



AY2026

Parent and Student

Handbook

Welcome from Senior Pastor Stevens.....	6
Welcome from Mrs. Stevens, Academy Principal.....	7
Office Contact Information.....	8
References.....	8
Mission Statement.....	8
Philosophy.....	9
Purpose.....	9
Articles of Faith.....	9
Structure of the Academy.....	9
Pastor.....	9
School Board.....	9
Principal.....	10
Registrar.....	10
Faculty.....	10
Associations.....	10
Notice of Nondiscriminatory Policy regarding Students.....	10
Changes, Additions and Deletions.....	10
Student Records and Privacy.....	10
Admissions.....	11
Open Enrollment.....	11
Transfer Students.....	11
Enrollment.....	11
Special Needs.....	11
Agreement.....	11
Admission Procedures.....	11
Requests for Transcripts and Other Records.....	12
Immunizations.....	12
Age Requirements (Kindergarten, First Grade).....	12
Financial Policies and Tuition Information.....	12
Fundraisers.....	12
Curriculum.....	12
Accreditation.....	13
Kindergarten (K4, K5).....	13
King James Bible.....	13
Textbooks.....	13
Typing and Keyboarding Instruction.....	14
Tutoring.....	14
Student and Classroom Supplies.....	14
Pledge to the Bible.....	14
Pledge to the Christian Flag.....	14
Pledge to the American Flag.....	14

Memorization.....	14
Attendance.....	14
Church Attendance.....	14
Tardiness.....	15
Withdrawal.....	15
Dismissal.....	15
Cumulative Absence Penalty.....	15
Excused Absences.....	15
Planned Extended Absences.....	15
Illness.....	15
Health Services and First Aid.....	16
Medical Insurance.....	16
Exposure Notices.....	16
Arrival and Departure.....	17
Academy Hours.....	17
Student Arrival.....	17
Student Departure.....	17
Regarding Student Arrival and Departure.....	17
Before and After-school Care.....	17
Release of Students.....	17
Vehicle Movement Safety.....	18
Campus Safety.....	18
Safety Drills.....	18
Prohibited Articles.....	18
Search and Seizure.....	18
Closed Campus.....	19
Video Recording.....	19
Child Safety Policies.....	19
Mandatory Reporting.....	19
Weapons Prohibition.....	20
Campus Safety Protocols.....	20
Emergency Communication.....	20
Standards of Conduct.....	21
Disciplinary Approach.....	21
Habits.....	22
Desired Behavior.....	22
Codes of Conduct.....	22
Classroom and Campus Etiquette.....	23
Hotel Rules.....	24
Disciplinary Action.....	24
Parent and Student Response to Discipline.....	24

Challenges to Authority.....	25
Demerits.....	25
General Procedure for Discipline of Minor Offenses.....	25
Probation.....	25
Suspension.....	26
Expulsion.....	26
Repeated Infractions.....	26
Appeals.....	26
Academic Performance, Grading, and Reporting.....	26
Academic Probation.....	26
Graduation Requirements.....	27
Courses Required for Graduation.....	27
Grading Scale — based on a scale of 100%.....	27
Report Cards, Progress Reports.....	27
Final Exams.....	28
Colored Pens.....	28
Standardized Testing.....	28
Valedictorian, Salutatorian.....	28
Honor Roll.....	28
Homework and Study Hall.....	28
Make-up Work.....	29
Dress Code.....	29
Acceptable Attire and Personal Appearance.....	29
Gender Distinction in Dress and Appearance.....	29
Actions, Inspections.....	29
All Students.....	29
Guidelines for Formal and Semi-formal Wear.....	30
Kindergarten through Sixth Grade.....	30
Seventh through Twelfth Grade.....	31
Physical Education Uniform.....	31
No-uniform “Free Dress” Days.....	32
Parents and Teachers.....	32
Contacting Teachers.....	32
Parent and Teacher Conferences.....	32
Parent Orientation, Town Hall Meetings.....	32
Parent and Teacher Fellowships.....	33
Enrichment Outings.....	33
Note about Dress Code.....	33
Day Field Trips.....	33
Senior Trip.....	33
GSACS Competition.....	33

