute after that 30 minute window. For safety reasons, under most circumstances, students are not to be picked up at the main auditorium entrance, unless otherwise determined by the School. Each elementary class has a designated place to line up to prepare for departure.

### **Additional Items Regarding Student Arrival and Departure:**

1. Students remaining on campus for approved activities (i.e., sports, trips, etc.) must remain in designated areas and under adult supervision. Students must depart promptly at the end of the activity.
2. The school assumes no responsibility for students departing campus after school ends; the school assumes no responsibility for students departing campus without permission.
3. Students remaining on campus after school must adhere to the school dress code.

4. Students remaining after school for approved activities which need different clothing, may change shortly before the activity begins.
5. Only those persons documented with the school office may pick up children from the school campus. The parent's FACTS account is the place to change the list of allowed persons. Ad hoc, verbal requests require approval from the Principal or Senior Pastor.

**Before and After-school Care:** The school does not provide before or after school care to students. Students may be on the campus only during the published times prior to school opening and after school ending. The administration may consider and approve, on a case-by-case basis, after-school care on school premises, by persons other than staff or faculty. When the school grants such permission, all persons related to the matter shall abide by the rules and guidelines, including the Standards of Conduct and dress code, in this handbook.

**Parking:** The school campus has designated parking areas behind, and next to, the main auditorium. Students and parents may park only in this area. We do not permit parking in front of the main auditorium or next to Simpson Hall during school hours. The alley northeast of Simpson Hall is to remain open and unobstructed at all times, except for student drop-off or pickup times. We do not permit parking in the alley.

**Release of Students:** The school releases students only to those persons designated by the parents to the school, in writing or via the parents' FACTS account. It is very important that the school has correct and current contact information of parents and guardians, especially in times of illness or injury, or for disciplinary matters. We may require valid picture identification before releasing any student.

**Safety:** The speed limit on the church and school campus is five-miles-per-hour (5 MPH) and the school expects all drivers to obey that limit. Driving faster than 5 MPH may result in campus driving privileges being revoked. All drivers on campus must observe for students at all times and must take care to maintain control of their vehicle at all times. We expect all drivers to secure their vehicle, putting the transmission in the PARK position, and turning off the engine, when the driver exits the vehicle. Do not leave the keys in the car.

NOTE: The section pertaining to student vehicles also applies to the safety of student arrival and departure — see Campus Privileges.

## ***STANDARDS OF CONDUCT***

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Calvary Baptist Christian Academy is a direct ministry of Calvary Baptist Church, which is called to provide a Christ-centered education. The school commits itself to upholding the testimony and standards of the church. Part of the School's aim is to encourage students to live a separated, wholesome and purposeful life for Jesus Christ. It is God's desire that each Christian live a holy life. In the Scriptures, believers learn the principles and examples of how to please God in his daily activities. The Christian lifestyle should exemplify the life of the Lord Jesus Christ, both on and off campus. By completing the enrollment process, students and parents agree to abide by the School's Standards of Conduct.

**Disciplinary Approach:** One of the chief components of discipline at CBCA is the understanding that the school is not the primary disciplinarian — the parents are. When a particular situation calls for disciplinary action, the administration, faculty, and staff may evaluate the situation and act based on principles gleaned from Scripture.

There are four types of people represented in the book of Proverbs:

**The Wise:** These are individuals who cherish wisdom and who desire to live according to the will of God. We see this in their desire to submit to the authority over them. A wise person will appreciate counsel and learn from their mistakes. (See Proverbs 19:20.)

**The Naive:** These are individuals who make unwise decisions but have no malicious motives. They are often students "caught up" in an action without an intentional desire to do wrong. These students may face stronger discipline than counseling, but they will learn, so that the offense does not recur. (See Proverbs 14:15.)

**The Fool:** These are individuals who know right from wrong and intentionally choose to do wrong. The fool is usually acting out of a rebellious spirit, but may receive restoration through discipline that leads to repentance. These students will face discipline leading to repentance and restoration. (See Proverbs 14:9.)

**The Scornor:** These are individuals who are not only rebellious, but have a non-teachable spirit and show no desire to repent. Because a spirit of defiance characterizes scoffers, they will not function well at CBCA. Scoffers may face long-term suspension and/or expulsion. (See Proverbs 15:12, 22:10.)

Discipline is not what one does *to* a student, but what one does *for* him. Parents are the key to the success of disciplinary procedures, and the school expects parents to support the school in all disciplinary procedures. In the elementary classroom, teachers practice assertive discipline which is a positive, systematic approach to discipline. Since the teacher is the authority in the classroom, this enables the setting of consistent limits for students, while remaining cognizant of the reality of the student's need for positive support.

**Habits:** Students are responsible to God and the administration of this school to maintain a lifestyle that is in keeping with the principles of God's Word and the standards set forth in this handbook. It is also important to deny those practices which harm the body or quench the Holy Spirit. Attendance at CBCA is a privilege and a student not conforming to the standards and spirit of the school, forfeits his privilege to attend this institution.

**Desired Behavior:** A student who expects to remain enrolled in CBCA should remember these important tenets of proper Christian conduct and seek to fulfill them in his life, establishing good habits:

1. Cooperation: We expect students to cooperate, within and without the classroom (see Romans 12:18).
2. Participation: We expect active participation in class and other activities (see Ecclesiastes 9:10).
3. Respect: For those in authority is vitally important. Any form of disrespect to the pastor, staff, faculty, guests or any school program may cause disciplinary action, including suspension or expulsion. As well, we expect students to respect each other. Staff and faculty are to be addressed as Brother, Mister, Missus, or Miss — both on and off campus, and at all times. We expect students to use expressions such as "please", "thank you", "yes", and "no" (see Hebrews 13:24).
4. Obedience: We expect students to obey. We do not tolerate direct disobedience (see Deuteronomy 13:4, Hebrews 11:8, 13:7, 13:17, Romans 13:1, 1 Peter 2:13–22).
5. Courtesy: Includes politeness and consideration towards others. Courtesy means avoiding hostility, alienation and vulgarity (see 1 Peter 3:8).
6. Responsibility: We teach students, and we expect students to take responsibility for their own actions. Doing assigned or expected tasks, arriving at school on time, and being careful with school property (Matthew 25:45–46).
7. Truthfulness: We teach and expect honesty in work and life (see Proverbs 12:22, Ephesians 4:32).
8. Cleanliness: We expect students to be clean in person and with property, to be clean in dress, to keep their desks and lockers neat, to maintain tidy surroundings, and to keep a clean mind (see Psalm 19:9, 24:4, 51:10, 1 John 1:9).