External Social Affairs.....	33
Parties.....	34
Volunteer / Chaperone Drivers.....	34
Academy Holidays and Closing.....	34
Holidays.....	34
Academy Closings.....	34
Visitors.....	35
Deliveries Placed on Cart Outside Academy Office.....	35
Campus Privileges.....	36
Drivers.....	36
Proximity to Other Homes.....	36
Student Vehicles.....	36
Parking and Stopping.....	36
Personal Property.....	37
Telephone Usage.....	37
Cellular Telephones and Electronic Devices.....	37
Internet Access and Usage.....	38
Electronic Communications with Staff and Faculty.....	38
Social Media.....	39
Machine-Generated Content and Academic Integrity.....	39
Academy Electronic Equipment.....	40
Senior “Lunch Leave” Privilege.....	40
Lockers.....	40
Miscellaneous Items.....	40
Handbills, Sales.....	40
Yearbook, School Pictures.....	41
Photography and Cameras.....	41
Insurance.....	41
Auditorium, Foyer, Buildings and Hallways.....	41
Elementary Snack Time.....	42
Lunch.....	42
Class Rings.....	42
Breaks.....	42
Pets.....	42
Classroom Schedules.....	42
Elementary.....	42
Secondary Grades.....	42
Physical Education.....	43
Sports and Athletics.....	43
Athletics Participation.....	43
Game Participation.....	44

WELCOME FROM SENIOR PASTOR STEVENS

Dear Parents and Students:

On behalf of the faculty and staff of Calvary Baptist Christian Academy, welcome to the 2026 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 Academy 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 academy 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 Academy 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 Academy.

Sincerely,

A handwritten signature in black ink that reads "Marshall P. Stevens". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Marshall P. Stevens, Senior Pastor

WELCOME FROM MRS. STEVENS, ACADEMY PRINCIPAL

Dear Parents and Students:

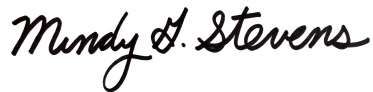
Instruction is supremely important in any young person's life. We at Calvary Baptist Christian Academy take this seriously and will endeavor to instruct your children in academic subjects from a Biblical perspective.

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 Academy.

Sincerely,

A handwritten signature in black ink that reads "Mandy H. Stevens". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Mrs. Mindy Stevens, Principal

OFFICE CONTACT INFORMATION

Main Telephone: +1 (707)–642–1142

Academy Office / Attendance Office:

** Located next to the foyer in the Simpson Hall building

Telephone: +1 (707)–642–1143, x112

Accounts Receivable: Email: finance@cbcac.org

Academy Principal:

Mrs. Mindy Stevens

Telephone: +1 (707)–642–1143, x114

Email: mindy.stevens@cbcac.org

Business Manager:

Associate Pastor Ryan Stevens

Telephone: +1 (707)–642–1142, x110

Email: ryan.stevens@cbcac.org

Finance Director:

Mr. James Ridley

Telephone: +1 (707)–631–1723

Email: james.ridley@cbcac.org

Senior Pastor:

Pastor Marshall P. Stevens

Telephone: +1 (707)–642–1142, x111

Email: pastor@cbcac.org

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

Academy Mascot: Warriors

Academy Colors: Blue, Silver, and Maroon

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

REFERENCES

In this document, the terms school, School, academy, and Academy refer 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

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

PHILOSOPHY

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

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 Academy 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

The Academy does not operate from a neutral or secular educational philosophy. Every dimension of Academy life — curriculum, chapel, conduct expectations, and community standards — is shaped by the convictions of Calvary Baptist Church of American Canyon, California, of which the Academy is a direct and whole ministry. The doctrinal foundation of the Academy is the King James Bible and the Articles of Faith of Calvary Baptist Church, available in full through the Academy office or on the Church's website at <https://cbcac.org>.

STRUCTURE OF THE ACADEMY

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 Academy 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 Academy 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 Academy, 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 hires and appoints the Principal of the Academy. The Principal has primary decision-making authority for the Academy.

REGISTRAR

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

FACULTY

Our teachers are experienced and well-qualified to teach and facilitate the curriculum and academic programs of the Academy.

ASSOCIATIONS

Our Academy 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 Academy is also a member of the American Association of Christian Schools (AACS), 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.

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 Academy. 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 Academy-administered programs.

CHANGES, ADDITIONS AND DELETIONS

The Academy may make any changes, amendments, updates, additions, or deletions to this handbook or related policies, as the need arises. The Academy may make reasonable efforts to notify the parents and students when such changes are made.

STUDENT RECORDS AND PRIVACY

The Academy maintains student records in accordance with applicable state and federal law. Parents or guardians wishing to review, request copies of, or inquire about records pertaining to their student should contact the Academy office directly. Digital tools and platforms used in the Academy's instructional and administrative operations are selected with attention to applicable student data privacy requirements.

ADMISSIONS

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 Academy 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 Academy administration approval.

SPECIAL NEEDS

Presently, the Academy cannot meet the special needs of mentally impaired or physically disabled students.

AGREEMENT

The Enrollment and Tuition Agreement (the "Agreement") is the governing document for the Academy's financial relationship with each family. It addresses tuition schedules, payment terms, fees, and related financial policies in full. This Handbook and the Agreement are intended to be read together. Where this Handbook speaks generally, the Agreement provides the operative terms.