**Codes of Conduct:** Sometimes students (and perhaps parents) are misinformed or unclear about their understanding of moral conduct. It is scriptural for our school to remain steadfastly separated from sin, avoiding worldly conduct (see 1 John 2:15). In most cases, a violation of strong moral code is rebellious or leads to rebellion and shows disrespect and extreme lack of sensitivity to the Holy Spirit. The following is a partial list of codes, which when violated, may cause disciplinary action. Under some circumstances, such disciplinary action may apply to students that are in contact with others who engage in violations of these codes:

1. Repeated use of cursing, suggestive remarks, euphemisms, innuendo, double-speak, slang, foul language and use of gang-related speech or words — whether in jest, anger or absent-mindedly.
2. We strongly discourage gossiping, chiding, backbiting and other such negative speech. Students will show respect to fellow students by refraining from name-calling, hitting, slapping, biting, bumping, badgering, ridiculing, kicking or otherwise taunting or abusing each other.
3. Gambling, secular dances and dancing, involvement in ungodly music, use of tobacco, consumption of alcoholic beverages, sexual activity of any kind, tattoos and tattooing, any contact with pornography or pornographic material of any kind, unauthorized departure from campus or activities, piercings (other than ears on girls), misuse of legal drugs, and use of illicit drugs are forbidden and results in disciplinary action.
4. Cheating, lying, greed, envy, stealing and “borrowing” without permission are express violations.
5. We do not tolerate any form of bullying, hazing, mean or threatening actions or comments.
6. The School does not permit mutilating, defacing or otherwise harming or vandalizing any building or its contents, including textbooks. We may hold parents financially responsible for damages caused by their children.
7. The School strongly discourages attendance at movies (theaters) and mixed swimming.
8. The School strongly discourages dating or “couples” activities between students, and does not allow physical display of affection between students, including casual or serious touching (see 1 Corinthians 7:1). We expect students to keep their hands entirely to themselves. Class time is for study and students are to give attention to the course agenda and not to other students. Students are to be above reproach in their behavior toward others.

#### **Classroom and Campus Etiquette:**

1. Students are not to run in buildings and are to remain quiet in buildings.
2. There is to be no talking without permission. Students will remain in their seats and maintain proper posture when seated. Students are not to be out of their seat without permission.
3. Students are required to have all necessary supplies with them when attending class.
4. There is to be no writing or passing of personal notes.
5. Students are to respect the property of others, including items on desks or podiums, classroom materials, school property, and the belongings of others.
6. Students may not be in classrooms when staff or faculty are not present.
7. Students shall not handle any controls, including switches, thermostats, heaters, air conditioners or other devices.
8. Students are not to be behind a teacher’s desk.
9. Students are not to touch any fire alarm pull station, unless directed to do so.
10. At the end of each class, students are to pick up any trash around their desk area and leave class with all of their belongings.
11. We allow eating and drinking only in designated areas, at designated times.
12. On campus, there shall be no gum chewing.
13. Students are to stand quickly and respectfully when an adult enters the classroom.
14. We expect students to complete their own work (e.g., homework, class assignments, projects, quizzes and tests, etc.).
15. Students shall surrender all electronic devices into the school office or designated staff or faculty before school. The School may confiscate devices not turned in. Devices may be available for pickup after school.
16. Students shall not hide in or sneak around buildings or vehicles, and shall remain in designated areas.

**Hotel Rules:** When a school-sponsored activity causes student lodging at hotels, it is especially important to ensure that students maintain the Standards of Conduct. There are additional rules that apply to the hotel situation:

1. Students shall obey all instructions of the leaders of the activity.
2. Students will keep talking to a minimum and be quiet and respectful.
3. Students may charge no costs to the room.
4. When arriving or returning to a hotel in the evening, we allot students a brief period to get ice, talk with friends, etc. before they are to stay in their own rooms for the night.
5. If a student must leave their room at night, they must have authorization from, or be escorted by, the activity leaders or adult chaperones.
6. The leader will establish a set time for “lights out”, television viewing and telephone calling will be established by tso adhere to those particular times.
7. The School does not allow swimming and water activities at hotels.
8. There are to be no boys in girls’ rooms, and there are to be no girls in boys’ rooms.
9. Watching of television, movies (including those brought with students), playing of video games, browsing to websites, other Internet access, and other activities that are contrary to the Standards of Conduct, unchristian, or are deemed inappropriate by staff, faculty, or chaperones is not permitted.
10. Any food messes in the room are to be cleaned immediately.
11. Students may not leave the hotel for meals unless allowed by the leaders.
12. Students will observe the school dress code.
13. Sleepwear is to be worn only in the rooms.
14. Students may not leave the room improperly dressed.

## ***DISCIPLINARY ACTION***

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The character type the student exemplifies will determine the disciplinary action taken by the school. In all grades, disciplinary action might include such things as suspension, loss of privileges, or expulsion. Students may be on probation, suspended or expelled when their conduct violates the Standards of Conduct. We shall notify parents as soon as is practicable when such action is necessary.

### ***Parent and Student Response to Discipline:***

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Students are not to argue with staff or faculty regarding a matter of discipline. However, in the spirit of learning, they may:

1. Discuss the matter privately and respectfully with a teacher after class or at an appropriate time.
2. Discuss the matter with their parents and ask them to contact the teacher to set up a conference. Students must conduct themselves in a Christ-like manner.

*NOTE TO PARENTS: We do not tolerate griping. If your child complains about a policy or disciplinary action, please follow this procedure:*

- a. Give the teacher the benefit of the doubt until we establish the facts.
  - b. Recognize that emotional reactions may cloud the actual issue.
  - c. Seek the reason for the rule or procedure in question. Realize that teachers strive to enforce them consistently and without partiality.
  - d. Support the teacher to your child — ask the teacher for the facts.
3. Pray earnestly about the matter, seeking God’s will.
  4. If needed, set up a conference with the teacher.
  5. After meeting with the teacher, speak with the school administration for final resolution.

### ***Challenges to Authority:***

When a student challenges the authority, decision or instruction of a staff or faculty member in a manner that is disrespectful, that student's behavior is a minor offense and correction is necessary. The student and a written explanation of the behavior may go to the administration for review and resolution. We may follow the procedure below toward the final resolution:

1. The student receives a Parent Notice and warning of future penalties for the disrespect. The parent must sign the Parent Notice and return it to the teacher or administration.
2. If the student has a second occurrence of disrespect, we may suspend the student for at least one school day. The student may not return to class until the parent(s) have met with the administration.
3. Upon the third occurrence of disrespect, we may suspend the student for at least two school days. The student may not return to class until the parent(s) have met with the administration.
4. If the student has a fourth occurrence of disrespect, we may expel the student.

**Demerits:** Our school does not use a demerit system. We believe the demerit system for minor infractions is instantly punitive and does not teach scriptural discipline comprising conviction, confession, forgiveness and mercy. When dealing with students on a minor disciplinary matter, our staff and faculty will employ methods that best meet with scriptural principles.