ADMISSION PROCEDURES

1. Consult with the Registrar about the admission procedure.
2. Application isn't completed until registration is paid. 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 may schedule a testing appointment. 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 Academy.
3. Pay the non-refundable registration fee.

4. Complete the Student Application for Admission and associated documents.
5. With the Student Application for Admission, include:
 - a. A copy of the child's birth certificate.
 - b. A copy of the proof of immunization.
6. Complete the Enrollment and Tuition Agreement.

REQUESTS FOR TRANSCRIPTS AND OTHER RECORDS

The Registrar handles requests for transcripts. Per Academy financial policy, we do not release student records when there is an outstanding balance on any student payment 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 now 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 Academy 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)

The Academy admits children into 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 K4 program must have completed their fourth birthday and be four years old by August 5th.

FINANCIAL POLICIES AND TUITION INFORMATION

The financial obligations of enrollment at the Academy — including tuition rates, fees, payment schedules, billing procedures, account management, delinquency provisions, and the conditions governing transcript release — are governed by the Enrollment and Tuition Agreement. Parents are encouraged to read that document carefully, as it constitutes the binding financial agreement between the family and the Academy.

Current tuition rates, registration fees, and other applicable fees are published on the Academy website at <https://cbc.academy> and are updated as needed. Parents may also contact the Academy office to request a current fee schedule. Questions regarding financial matters, account balances, or billing may be directed to the Finance Director or Academy Principal.

FUNDRAISERS

Throughout the academic year there may be Academy-sponsored fund-raising programs. Parents and students are expected to actively promote and participate in these programs.

CURRICULUM

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.

The Academy strives to provide subject-matter experts in the teaching of the students. In addition to our qualified staff and faculty, 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 Academy 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 Academy works 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 Academy 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 Academy uses and permits only the King James Bible. All Scripture memory is to be done from the King James Bible. 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 Academy 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.

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 are allowed to print documents using the classroom printer.

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 students 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 may be an additional appropriate cost, depending on various circumstances. Each tutoring situation is unique, and all parties involved endeavor to craft an appropriate solution to meet the needs of the individual student.

STUDENT AND CLASSROOM SUPPLIES

Each grade class has different needs for supplies. Supply lists are available via the Academy'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.

ATTENDANCE

We expect regular attendance of all students. In case of absence, the parent must contact the Academy office by telephone or in writing. The pre-arranged absence form should be submitted a week prior to planned absences.

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 Academy matters with faculty or staff at church services.**

TARDINESS

Students who arrive late cause a disturbance and disrupt Academy 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 tardiness to be excused, the student must have a written note explaining the reason for tardiness.

WITHDRAWAL

To withdraw a Student from the Academy, a parent or guardian must submit written notice to the Academy administration. Tuition is owed for the full month in which written notice is given, or the month in which the student last attends, whichever is later. Enrollment, registration, and other fees are non-refundable. The Academy likewise reserves the right to require withdrawal of any student, for any reason, by providing written notice to the parent or guardian, apart from matters handled through the suspension or expulsion process.

DISMISSAL

We may dismiss a student from the Academy for any reason. Tuition owed upon dismissal, and any applicable proration, is governed by the Enrollment and Tuition Agreement: monthly tuition is not subject to proration, while tuition paid on a semester or annual basis may be prorated at the Academy's sole discretion. Registration and other fees paid are not refundable for any reason.

CUMULATIVE ABSENCE PENALTY

Fifteen (15) unexcused absences per semester in any secondary class can result 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 Academy 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 Academy-approved activity. Parents seeking to have a student excused from school should send written notice to the Academy office as soon as possible prior to the absence.

PLANNED EXTENDED ABSENCES

In order for planned absences to be excused, they must be requested via the pre-arranged absence form linked on the website. Forms are due one week before the scheduled absence.

ILLNESS

If a student becomes ill during school hours or at an Academy activity, the Academy may excuse him to go home. Before we excuse the pupil, the Academy office will attempt to contact a parent or guardian. Students may not

leave campus until receiving approval from the Academy and instruction from the parent. We release students from campus to those persons designated, in writing (on file with the Academy), by the parents.

HEALTH SERVICES AND FIRST AID

Academy staff or faculty may need to treat minor abrasions. The Academy 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, Academy 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 Academy activities, we expect the parent (or their appointee) will come to the Academy 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 Academy 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 Academy holds medications in a place designated by the Academy.
 - c. The Academy 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 Academy activities, the parents shall directly supervise that therapy, whether on or off campus. The Academy 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.

MEDICAL INSURANCE

Students without medical insurance may enroll in the Academy. The Academy does not provide medical insurance for students.

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

ACADEMY HOURS

The Academy operates regularly from 7:55a.m. to 3:00 p.m. for full Academy 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 prior to the starting of the Academy 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 Academy.

STUDENT DEPARTURE

Students are to be picked up no later than 30 minutes after school ends. The Academy 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 Academy. Each elementary class has a designated place to line up to prepare for departure.

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 Academy assumes no responsibility for students departing campus after school ends; the Academy assumes no responsibility for students departing campus without permission.
3. Students remaining on campus after school must adhere to the Academy 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 Academy office may pick up children from the Academy 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 Academy 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 Academy premises, by persons other than staff or faculty. When the Academy 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.

RELEASE OF STUDENTS

The Academy releases students only to those persons designated by the parents to the Academy, in writing or via the parents' FACTS account. It is very important that the Academy 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. Matters involving custody arrangements, court orders, or legal disputes affecting student access or records should be directed to the Academy Principal.

VEHICLE MOVEMENT SAFETY

The speed limit on the Church and Academy campus is five-miles-per-hour (5 MPH) and the Academy expects all drivers to adhere to that limit. Driving faster than 5 MPH may result in campus driving privileges being revoked. All drivers on campus must be aware of and looking for students at all times and must 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.

CAMPUS SAFETY

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 Academy administration retains the right to define what constitutes a prohibited article. Because advance notice of changes to this list could undermine campus safety, the Academy may amend the list of prohibited items at its discretion without prior notice.

SEARCH AND SEIZURE

The Academy reserves the right to search any student's vehicle or belongings in the event the Academy suspects the student possesses any item which contradicts the Academy's codes of conduct or safety standards, introduces harm to others, or is unsafe for any reason. Such searches may be conducted without the student's or the parent's permission. 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 belongings are subject to search under this section.

Searches will be conducted with two adults present, when practicable. Students and parents are notified by this Handbook that, due to the nature of a Christian educational environment, students have no expectation of privacy in areas and items subject to search under this policy. Students and parents are notified by this Handbook that enrollment in the Academy includes acceptance of the Academy's authority to conduct reasonable inspections of student property brought onto campus or Academy-sponsored events. Academy shall endeavor to not conduct searches in a manner intended to improperly embarrass, harass, or single out students. Reasonable attempts will be made to keep the results of searches confidential, except when reporting unlawful behavior to appropriate authorities.

CLOSED CAMPUS

The Academy campus is closed. This means the students are not permitted to leave the campus during Academy hours, except when arranged by or with the Academy. Emergencies are the exception. Also see the section entitled Student “Lunch Leave” Privilege.

VIDEO RECORDING

For the safety of students, staff, and all campus visitors, Calvary Baptist Church maintains video surveillance on campus facilities used by the Academy. The Academy operates in compliance with the video surveillance and recording policies and procedures of Calvary Baptist Church. A copy of the Video Surveillance policy is available upon request through the Academy office. This includes the use of video surveillance and recording systems in classrooms, and indoor and outdoor common areas throughout the campus. Areas with a reasonable expectation of privacy, such as restrooms and changing rooms, are not in view of cameras. Video cameras are intended to monitor and record activities as an aid to maintaining a safe environment. Audio is not recorded. Video recordings are viewable only by authorized personnel, are kept confidential, and are retained according to Church policy. Signage regarding the use of video surveillance is placed in key areas around the campus. All cameras are in plain sight.

CHILD SAFETY POLICIES

The protection of every child entrusted to Calvary Baptist Christian Academy is a matter of the highest priority for this ministry. Calvary Baptist Church and Christian Academy maintain a comprehensive set of Child Safety Policies governing the conduct, responsibilities, and obligations of all persons who work with or around children through this ministry — including administration, members of the School Board, staff, faculty, and volunteers in any capacity.

These policies address, among other matters, the recognition and reporting of abuse and neglect, mandatory reporting obligations under California law, standards governing adult-student contact, background screening requirements, and the procedures by which the Academy responds to and documents safety concerns. All persons serving in any role that involves contact with students are required to be familiar with and are bound by these policies.

Parents who wish to receive a copy of the Child Safety Policies may request one through the Academy office. A copy will be provided upon request. Questions regarding child safety matters may be directed to the Academy Principal or the Senior Pastor.

MANDATORY REPORTING

California law designates all school administrators, faculty, and staff as mandated reporters of child abuse and neglect (Penal Code §§11165.7 et seq.). This means that when any of our Academy-related personnel has reasonable suspicion that a child has been or is being abused or neglected, they are required by law to make a report to Child Protective Services or law enforcement. This obligation exists independently of Academy policy and cannot be waived, delayed, or conditioned upon parental notification or consent. Staff are not required to investigate or confirm a concern before reporting, and they may not decline to report in deference to a parent’s wishes or the Academy’s preference.