**General Procedure for Discipline of Minor Offenses:** When a student's behavior is unsatisfactory, the school may act to correct that behavior. We may use the following steps to achieve Christian behavior and attitudes:

- 1<sup>st</sup> offense — a corrective look or verbal warning / rebuke.
- 2<sup>nd</sup> offense — physical control command by stopping class and saying "Please Stand" and proceeding from there.
- 3<sup>rd</sup> offense — penalty phase — lose privileges or receive additional academic work.
- 4<sup>th</sup> offense — Parent Notice sent home, requiring review and signature by the parent and the note being returned to the school the next day.

**Probation:** A student may go on disciplinary probation when he or she repeatedly or flagrantly ignores or disobeys school policies, procedures or teacher instructions. A period of probation gives the administration time to weigh the needs of the student and the issues involved and gives the student time to prove he/she has corrected his/her behavior. At the end of probation, we expect the student has achieved the goals set forth. If a student does not respond to probation, then suspension or expulsion may follow.

**Suspension:** In severe cases of misbehavior or refusal to do academic work or when other means of discipline have failed, suspension may be necessary as a disciplinary measure. The purpose of suspension is to bring the child to repentance, correcting their behavior. We follow a policy of 1–3 days' suspension, and suspension is at the discretion of the school administration. Extended suspensions may apply when circumstances warrant. **Any student who receives two (2) suspensions in one school year will appear before the school administration to be considered for extended suspension or expulsion.** Students on suspension may turn in all missed work before returning to class; however, all graded work on the days of suspension records as zeroes. Tests missed during suspension will receive a zero.

**Expulsion:** A student is subject to expulsion when his or her actions or attitudes severely disrupt the school atmosphere, or violate school policies or procedures. We may employ expulsion for first-time egregious violations of the school policies and procedures. The administration reserves the right to determine the length of expulsion.

**Repeated Infractions:** The school administration keeps the right to take appropriate disciplinary action, up to and including suspension and expulsion, in cases of repeated violation of school policy or procedure.

**Appeals:** The Scriptures teach us we are to “judge righteous judgment” and the notion of mercy is a consistent thread throughout the Bible. Arguing is prideful, and appeals require humility. In keeping with this principle, the staff and faculty of CBCA make every attempt to use disciplinary situations for teaching the student. In all cases of disciplinary action, students and parents may make appeals on the substance of the disciplinary matter at hand. The severity of the offense determines whom to appeal to. Students should ask respectfully, when appropriate, “May I make an appeal?” and in all cases must address the staff or faculty member with their proper title. Parents may make appeals, but in a respectful and calm manner, without accusation, rhetoric or a harmful spirit. We hear appeals, but sometimes severe violations of school policy warrant the administration’s refusal to hear an appeal.

## ACADEMIC PERFORMANCE, GRADING, and REPORTING

**Academic Probation:** We place a student on academic probation when they are failing in all or almost all of his or her academic subjects, or when he or she is showing no tangible effort in assigned class work or tests. Students on academic probation will lose their privileges to attend extra-curricular activities and may have to attend remedial classes in order to return to a regular class schedule. At the time of progress reports, the administration will review the student’s academic status.

**Graduation Requirements:** Students may graduate when they gain a minimum of 220 semester units in grades nine through twelve. We do not include Bible courses in this figure, but a student must pass the Bible curriculum to graduate. Each major subject will receive 5 units per semester. These units include the successful completion (passing) of the courses noted below. We do not allow seniors to take part in commencement exercises if they have not met all graduation requirements. Regardless of the number of total credits earned, each senior must receive a passing grade in all but one of his regularly scheduled classes. For example, a senior enrolled in five classes must pass at least four of them in order to take part in graduation exercises.

### **COURSES REQUIRED FOR GRADUATION:**

Course Name:	Units Required:
Bible (each year in attendance at CBCA)	Up to 40 units
English	40 units
Social Studies, U.S. History, Government	40 units
Mathematics	30 units
Science	30 units
Physical Education	30 units
Foreign Language, Spanish I with Spanish II as optional	10 units
Fine Arts (music, choir, art, speech)	10 units

### **GRADING SCALE — BASED ON A SCALE OF 100%:**

Percentage:	Letter:	Percentage:	Letter:
90–100%	A — Excellent	60–69%	D — Below Average
80–89%	B — Above Average	below 60%	F — Failing
70–79%	C — Average		

**Report Cards, Progress Reports:** Grades on report cards inform parents of their child’s progress. The academic grade is based upon the actual work done on homework, quizzes, tests, exams, reports, projects, etc. We issue report cards at the



end of the quarter or semester. Parents and students may know their present grade average by simply consulting their teacher or the parents' FACTS account.

We grade students in the elementary grades in the following Christian habits and traits: **work habits** (follows directions, works well independently, does not disturb others, takes care of materials, completes work required); **social habits** (is courteous, gets along well with others, exhibits self-control, shows respect for authority, responds well to correction, promotes school spirit). The following scale is used to grade these Christian habits and traits: **E** = Excellent; **G** = Good; **S** = Satisfactory; **N** = Needs Improvement.

We grade secondary students in several areas pertaining to their conduct, which are: **attentiveness; cooperation; effort; obedience; and respect**. The following scale is used to grade conduct: **G** = Good; **S** = Satisfactory; **P** = Poor; **U** = Unsatisfactory.

**Final Exams:** We expect all students to be in school on exam days, except in cases of excused absences (and only then at the discretion of the administration). We do not administer tests or examinations early.

**Colored Pens:** The grading of papers using a colored pen or pencil is at the discretion of the teacher.

**Standardized Testing:** Our school administers annual assessment tests. We administered these tests in early spring for all grades. We send completed tests to the publisher for scoring and evaluation, and they send results back to the school. Parents receive their students' results thereafter.

**Valedictorian, Salutatorian:** A valedictorian is a student that achieves the highest ranking in academics in their graduating class, with a minimum grade point average of 3.95. The valedictorian typically delivers the valedictory speech at commencement. A salutatorian is a student that achieves the second-highest ranking in academics in their graduating class, with a minimum grade point average of 3.50. To be eligible for either valedictorian or salutatorian status, the respective student must have completed four consecutive semesters of class work at Calvary Baptist Christian Academy.

**Honor Roll:** These certificates are issue each quarter. Pastor's Honor Roll is for those who have "A" average. Students who receive a "D" or an "F" in a subject, do not qualify for Pastor's Honor Roll. Principal's Honor Roll is for those who have a B average. Students who receive two "D's" or an "F" do not qualify for Principal's Honor Roll.

## ***HOMEWORK and STUDY HALL***

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Homework is a necessary part of each child's education and homework has a purpose:

- **For drill** — most students require solid drilling to master material essential to their education progress.
- **For practice** — following classroom explanation and illustration, we give homework so students master the material.
- **For remedial activity** — as instruction progresses, various weak points in a student's grasp of the subject become clear. Homework reinforces instruction and we assign homework to help students overcome such difficulties.