The Academy supports this obligation fully and considers it consistent with our ministry's calling to protect the children in our care. We believe transparency on this point serves families well: parents should know that our personnel are trained to recognize signs of abuse or neglect, that they take that responsibility seriously, and that the law requires them to act on it.

WEAPONS PROHIBITION

No student, parent, or guardian may possess, carry, or bring onto Academy premises or any Academy-sponsored activity any weapon of any kind. This prohibition applies all times without exception and includes, but is not limited to: firearms, ammunition, knives, clubs, tasers, pepper spray, or any other object designed or intended to cause bodily harm. It applies to items carried on the person, stored in a vehicle, contained in a bag or backpack, or present in any form on campus property.

This prohibition is consistent with California law and with the Academy's calling to provide a safe, ordered, and Christ-honoring environment for every student, family member, and staff member who passes through our doors.

CAMPUS SAFETY PROTOCOLS

The safety of every person on the Academy campus is a responsibility we take seriously and prayerfully. The Academy maintains written emergency procedures that govern how the school responds to campus safety threats, including fire, severe weather, medical emergencies, and situations requiring campus lockdown.

Academy faculty and staff receive training on these procedures.

In any situation that presents an immediate threat to persons on campus — including but not limited to an active intruder, a credible threat of violence, or any other emergency requiring immediate protective action — the Academy will implement its emergency procedures and will contact local law enforcement immediately. Parents will be notified as promptly as circumstances allow. The Academy cooperates fully with law enforcement in all emergency situations and will follow the direction of law enforcement personnel on campus during any active emergency.

Students and families are asked to cooperate fully with safety procedures when they are in effect. This includes compliance with lockdown instructions, movement restrictions, and any direction from law enforcement or Academy administration during an emergency event.

Any person who becomes aware of a credible threat to campus safety is urged to report it immediately to the Principal, the Senior Pastor, or any staff or faculty member. When a threat involves a potential crime, the Academy will involve law enforcement, consistent with its commitment to the safety and protection of all persons in its care.

EMERGENCY COMMUNICATION

The safety of every student is our first priority in any emergency. Calvary Baptist Christian Academy uses FACTS — our student information and family communication platform — as the primary channel for emergency notifications. Parents and guardians are responsible for ensuring that all contact information in FACTS is current

at all times. Outdated contact information may delay our ability to reach you. The Academy may also call the parent(s) directly or send a text message.

In the event of an individual student emergency — illness, injury, or a situation requiring a parent's immediate attention — the Academy will contact the parent or guardian of record first, followed by the emergency contacts listed in the student's FACTS profile, in the order provided. If the Academy is unable to reach any listed contact, staff will exercise their judgment to act in the student's best interest while continuing contact attempts.

In the event of a campus-wide emergency — including a lockdown, natural disaster, utility failure, or unplanned academy closure — the Academy will issue notification through FACTS as quickly as circumstances permit. Parents are asked not to call the school or attempt to come to campus during an active emergency unless directed to do so by the Academy. Doing so may interfere with the safety of students and the ability of staff to manage the situation. The Academy will communicate further instructions as soon as it is safe to do so.

Unplanned school closures due to weather, utility failure, or other unforeseen circumstances will also be announced through FACTS. Parents are encouraged to monitor their registered email and any app notifications associated with their FACTS account.

STANDARDS OF CONDUCT

Calvary Baptist Christian Academy is a direct ministry of Calvary Baptist Church, which is called to provide a Christ-centered education. The Academy commits itself to upholding the testimony and standards of the Church. Part of the Academy'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 Academy's Standards of Conduct.

DISCIPLINARY APPROACH

One of the chief components of discipline at CBCA is the understanding that the Academy 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 Scorners: 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 Academy expects parents to support the Academy 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 Academy 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 Academy, 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 Academy 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 Academy 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 Academy 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, disciplinary action may also apply to a student who knowingly participates in, encourages, or assists another student's violation 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, harassing, hazing, mean or threatening actions or comments.
6. The Academy 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 Academy 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 seats 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, Academy 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 Academy office or designated staff or faculty before school. The Academy 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 an Academy-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 to adhere to those particular times.
7. The Academy 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 Academy dress code.
13. Sleepwear is to be worn only in the rooms.
14. Students may not leave the room improperly dressed.

DISCIPLINARY ACTION

The character type the student exemplifies will determine the disciplinary action taken by the Academy. 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

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 Academy 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 Academy 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 Academy may act to correct that behavior. We may use the following steps to achieve Christian behavior and attitudes:

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

PROBATION

A student may go on disciplinary probation when he or she repeatedly or flagrantly ignores or disobeys Academy 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 Academy administration. Extended suspensions may apply when circumstances warrant. *Any student who receives two (2) suspensions in one school year will appear before the Academy 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 Academy atmosphere, or violate Academy policies or procedures. We may employ expulsion for first-time egregious violations of the Academy policies and procedures. The administration reserves the right to determine the scope of the expulsion.