Teachers will assign homework to students, making assignments to pupils as clear as possible. The pupil must take the initiative and responsibility in being certain he or she understands and completes these assignments, and completes them in the time prescribed. We expect parents will ensure complete assignments, but are not to complete the homework themselves. In the elementary grades, we expect parents to sign their child's assignment pad each night.

**Make-up Work:** Homework for students with excused absences may be obtained from the student's teacher(s). Students will have one day per day of excused absence to make up missed classroom work, at the discretion of the teacher.

For long-term absences (other than illness or injury), we expect the student to complete the homework during the absence. All assigned work is due on the first day the student returns to school. Parents are to ensure the student completes all assigned work during the extended absence, but are not to complete the homework themselves. The student must be prepared to turn in all assigned work on the first day they return to school, subject to a teacher's discretion. Note that students take all makeup quizzes and tests shortly after they return to regular attendance in the classroom (not necessarily the first day back to school) at the discretion of the teacher(s). Unexcused absences result in loss of academic credit for each day's absence.

## ***DRESS CODE***

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Our school is judged by the attire and appearance of our students. This dress code is established for uniformity in dress and to aid in setting and keeping a good testimony.

**Uniforms:** The school has a specific uniform which is only available for purchase from Dennis Uniforms in Oakland, CA. Their website URL is: <http://www.dennisuniform.com>. The school code is: **NGDCBC**.

### ***Acceptable Attire and Personal Appearance:***

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The School retains the right to determine what is acceptable attire, and to judge the personal appearance or clothing appearance of any student or any person involved in school activities, both on and off campus. Clothing, jewelry, or hair styles that are outlandish, fad, distracting or disruptive, and/or do not comport with the School's Christian ethic of good personal appearance, or do not otherwise adhere to the School's dress code or testimony are unacceptable. Changing into street clothing is not permitted while on campus or at school-sponsored activities, unless directed by proper School authority. Students must remain in acceptable attire at all times on campus or at off-campus school-sponsored activities, including sports.

**Actions, Inspections:** Any student sent home due to unacceptable dress or appearance will receive an unexcused absence for the entire day. Parents are responsible for checking their child's attire and appearance before arrival on campus (or at an off-campus activity). There may be unannounced inspection of student attire at any time of the School's choosing.

### ***All students:***

- a. All appearance must adhere to the biblical principles of modesty (see 1 Timothy 2:9–10). Medical tags are allowed.
- b. Shirts must be tucked in.
- c. Appropriate undergarments must be worn at all times.

- d. Suggested colors for sweaters or jackets are navy blue, white or maroon. School-sponsored sweatshirts may also be worn.
- e. Hats may not be worn inside any building.
- f. Head and face are not to be covered at any time, except in temporary cases for medical needs or inclement weather. Exceptions to this rule are at the discretion of the School.
- g. Uniforms should be clean and in good repair.
- h. Shoes with wheels are not allowed. Modest boots are allowed.
- i. Dennis White, Cardinal Pique, Ash Pique, or navy blue polo shirts are the acceptable top shirts. As well, white, maroon or navy blue turtleneck shirts may also be worn.
- j. Female students attending any athletic contest at which CBCA is represented may wear culottes of modest length and fitting.
- k. Male students attending any athletic contest at which CBCA is represented may wear loose-fitting pants.
- l. Boys — Only traditional hair styles are acceptable. Haircuts are to be neat and trim and present a modest style that is not fad-type. Hair is to be above the ears, off the shirt collar and above the eyebrows. “Buns” and “tails”, regardless of length or shape, are not permitted. Mustaches and beards are not permitted, except in the case of medically-supervised treatments, and only then with the approval of the Principal or Senior Pastor.
- m. Girls — Only traditional hair styles are acceptable and must be modest in appearance.
- n. All Students — “Coloring” of hair that is not natural in color is not permitted, unless otherwise authorized by the School’s administration.

***Formal and Semi-formal Wear Guidelines:***

Girls:

- a. Necklines and backs of dresses must follow the principles of modesty.
- b. Dress front may be no lower than four fingers from the notch in the sternum to the lowest point on the dress neckline. No backless dresses are allowed. Shoulders must be covered.
- c. Dress shoes must be worn with formal wear.

Boys:

- a. Boys are to wear suits, dress shirts and ties. Dress shirts with mock collars and a vest or jacket may be worn. Dress socks and shoes are required.

***Kindergarten through Sixth Grade:***

Girls:

- a. Dress or skirt length must touch the floor when kneeling in an upright position.
- b. Tennis / track shoes are permitted.
- c. Pajamas are not acceptable attire in any situation. Socks, knee socks, tights and leggings are allowed, if they are of the colors black, gray, or white, and do not show any patterns.
- d. Pants are not allowed at any time.
- e. Hoop and large earrings are not allowed (safety first).
- f. Cosmetics are not allowed.
- g. Modest, casual apparel such as culottes may be allowed for certain occasions, as designated by the school. Shorts, pants or slacks are not to be worn at any time while on campus or on any school-sponsored activity.

Boys:

- a. Slacks other than blue jeans (denim) are the accepted uniform and the color must be navy blue or khaki. At the administration’s discretion, there may be times when denim / blue jeans may be worn. Belts must be worn with slacks that have belt loops.
- b. Tennis / track shoes may be worn. Flashy or extreme patterns are not allowed. Shoes with wheels are not allowed.

- c. Jewelry (such as necklaces or earrings) may not be worn at any time. Medical tags are the exception.
- d. Dress shirts and ties must be worn on chapel days.

***Seventh through Twelfth Grade:***

Girls:

- a. Dress or skirt length must touch the floor when kneeling in an upright position.
- b. Dress shoes shall coordinate with the uniform (i.e. black, brown, maroon, gray or tan).
- c. Dress shoes must be worn on chapel days.
- d. Tennis / track shoes are only allowed on non-chapel days.
- e. Nylons, leggings or tights may be worn under uniforms, but pants are not allowed at any time.
- f. Navy blue Dennis skirts or khaki skirts are the regular uniform skirts. Navy blue Dennis skirts must be worn on chapel days.
- g. On “free dress” days, any skirts that are designed with slits must have slits no higher than the middle of the knee. Wrap-around skirts must be secured. All skirts must be loose-fitting, in keeping with the principles of modesty.
- h. When used, cosmetics should be used sparingly and for the purpose of enhancing natural beauty. Cosmetics must not be gaudy, outlandish or distracting.
- i. Modest, casual apparel such as culottes may be allowed for certain occasions, as designated by the school. Shorts, pants or slacks are not to be worn at any time while on campus or on any school-sponsored activity, including sports activities.

Boys:

- a. Slacks (not blue jeans) are appropriate class dress and must be navy blue or khaki.
- b. At the administration’s discretion, there may be times when denim / blue jeans may be worn. Belts must be worn with pants that have belt loops.
- c. Shorts of any kind are not permitted.
- d. Collared shirts must remain tucked in.
- e. Boys are to be clean-shaven.
- f. Dress shirts and ties must be worn on chapel days.

***Physical Education:***

For 7<sup>th</sup> through 12<sup>th</sup> grade PE classes, the uniform consists of:

1. Navy blue, black or gray slacks for boys. Girls speak with the Principal regarding approved PE clothing.
2. Shirts designated by the school must be worn.
3. Shoes must be tennis / track shoes acceptable for gym or athletics.
4. Athletic socks are required.
5. At the coach’s discretion, athletic team members may wear a team uniform to PE class.
6. Students will change for PE class in specific areas designated by the school.

***No-uniform “Free Dress” Days:*** Free dress days are held occasionally and remain a privilege that is subject to school discretion. When a “free dress” day is held, the principle of modesty set forth in the school Dress Code remains in force.

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***FINANCIAL POLICIES***

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1. School reserves the right to amend, rescind, or update existing financial policies or establish additional financial policies without prior notice to any party. Financial matters will be transacted via the school business office.
2. The party responsible (Parent) for the payment of tuition assumes liability for all tuition payment(s) at the time of registration.
3. Fees and charges related to enrollment and registration are not refundable or transferable. Various school programs such as field trips, special events or sports activities may incur separate charges.
4. Student is not enrolled in School when Enrollment and Tuition Agreement is not in force. Student is not enrolled in School when enrollment and registration fees are not paid-in-full.
5. There are no discounts for early payment.
6. The tuition amount charged is for the entire year. Proration of tuition is at the discretion of School Administration. If tuition is prorated, the tuition amount paid or refunded shall be calculated according to a 40-week academic year. If a student is enrolled for any portion of a week, that attendance will apply as a full week. Tuition shall not be prorated according to a calendar day or business day basis.
7. School may choose to use the services of a tuition management company. There may be additional fee(s) levied to Parents for the use of such service. The use of a tuition management partner does not preclude or dismiss the responsibility of Parent to make payment in a timely manner in accordance with School's Enrollment and Tuition Agreement or School's financial policies.
8. When School employs the services of a third-party tuition manager, full annual or semester tuition payments may be accepted in the school business office. The responsible party shall post all payments made for any payment plan to the tuition management company. School's Administration may, at their discretion and on a case-by-case basis, permit ad-hoc tuition payments in the school business office, and/or may make special arrangements with the responsible party to post one or more tuition payments in the school business office, but this is not the regular method of making payment.
9. When payment is made in the school business office, acceptable payment methods are US currency, money order, bank check, or payment card. Personal checks are not acceptable payment.
10. Tuition accounts falling in arrears two or more times in any given academic year may result in School requiring at least one-half (½) annual tuition payment per re-enrolled student prior to the start of the ensuing academic year.
11. No student is permitted to enter into the academic year when an account has a balance due.
12. All tuition due dates and payment plans have a five-calendar-day grace period, after which the account may incur late fees or other service charges.
13. When an account is more than five (5) calendar days in arrears, Student may be administratively suspended from attending classes, receiving class or homework assignments, and/or participating in sporting activities until the account is paid current.
14. Returned checks may result in a \$35.00 service charge. The amount of the returned check must be paid with acceptable methods noted in this policy, not a personal check. This policy also applies to checks submitted to the tuition management company. More than one returned check results in School no longer accepting checks for that account for the remainder of the academic year. Post-dated checks are not accepted.
15. All academic records, report cards, or other related documents may be withheld for any account with an outstanding balance, irrespective of graduation or any other reason for termination or dismissal of Student, until the account is fully paid.

16. When an account is in arrears long-term, is persistently delinquent or otherwise problematic, School reserves the right to take any administrative action or employ any legal remedy to collect any or all unpaid debts owed to School.
17. Any account in arrears as of May 20 of the academic year will prevent Student from taking final exams, receiving diplomas or yearbook, and/or proceeding with graduation ceremonies.
18. Any books issued or loaned to students shall be returned in usable condition. The School may levy a \$25.00 charge per unreturned or unusable book.
19. From time to time, School may establish an enrollment discount program. Tuition discount programs shall not be established. School reserves the right to remove or amend any or all portions of any discount program at any time.

### ***PRICING INFORMATION***

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For pricing information, see the school website or speak with the administration

**Fundraisers:** Throughout the school year there may be school-sponsored fund-raising programs. Parents and students are expected to actively promote and participate in these programs.

### ***PARENTS and TEACHERS***

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As noted in the Pastor's welcome letter, parents are the primary educator of the child. Parents should consider their involvement with their student as a very serious matter. Parents are welcomed and encouraged to be involved with helping in class activities, field trips or helping in other ways.

**Contacting Teachers:** Teachers have responsibilities required of them both before and after school. Teachers are very busy during the school day and it is not possible for teachers to leave their school responsibilities for unscheduled (or "pop in") appointments with parents. When a parent has questions concerning a child's grade or a classroom matter, they are requested to contact their child's teacher via telephone, email, written note, or through the school office. If the teacher is not available at the time of calling, a message may be left for the teacher to return the call. If a conference is needed, the teacher will schedule a time to meet (see Disciplinary Action).

**Parent and Teacher Conferences:** Once or twice during the school year (at the end of the first and third quarters) parents may be scheduled to meet with their child's teacher for an individual conference. In order for parents to know their child's progress, parents are encouraged to request conferences at any time they feel an additional meeting with the teacher is necessary. If at any time there is a question or problem with a teacher, seek to solve the problem with the teacher first. Parents are expected to maintain a proper decorum when speaking with teachers about an academic or classroom matter. If the issue cannot be resolved, contact the School's Principal.

**Parent Orientation, Town Hall Meetings:** In August, just prior to the beginning of the school year there will be a Parent Orientation event. **Parents are required** to attend this event, held in the main auditorium. This Parent Orientation is the time when the final information is published to parents and questions are answered.

**Parent and Teacher Fellowships:** Throughout the school year there may be various functions to provide interaction and fellowship between parents and faculty. These Parent and Teacher Fellowships are sponsored by the

school administration and parents may be called upon to participate in these events (typically one parent from each class). Parent input and participation into these fellowships is expected.

## **ENRICHMENT OUTINGS**

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When attending various enrichment outings, the school Standards of Conduct apply at all times. Proper decorum is expected of students and parents. Unauthorized and illegal items are not allowed on school activities. Students are not allowed to attend enrichment outings without properly completed and signed permission slips.

**Note about Dress Code:** On field trips and other school-sponsored activities, the school dress code applies to students and parents alike. To set the proper example for the students and to help maintain our school's testimony before others, parents are asked to dress according to the Dress Code established herein. All adults participating in school-sponsored activities shall wear attire that is modest.

**Field Trips:** Occasionally a class may attend a field trip to supplement the classroom instruction. Some field trips require entrance fees for which the student will be responsible. Attendance at these outings is expected. The school will arrange transportation and parents may be asked to participate as drivers or chaperones.