REPEATED INFRACTIONS

The Academy administration keeps the right to take appropriate disciplinary action, up to and including suspension and expulsion, in cases of repeated violation of Academy 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 in every case except those involving expulsion for egregious violations of Academy policy, as described under Expulsion, in which case the decision rests solely with the administration.

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	15 units
Foreign Language, Spanish I with Spanish II as optional	10 units
Fine Arts (music, choir, art, speech)	15 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 Academy 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 Academy. 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 issued each quarter. The 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

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 at the time appointed by the teacher. 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 the Academy, 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 the Academy) at the discretion of the teacher(s). Unexcused absences result in loss of academic credit for each day's absence.

DRESS CODE

Our Academy 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.

ACCEPTABLE ATTIRE AND PERSONAL APPEARANCE

The Academy 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 Academy 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 Academy's Christian ethic of good personal appearance, or do not otherwise adhere to the Academy's dress code or testimony are unacceptable. Changing into street clothing is not permitted while on campus or at Academy-sponsored activities, unless directed by proper Academy authority. Students must remain in acceptable attire at all times on campus or at off-campus Academy-sponsored activities, including sports.

GENDER DISTINCTION IN DRESS AND APPEARANCE

Believing that God created mankind male and female, students shall dress, groom, and present themselves in a manner consistent with their biological sex, and may not dress, accessorize, or apply makeup in a manner intended to portray the opposite biological sex.

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 Academy'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. All outerwear, if worn in the classroom, must be either CBCA logo apparel or plain NAVY, GRAY, WHITE, MAROON, or BLACK apparel without logos. Any color of jacket can be worn outside, but as soon as students come to class they must be removed.
- 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 Academy.
- g. Uniforms should be clean and in good repair.
- h. Shoes with wheels are not allowed. Modest boots are allowed.
- i. White, maroon, gray, or navy blue polo shirts are the acceptable polo 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 Academy’s administration.

GUIDELINES FOR FORMAL AND SEMI-FORMAL WEAR

Girls:

- a. Necklines and backs of dresses must follow the principles of modesty.
- b. The 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. Hoops 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 Academy. Shorts, pants or slacks are not to be worn at any time while on campus or on any Academy-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 Academy. Shorts, pants or slacks are not to be worn at any time while on campus or on any Academy-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 UNIFORM

For grades 7–12 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 Academy 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 Academy.

NO-UNIFORM "FREE DRESS" DAYS

Free dress days are held occasionally and remain a privilege that is subject to Academy discretion. When a "free dress" day is held, the principle of modesty set forth in the Academy Dress Code remains in force.

PARENTS AND TEACHERS

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 Academy 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 Academy 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

Twice during the academic year — typically at the end of the first and third quarters — the Academy schedules individual conferences between parents and their child's teacher. To stay informed of their child's progress, parents are encouraged to request a conference at any time.

If a question or concern arises regarding a classroom matter, parents should address it with the teacher directly, maintaining a proper decorum in all communications. If the concern cannot be resolved with the teacher, parents are encouraged to contact the Academy Principal. The Principal will give the matter due consideration and respond in a timely manner. The Academy is committed to maintaining open, respectful communication with every family it serves. If a concern remains unresolved after contacting the Principal, a parent may request to bring the matter before the School Board, as described under School Board in the Structure of the Academy section.

PARENT ORIENTATION, TOWN HALL MEETINGS

In August, just prior to the beginning of the academic year, there will be a Parent Orientation event. **Parents are expected** 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 academic year there may be various functions to provide interaction and fellowship between parents and faculty. These Parent and Teacher Fellowships are sponsored by the Academy 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

When attending various enrichment outings, the Academy's Standards of Conduct apply at all times. Proper decorum is expected of students and parents. Unauthorized and illegal items are not allowed on Academy activities. Additional permission slips may be necessary for specific events and the Academy will notify parents when these are necessary.

NOTE ABOUT DRESS CODE

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

DAY FIELD TRIPS

Occasionally a class may attend a day 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 Academy will arrange transportation and parents may be asked to participate as drivers or chaperones. Refer to the Child Safety Policies for additional information about chaperoning.

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.

EXTERNAL SOCIAL AFFAIRS

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

PARTIES

Generally, the Academy 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 Academy 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 Academy 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 Academy:

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

ACADEMY HOLIDAYS AND CLOSING

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

HOLIDAYS

The Academy will observe the following holidays as designated by public law, tradition or church needs.

Academy is not in session on these days:

- Thanksgiving (Wednesday through 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.