**Senior Trip:** Each year the students of the senior class have the opportunity to organize and participate in a Senior Trip. Students must pay their own expenses and share in the expenses of the chaperone(s). Fundraising opportunities may be available.

**GSACS Competition:** Secondary students participate in the GSACS Academic and Fine Arts Competition typically held in the spring. Details about the various areas of competition are published to the students at the appropriate time before the winter quarter. Students pay their own expenses and may participate in fundraising efforts to help towards those expenses. Parents are encouraged to attend with their child and may also be asked to help with transportation or chaperone duties.

**Staff Development:** There may be times when staff and faculty will attend various development seminars or similar events. These events are planned well in advance and parents are notified as early as possible of any planned school closures so staff and faculty may attend these advancement opportunities.

**External Social Affairs:** The school does not sponsor or promote any dance, prom or other worldly event (see 1 John 2:15). The school shall not sign or approve any request to attend any worldly event, such as a prom sponsored by another school.

**Parties:** Generally, the school permits occasional classroom parties for Christmas, Valentine's Day or end-of-the year parties or similar events. However, requests for similar events may be made by parents to the administration for consideration and approval. If parents help with parties they are required to dress according to the school dress code. **Teachers and students are not permitted to announce private parties.** Parents wishing to provide birthday treats for their child's class are to make arrangements through the teacher. Because of the false nature and unscriptural influence of many characters, the school reserves the right to determine when a particular character (or likeness thereof) is inappropriate.

**Volunteer / Chaperone Drivers:** Any adult that assists with transporting students on any given enrichment outing must be at least twenty-five years of age. The following list of documentation is the minimum set of requirements for

volunteer drivers, and there may be additional requirements. Copies of the items listed below shall be maintained on-file with the school:

- a. Current valid driver license.
- b. Current vehicle registration.
- c. Current proof of vehicle insurance.

## ***SCHOOL HOLIDAYS and CLOSINGS***

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The school publishes an annual academic calendar showing the days and dates that school is in session. That calendar includes any special days that school is out of session for various reasons (training, competition trips, ministry needs, et cetera).

**Holidays:** The school will observe the following holidays as designated by public law, tradition or church needs.

School is not in session on these days:

- Thanksgiving (Thursday and Friday).
- Home Missions Conference (Monday through Wednesday following Thanksgiving).
- Christmas break.
- Veteran’s Day.
- Martin Luther King Jr. Day.
- GSACS competition trip(s).
- President’s Day.
- Resurrection Day (typically the Monday following).
- Spring Break.
- Memorial Day.
- Columbus Day.

**School Closings:** Occasionally the school will be closed when church or school ministry requires such closing. Examples may be inclement weather, local emergencies, funerals or other necessary changes to schedules. The School may make reasonable effort to communicate unplanned closings to parents and students as soon as possible. Generally, CBCA may have unplanned closings in concert with unplanned closings at area public schools.

## ***CAMPUS SAFETY***

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**Safety Drills:** Fire, earthquake and other types of safety drills may be held occasionally in accordance with local or state ordinances. Students may receive instruction in the proper procedures for responding to various emergency situations on campus.



**Prohibited Articles:** The school administration retains the right to define what constitutes a prohibited article and retains the right to amend any list of items prohibited on campus without notice to students or parents. Parents and students are not to possess at any time on campus any item that is prohibited by law.

**Search and Seizure:** The school reserves the right to search any student's person, vehicle or belongings in the event the school suspects the student possesses an unapproved item. Such searches may be conducted without the student's or the parent's permission. Registration of a child in the school constitutes parental consent to such searches. Items found which are prohibited, illegal or otherwise unauthorized will be seized and may be provided to law enforcement. Automobiles, backpacks, purses, pockets, lockers, desks, lunch sacks, or other items are subject to search under this section.

**Closed Campus:** The school campus is closed. This means the students are not permitted to leave the campus during school hours, except when arranged by or with the School. Emergencies are the exception. Also see the section entitled Student "Lunch Leave" Privilege.

## VISITORS

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**Visitors:** The safety of our faculty and students is paramount. The following rules are for a safe and orderly campus environment:

- a. Those persons that do not work for or attend the school are visitors. Visitors are not permitted to wander about campus.
- b. Visitors coming to the school, for any reason, are required to present valid picture identification (delivery company and postal service employees are excepted) and must first sign in at the school office and must also sign-out before exiting the campus. **This is for the safety of all people on the campus. There are NO EXCEPTIONS.**
- c. **Parents:** To reduce distractions, parents shall not go directly to a child's room or be in the hallways after school starts, but must first sign in at the school office and wait for escort or permission to proceed to their child's classroom.
- d. **Other Students:** Occasionally enrolled students may have a visiting student attend classes with them. Requests for the visiting student to attend classes must be submitted by the parent in writing, **SEVEN DAYS** prior to the visiting day. Permission for the visiting student to attend classes is granted by the Principal after close consultation with the teacher(s). Visiting students are expected to abide by the Standards of Conduct and the school Dress Code.
- e. **ALL VISITORS must adhere to all safety rules published by the school.**

**Deliveries:** Deliveries to students are disruptive and must be occasional and not regular or daily. Lunch, homework, books, et cetera shall be left in the school office and will be delivered to the student when appropriate and at the discretion of teachers. Deliveries of flowers or a birthday gift are allowed, but must be first delivered to the school office. Students are not permitted to receive (on campus or at school activities) any packages from a delivery or courier service.

## CAMPUS PRIVILEGES

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**Drivers:** Students that drive to school are required to turn in the vehicle keys each day to the school office before attending class. Driving in a reckless or careless manner or driving too fast for conditions may result in loss of driving privileges. All driving privileges are subject to the review and approval of the Principal or Senior Pastor. Upon arrival on

school campus, students must immediately leave their vehicle and may not return to their vehicles without authorization.

Students and parents are expected to obey all California vehicle codes while driving near or on campus or on any school-sponsored activity away from campus. *Students are not permitted to transport students, including relatives, on any school-related activities.*

No student, following arrival on campus, can leave campus for any reason without proper permission. In accordance with California law, no weapons of any kind are allowed on school premises, including the inside of vehicles. If a student has a vehicle accident on campus, he/she should not move the vehicle, and must immediately inform the school office. The student must remain on campus until the proper procedures for such an incident have been completed.

If a student has a chronic tardiness problem, his or her driving privilege may be revoked by the administration. Punctuality is an important character trait. Parking on campus is at the risk of the vehicle owner and the school assumes no responsibility for any vehicle or its contents. The vehicle owner will pay any costs incurred as a result of this risk.

***Proximity to Others:*** the CBCA campus is near another school and resides in a residential district. The speed limit on the street in front of the campus is 25 MPH. However, vehicle speed should be adjusted down for the current driving conditions. The street is narrow in some places and there are often many children transiting the street before and after school. *It is expected that all drivers arriving at or leaving the Church and School campus will take extra care to ensure that all safety measures are obeyed.*

***Student Vehicles:*** The school requires that the following items are on file in the school office before a student may drive on campus:

- a. Copy of the vehicle registration.
- b. Copy of the student's valid driver license.
- c. Copy of proof of insurance.

***Parking and Stopping:*** All drivers will adhere to the following rules when parking on or driving through campus:

- a. As noted in Arrival and Departure, the speed limit on campus is five miles per hour (5 MPH).
- b. Vehicles shall be parked only in designated areas.
- c. Vehicles shall stop only at the designated areas.
- d. When a vehicle is left unattended, it will be properly secured with the engine off, keys removed from the ignition, doors closed, and transmission in park.
- e. Driveways, walkways, stairwells and doors will not be blocked.
- f. Seat belts will remain properly buckled at all times.

***Personal Property:*** To prevent a myriad of issues arising from personal property on campus, only certain items may be brought on campus by students. Items such as toys, gadgets, books, et cetera are permissible on campus or in the classroom at the discretion of the staff or faculty member. There may be exceptions to this rule, as determined from time-to-time by the school administration. Students are cautioned not to bring large amounts of money, collectibles, laptop computers or other valuables to school. Students and Parents, not the school staff or faculty, are responsible for their personal property. Refer to Campus Safety in this handbook.

***Telephone Usage:*** Parents may leave messages for their children by calling the school office. Students may be granted occasional permission to use the telephone in the school office. Excessive or daily requests to use the telephone are not permitted.

### ***Cellular Telephones and Electronic Devices:***

1. Students are permitted to bring electronic devices to the school campus.
2. Parents shall notify the School administration if their student intends to bring or does bring electronic devices to the campus or during school-sponsored events.
3. All students shall turn off and surrender all electronic devices to the Principal's office before school begins and before entering the classroom.
4. Electronic devices shall not be used during school hours but may be used after school only for the purpose of contacting a parent or guardian. From time to time, at the discretion of the Principal, secondary students may be permitted to use their electronic devices under staff or faculty supervision for special events (e.g. spirit week or sporting events). Elementary students are prohibited from using electronic devices at all times during school hours.
5. During a campus emergency, redistribution of student electronic devices or cell phones will not be the priority for staff or faculty; when the situation allows, and at the discretion of the administration, cell phones may be returned to students.
6. At the request or demand of faculty or staff to a student to immediately stop using an electronic device, the student shall comply immediately with such direction, turn off the device, and surrender the device to the school representative; this also applies to times before and after school.
7. A student using cell phone applications or features (e.g. audio or video recording, camera, or text messaging) for academic dishonesty, harassment, bullying, threats, misuse, or any other inappropriate purpose will be subject to disciplinary action; School reserves the right to define any misuse of the device.
8. Any device that is confiscated by School will not be released to the student but shall only be released to the parent or guardian of the student.
9. This policy does not apply to student devices necessary for medical purposes; written direction from the family physician should be provided to staff or faculty for clarity's sake; the parent or guardian shall provide School with written permission for their student to wear or possess the device and the parent or guardian shall provide written instructions for the use of the device.
10. School is by no means liable, in any way, for any student electronic device (including medical devices), including the theft, loss, or damage of the device, regardless of the reason or event. Further, School is not responsible for the misuse of any electronic device, for any reason, including, but not limited to unauthorized calls, text messages, photos, or videos, or any other action that may lead to criminal activity.
11. The school reserves the right to amend, update, or replace this policy and/or any supporting documentation, in whole or in part, at any time, without notice to any party.
12. Watches with network access must be placed on airplane mode. If a student is found using their watch for unapproved uses, the watch will be confiscated.

***Cameras (of any kind):*** See the Photography and Cameras section under Miscellaneous Items in this handbook.

***Internet Access and Usage:*** With the use of computers comes the availability of materials that may be injurious to the Christian and the testimony of the church and school. The computer network, computers and associated devices on the church and school campus are for the exclusive use of the staff and faculty. Students are not permitted to use these resources. With the prolific nature of Internet access on small electronic devices, with very few exceptions, **students are not permitted to access any un-approved Internet or un-approved web resources while on campus, at any time, including via a cell phone.** Students found using internet or web resources are subject to disciplinary action as defined in the Standards of Conduct. However, the School recognizes the prolific nature of the world-wide web and Internet usage and hence, from time to time the school staff or faculty may grant limited web and/or Internet privileges to students, for brief periods of time, as deemed appropriate or necessary for subject-matter research. Such access remains a privilege that is granted on a case-by-case basis and may be revoked at any time with or without cause. Additionally, if a parent chooses to have their student(s) restricted entirely from Internet access, please notify the staff or faculty.

**Typing and Keyboarding Instruction:** When the curriculum allows for typing or keyboarding instruction, students may be provided with a laptop computer to use during the class. These laptops will be administratively prohibited from accessing the internet, but be allowed to print documents.

**School Electronic Equipment:** Students found tampering with School's electronic or mechanical equipment in any way, accessing or booting from an external device, using the equipment in an unauthorized or unacceptable manner, circumventing established policies or prevention methods, disabling any protective measures, or otherwise violating School's policy, may face suspension or expulsion.

**Senior "Lunch Leave" Privilege:** Seniors may seek permission from the administration to leave campus for lunch. This privilege is granted only after written permission is submitted by the parent and is at the administration's discretion. This privilege may be revoked at any time. To earn this privilege, seniors must demonstrate positive character, attitude and leadership. When a student exits the school campus during school hours, he or she must check out via the school office. A student leaving campus without permission is subject to disciplinary action.

The following procedures apply to any senior given "lunch leave" permission:

- a. The student must submit parent-signed permission indicating that the student has permission to leave campus during lunchtime and may purchase his lunch off-campus. This permission note is submitted once and is valid until the parent or administration revokes such privilege.
- b. The student must check out with the Principal or senior class advisor each time before leaving campus.
- c. The student may not drive or ride in any car, other than their own, during the "lunch leave" period.
- d. No student or staff member may purchase food for any other student.
- e. Students are not permitted to go home or to any other private residence, except when given specific "one-time" written permission from a parent.

**Lockers:** The lockers at the school are for student convenience:

- a. Students misusing any locker will forfeit this convenience and parents may be charged for damages to lockers.
- b. Students will be provided locks for lockers.
- c. Combinations to the locks are not to be shared with others.
- d. Lockers should be locked at the end of each school day.
- e. Lockers are the property of the school and may be opened and inspected by a school official at any time.
- f. Students to whom lockers are assigned are subject to disciplinary action if the locker contains any unauthorized material.
- g. Lockers are not to be decorated inside or outside except by special permission from the School's Principal.

## **MISCELLANEOUS ITEMS**

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**Handbills, Sales:** Students and parents are not permitted to post handbills or perform sales on campus. However, students may have administration-approved sales in concert with fundraising efforts. Permission for such sales will be granted expressly by the school administration and proper accounting procedures will be followed.