ACADEMY CLOSINGS

Occasionally the Academy will be closed when Church or Academy ministry requires such closing. Examples may be inclement weather, local emergencies, funerals or other necessary changes to schedules. The Academy 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. For information about how unplanned closures are communicated, see Emergency Communication in the Campus Safety section.

VISITORS

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

1. Any person who does not work for or attend the Academy is a visitor. Visitors are not permitted to wander about campus and must remain within the areas designated for their visit.
2. Visitors coming to the Academy, for any reason, must check in at the Main Office visitor kiosk upon arrival and check out at the same kiosk before leaving campus. Delivery and postal service personnel are considered “drop and go” and are not required to check in at the visitor kiosk.
3. **Parents:** To reduce distractions to instruction, parents may not go directly to a child’s classroom or wait in the hallways once the school day has begun. Parents must first check in at the Main Office visitor kiosk, which will notify the classroom teacher or appropriate staff member of the parent’s arrival. The parent shall wait for instruction before proceeding further.
4. **Other Students:** Occasionally an enrolled student may have a visiting student attend classes with them. Requests for a visiting student to attend classes must be submitted by the parent in writing at least seven (7) days before the visiting day. Permission is granted by the Principal after consultation with the teacher(s). A visiting student must also check in at the Main Office kiosk upon arrival and is expected to abide by the Academy’s Standards of Conduct and Dress Code while on campus.
5. All visitors must follow all safety rules published by the Academy and all instructions by staff and faculty.
6. All visitors shall conduct themselves in a manner consistent with the Christian mission and standards of the Church and Academy at all times while on campus.

NOTE: See SAF012 in the Child Safety Policies for the complete Campus Visitor Policy, including Visitor Conduct .

DELIVERIES PLACED ON CART OUTSIDE ACADEMY OFFICE

Deliveries to students are disruptive and must be occasional and not regular or daily. Lunch, homework, books, et cetera shall be left on the Drop-Off Cart outside the Main Office and will be delivered to the student when appropriate and at the discretion of staff and faculty. Deliveries of flowers or a birthday gift are allowed, but must be first delivered to the Academy office. Students are not permitted to receive (on campus or at Academy activities) any packages from a delivery service or courier.

A parent or guardian who leaves an item at the Drop-Off Cart shall proceed directly off campus upon doing so and shall not enter any classroom, hallway, gymnasium, playground, or any other student-occupied area of the campus. Classroom access is not authorized for item delivery under any circumstances.

CAMPUS PRIVILEGES

DRIVERS

Students that drive to school are required to turn in the vehicle keys each day to the Academy 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 the Academy 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 Academy-sponsored activity away from campus. *Students are not permitted to transport students, including relatives, on any Academy-related activities.*

No student, following arrival on campus, can leave campus for any reason without proper permission. If a student has a vehicle accident on campus, he/she should not move the vehicle, and must immediately inform the Academy 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 Academy 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 OTHER HOMES

The CBCA campus is located 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 Academy campus will take extra care to ensure that all safety measures are obeyed.*

STUDENT VEHICLES

The Academy requires that the following items are on file in the Academy 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.

The Academy 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.

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 Academy administration. Students are cautioned not to bring large amounts of money, collectibles, laptop computers or other valuables to the Academy. Students and Parents, not the Academy 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 Academy office. Students may be granted occasional permission to use the telephone in the Academy 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 Academy campus.
2. Parents shall notify the Academy administration if their student intends to bring or does bring electronic devices to the campus or during Academy-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 Academy representative; this also applies to times before and after school.
7. A student using any electronic device, application, or feature — including audio or video recording, camera, text messaging, social media applications, or artificial intelligence tools — for academic dishonesty, harassment, bullying, threats, misuse, or any other inappropriate purpose will be subject to disciplinary action. The Academy reserves the right to define any misuse of any device or application.

8. Any device that is confiscated by the Academy 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 Academy 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. Academy 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, Academy 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 Academy reserves the right to amend, update, or replace this policy and/or any supporting documentation, in whole or in part, at any time.
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.

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 Academy. The computer network, computers and associated devices on the Church and Academy 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 smart phone or smart watch.** Students found using internet or web resources are subject to disciplinary action as defined in the Standards of Conduct. However, the Academy recognizes the prolific nature of the world-wide web and Internet usage and hence, from time to time the Academy 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.

ELECTRONIC COMMUNICATIONS WITH STAFF AND FACULTY

The Academy's Child Safety Policies govern all electronic communications between Academy personnel and students. Staff and faculty shall communicate with students only for Academy-approved purposes.

Parents are encouraged to be current and informed of the communications their children receive from any adult associated with this ministry. Any communication from a staff or faculty member that a parent or student finds unusual, uncomfortable, or inappropriate in any respect should be reported immediately to the Academy Principal or Senior Pastor.

The full standard governing electronic communications applicable to Academy personnel is set forth in the Church and Academy's Child Safety Policies, a copy of which is available upon request through the Academy office.