**Yearbook, School Pictures:** The school publishes an annual yearbook. The contents of the yearbook are photographs of staff and faculty, individual students, classes and various school activities. The cost of the yearbook is included in registration fees. There are two opportunities during the school year for students to have their pictures professionally taken. The general reason for these pictures is for the yearbook, but parents are given the opportunity to purchase packages of pictures. The first occurrence of school pictures is in the fall and students are to be dressed in school uniform for this sitting. The second occurrence of school pictures is in the spring and students may be dressed in casual clothing that meets dress code standards.

**Photography and Cameras:** Students may be photographed while attending school or school events. By enrolling the student in CBCA, the parent authorizes that photograph(s) or video(s) (or digital likenesses) may be used in school publications, yearbooks or displayed at other school-related events. Generally, students are not permitted to have cameras (including those embedded in telephones, smart phones, or other electronic devices) on campus or school activities. However, students participating in yearbook activities, and from time to time other students, may be granted specific permission (by school staff or faculty) to use a camera or camera-device on campus or at school-sponsored activities. Cameras embedded in cell phones or “smartphones” are not to be used, except when expressly permitted by staff or faculty members for school-related uses. Photos or digital images of students are not to be posted on-line or transferred or transmitted electronically (by any person, to or from any device or service) where those photos or images are available for public viewing. The school’s email and other internal-use software, and yearbook software are excepted, as the photos are not open to public viewing. The Cellular Telephones section of this handbook applies to Photography and Cameras.

**Insurance:** The church and school are insured for liability and may choose to acquire additional insurance as deemed appropriate.

**Auditorium, Foyer, Buildings and Hallways:** The campus and facilities give visitors a lasting impression of the school and church. To maintain a good testimony before those persons visiting the campus, the following guidelines for student conduct in the campus buildings are established:

- a. No running or loud talking; no yelling or screaming.
- b. No eating or drinking in lobbies, foyers or offices.
- c. Personal belongings, including books and book bags are not to be abandoned.
- d. No sitting atop tables and counters; sit properly in chairs.
- e. Do not wrestle, recline or lay down on the floor; do not exercise in hallways, foyers or offices.
- f. No throwing of balls or other objects.
- g. Do not play with flags; do not deface white boards or bulletin boards.

**Elementary Snack Time:** Classes in the elementary grades may have a snack time scheduled into the school day, subject to the teacher’s discretion. Snacks sent with students are to be small and nutritious. Snacks will be eaten at a location chosen by the teacher, generally the classroom.

**Lunch:** The school does not sponsor a prepared meal program. Lunch is typically from NOON to 12:30 p.m. for elementary grades and 11:45 a.m. to 12:15p.m. for secondary grades. The Kindergarten classes do not have a lunch period. Lunch will be taken at a location chosen by the staff or faculty. Microwave ovens are available only for secondary students, not elementary students. In the elementary grades, teachers will establish the lunch rules, but typically students are to remain in their seats and eat their lunches quietly. If a child does not have lunch, please do not expect the school to provide lunch for them — this is the parents’ responsibility and the parent must make arrangements or bring the lunch to the school office themselves.

**NOTE TO PARENTS:** please ensure that your child’s lunch is nutritious and complete. It should not consist of primarily sugary foods.

**Class Rings:** The purchase of class rings is at the parent’s discretion as the school does not have a program for class rings. Typically, class rings are available from various jewelers or at on-line stores.

**Breaks:** The academic schedule provides for recess and other breaks throughout the school day. All breaks are at the discretion of the staff or faculty and are subject to change according to the needs of the school.

**Pets:** No pets are permitted on campus or at any school-sponsored activity.

## CLASSROOM SCHEDULES

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**Elementary:** Each grade has its own academic schedule and this schedule is at the teacher’s discretion. Your child’s classroom schedule may or may not coincide with the schedule of another grade or class. Typically, the classroom schedule is published at the Parent Orientation events, just prior to the beginning of school.

### SECONDARY GRADES:

Times:	Description:
7:55a.m.	Start of School Day
7:50–8:05 a.m.	Opening Session–Main Auditorium
8:10–9:00 a.m.	1 <sup>st</sup> Period, 50 Minutes
9:05–9:55 a.m.	2 <sup>nd</sup> Period, 50 Minutes
10:00–10:50 a.m.	3 <sup>rd</sup> Period, 50 Minutes
10:55–11:45 a.m.	4 <sup>th</sup> Period, 50 Minutes
11:45–12:15 p.m.	Lunch, 30 Minutes
12:15–1:05p.m.	5 <sup>th</sup> Period, 50 Minutes
1:10–2:00 p.m.	6 <sup>th</sup> Period, 50 Minutes
2:05–2:25 p.m.	7 <sup>th</sup> Period, 20 Minutes
2:30–3:00 p.m.	8 <sup>th</sup> Period / Physical Education, 30 Minutes
3:00 p.m.	End of School Day, Dismissal

## PHYSICAL EDUCATION

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**Physical Education:** The students in kindergarten (K4, K5) through third grade do not have PE classes. Fourth through sixth grade students will typically have PE class one day per week. For the students in grades seven through twelve, the school offers daily physical education classes, taught by physical education teachers. Seniors, if they have completed all 30 units of PE required for graduation, may be exempted from regular PE class, at the discretion of the administration and senior class advisor.

Each secondary student is required to furnish his or her own P.E. uniform (see P.E. dress code). PE uniforms are not required for elementary students. All students are required to have the full PE uniform by the first day of school. Students are expected to participate in all physical education classes unless they present a written excuse from a physician or parent.

## SPORTS

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The School may choose to sponsor league basketball for boys and/or league volleyball for girls. If sponsored, these teams are organized by the coaches prior to the season. Practices are scheduled in advance of all games. There are additional costs associated with these team sports and those costs will be published well in advance of the season start. All fees are to be paid according to the schedule published by the school.

Participation on school athletic teams is deemed a privilege, not a right. Any student may be withheld from a team by the coach or administration for not conducting themselves in accordance with the Standards of Conduct, or for other reasons as deemed appropriate or necessary by the coach or administration. Athletes are responsible for any work they miss as a result of games or practices.

**Sports Participation:** Students on athletic teams must maintain a 2.0 grade point average with no more than one “F” and with no “P’s” or “U’s” in conduct. Below these standards, a student will be suspended from the team until satisfactory improvement has been achieved. The student may become eligible to re-enter the athletic team at the next progress report, if improvement has been made and he or she receives a favorable evaluation from his or her teacher. Incomplete assignments must be made up in order to participate in any given sports event.

**Game Participation:** When a student is ineligible to participate in games, he or she must continue to practice with the team and attend any game(s). However, he or she may not play in the game, or be allowed to dress in the team uniform; ineligible students must dress according to school dress code.

Athletes participating in sports activities must be in attendance at school for a minimum of four (4) class periods to be eligible for, or to continue participating in, sports activities, including games for that day.