SOCIAL MEDIA

Social media is a powerful tool, and like all powerful tools, it requires wisdom that no policy document can fully supply. The Academy's Standards of Conduct apply to student conduct and speech whether on campus or off, including communications and content published through any social media platform. Students who use social media in ways that damage the testimony of the Academy or the Church, bully, harass, or humiliate another student, target a staff or faculty member, or bring public reproach on this ministry, are subject to the Academy's disciplinary procedures regardless of where or when the conduct occurred.

Students are expected to apply the same standard to their online conduct that they would apply to their conduct on campus: "Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers" (Ephesians 4:29). The medium does not change the standard.

Students shall not publish, share, post, or transmit photographs, video, audio recordings, or other content involving fellow students, staff, or faculty without the express consent of the persons depicted.

Parents are reminded that the Academy regards its community relationships — with other families, with staff, and with faculty — as sacred responsibilities. The Academy asks parents to bring concerns directly to the administration rather than airing them through social media. Public posts that disparage staff, faculty, students, or the Academy itself create harm to this school and to the families within it. We ask that every parent consider this Academy's testimony, and their own testimony, before publishing.

MACHINE-GENERATED CONTENT AND ACADEMIC INTEGRITY

Artificial intelligence tools — including those that generate written text, images, audio, and other content — are increasingly accessible and will only become more so. The Academy's position on these tools is straightforward: they do not change what honesty requires.

Students are expected to complete their own academic work. Submitting work produced in whole or in material part by an artificial intelligence tool as one's own represents a form of academic dishonesty and is subject to the same consequences as any other form of cheating or plagiarism under the Academy's disciplinary policies.

Beyond academic honesty, students shall not use machine-generation tools to create, alter, or distribute any image, audio, video, or written content involving another student, staff member, faculty member, or volunteer — whether realistic or obviously fabricated. Content that depicts, simulates, or implies another real person, however produced, and that is sexual, threatening, humiliating, or harmful in any respect, is a serious violation of this Handbook and may constitute a crime under California law. The Academy will not treat such conduct as a prank. It will be treated as a serious disciplinary matter and, where the law requires, referred to law enforcement.

The Academy's Child Safety Policies contain additional standards governing the use of machine-generation tools by Academy personnel in their interactions with students. Parents who wish to review those standards may request a copy of the Child Safety Policies through the Academy office.

ACADEMY ELECTRONIC EQUIPMENT

Students found tampering with Academy'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 Academy'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 Academy campus during school hours, he or she must check out via the Academy 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 permission **signed by a parent** indicating that the student has permission to leave campus during lunchtime and may purchase his lunch off-campus. This permission is submitted once and is valid through the end of the academic year or 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. 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 Academy 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 Academy day.
- e. Lockers are the property of the Academy and may be opened and inspected by an Academy 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 Academy's Principal.

MISCELLANEOUS ITEMS

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 Academy administration and proper accounting procedures will be followed.

YEARBOOK, SCHOOL PICTURES

The Academy publishes an annual yearbook. The contents of the yearbook are photographs of staff and faculty, individual students, classes and various Academy activities. The cost of the yearbook is included in registration fees. There are two opportunities during the academic 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 Academy events. By enrolling the student in CBCA, the parent authorizes that photograph(s) or video(s) (or digital likenesses) may be used in Academy publications, yearbooks or displayed at other Academy-related events. Generally, students are not permitted to have cameras (including those embedded in telephones, smart phones, or other electronic devices) on campus or Academy activities. However, students participating in yearbook activities, and from time to time other students, may be granted specific permission (by Academy staff or faculty) to use a camera or camera-device on campus or at Academy-sponsored activities.

Cameras embedded in cell phones or “smartphones” are not to be used, except when expressly permitted by staff or faculty members for Academy-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 Academy’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.

The prohibition on posting photographs or digital images of students for public viewing extends to content that has been digitally altered or produced using artificial intelligence tools. A digitally manipulated or AI-generated likeness of a student carries the same concern as a direct photograph. The Academy’s Child Safety Policies govern the obligations of Academy personnel on this matter.

INSURANCE

The Church and Academy 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 Academy 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 Academy 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 Academy to provide lunch for them — this is the parents' responsibility and the parent must make arrangements or bring the lunch to the Academy 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 Academy 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 Academy.

PETS

No pets are permitted on campus or at any Academy-sponsored activity.

CLASSROOM SCHEDULES

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

PHYSICAL EDUCATION

The students in kindergarten (K4, K5) through sixth grade do not have PE classes. For the students in grades seven through twelve, the Academy 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 AND ATHLETICS

The Academy 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 Academy.

Participation on Academy 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.

ATHLETICS 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 Academy 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.