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“And all thy children shall be taught of the Lord, and great shall be the peace of thy children.” Isaiah 54:13

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STATEMENT OF NON-DISCRIMINATION

Central Baptist Christian Academy enrolls students of any race, color, national or ethnic origin, and affords them all the rights, privileges, programs, and activities generally accorded or made available to all students at the Academy.

The school does not discriminate on the basis of race, color, or national origin in administration of its educational policies, admission policies, athletics, and other school-administered programs.

STATEMENT OF FAITH

Central Baptist Christian Academy was established to help parents provide Christian youth with a sound academic education, with emphasis on the Bible and on preparation for future Christian service.

1. We believe in the plenary and verbal inspiration and authority of both the Old and New Testaments.
2. We believe in God the Father, God the Son, and God the Holy Spirit.
3. We believe in the creation of man by the direct act of God.
4. We believe in the incarnation, virgin birth, deity, and bodily resurrection of our Lord and Savior Jesus Christ.
5. We believe that the shedding of Jesus Christ's blood on the cross is the vicarious atonement for the sins of mankind.
6. We believe in Jesus Christ's power to save man from sin, and the new birth through the Holy Spirit.
7. We believe that the gift of eternal life is by the grace of God through faith in Jesus Christ alone.
8. We believe in the visible, personal, pre-millennial return of Jesus Christ.
9. We believe in the perseverance of the saints--that a person cannot lose his salvation.
10. We believe that the chief end of man is to glorify God.

A complete doctrinal statement is available in the school office.

SCHOOL PURPOSE

Attendance at this school is a privilege and not a right. The goals of this school are not to reform, but to train Christian youth in the highest principles of leadership, discipline, individual responsibility, and good citizenship.

It is the purpose of the school to provide a sound academic education integrated with a Christian view of God and the world, to see Christ likeness in every student and staff member.

The Bible is specific in stating the principles which underlie Christian education: "For by Him were all things created that are in Heaven, and that are in the earth...And He is before all things and by Him all things consist." (Col. 1:16-17). "For in Him we live and move and have our being." (Acts 17:28).

SCHOOL PHILOSOPHY

"Train up a child in the way he should go, and when he is old, he will not depart from it". -- Proverbs 22:6

- A. God is the Creator and Sustainer of all things and the source of all Truth.
- B. Because of sin, man tends to omit God and thus fails to relate himself and his knowledge to God--the Source of all wisdom.
- C. Regeneration is the impartation of spiritual life upon the repentance of sin and faith in Jesus Christ. True meanings and values can be ascertained only in the light of His person, purpose and work.
- D. God has revealed Himself in a general way in His world and universe, and in a specific way in the Bible.
- E. The home, the church, and the school should complement each other, promoting the student's spiritual, academic, social, and physical growth.
- F. **The responsibility of educating their young people belongs to the parents, and the teacher acts as an authorized representative of the parent during school time.**
- G. The Christian is not to be conformed to the world, but must recognize his responsibility and his role in life.

SCHOOL OBJECTIVES

- A. To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sins.
- B. To teach the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ.
- C. To teach the application of Biblical ethics and standards of morality to every part of life.
- D. **To teach the student to manifest equity, courtesy, kindness, and other Christian graces.**
- E. To relate the various subject matter areas with the truth of the Bible.
- F. To teach the student to apply himself to his work and to fulfill his various responsibilities to God, self, and the world in which he lives.
- G. To teach the student to think for himself and to stand up for his personal Biblical convictions in the face of pressure.
- H. To show the student his present civic responsibility and to prepare him for adult responsibility as a citizen of Heaven and of our nation.
- I. **To become a part of the character change from the old nature to the new nature (Christ likeness).**
- J. **To develop godly character.**

ADMINISTRATIVE INFORMATION

ATTENDANCE

Attendance is a privilege and not a right, and with privileges come responsibilities. If these responsibilities are not fulfilled, attendance at CBCA can be forfeited.

New York State **standards** require that all children between six and sixteen years of age attend school regularly. A child can never make up a day he has missed, even though he may go over the assignments that were presented. The discussions that take place in the classroom are often more valuable than the written material.

A student may not receive credit if he misses more than 15 **unexcused** days of each class. Parents are discouraged from taking students out of school for family vacations.

A. ABSENCES

A student is excused from school for sickness, death in the family, medical or dental considered unexcused.

All absences and tardies will be determined to be excused or unexcused by the administration, based upon the information received in writing from the parents. **We do not have to let students with unexcused absences make up tests or quizzes they missed.**

B. ABSENCE REPORTING

When any student (K-12) is to be absent from school on a given day, the parent or guardian **is responsible to** call the school office by 9:00 AM on that day to verify the absence. When a child is absent or tardy for any reason a written note must accompany him the first day he returns to school. The note should contain the following information:

- * Date of absence or tardiness
- * Reason for absence or tardiness
- * Signature of parent or guardian

Long term illnesses or reoccurring illnesses may require a doctor's note.

Absences not covered by written excuse within ten days will be considered unexcused.

C. PLANNED ABSENCES/ APPROVED EDUCATIONAL TRIPS

If a student knows in advance he is going to be absent, he must submit a **note** to the office (and to each teacher) 1-2 weeks in advance; the note should explain the absence and request all assignments expected during the absence. Work must be finished on the day he returns.

Make-up tests and quizzes will be reasonably scheduled within a few days of returning to school. **Most high school teachers will not give tests or quizzes ahead of schedule.**

Some trips will require that special work assignment be completed to provide documentation that the trip was educational in nature. These assignments must be requested from the office 1-2 weeks before the trip, and must be turned in completed on the day of return.

D. TARDINESS

A student is considered tardy if he is not in his **homeroom** by 8:25 AM (except in the case of late buses), or is late for any class during the day. Tardiness will be determined to be excused or unexcused, and unexcused tardiness may be dealt with through disciplinary means such as detentions.

It is critical to have the parents help in teaching proper habits of arriving on time. This begins at home with parental responsibility.

If tardiness causes a student to miss any given class 15 or more times, credit may be denied for that class, just as in the case of an absence.

E. STUDENTS LEAVING EARLY FOR WORK OR CLASS

It is a privilege for students who do not have afternoon classes **to** leave early only on those days when they are going to work or other classes. They may not leave school earlier than necessary to report directly from school to work or class. On days when the students do not have to work or attend class, or do not need to be at work/class until (for example) 4:00, they will need to be in school in study hall. Parents must submit to CBCA a note from the work/class when school starts so that we have on file some documentation of the legitimate reason for being excused early.

F. SKIPPING A CLASS is not an option.

Students are expected to attend all classes, chapels or required activities unless they have pre-arranged permission to be absent.

G. WITHDRAWAL

When a student is withdrawn from school for any reason, the amount of tuition will be pro-rated based upon the number of days the student was enrolled. There are no refunds of tuition when paid on an **11-month** payment plan, **upon final calculation of prorated days, there may be a balance due to the school.** Book fees and registration fees are non-refundable.

Should a student be withdrawn from school, a minimum of one week's notice will be given to the office. All school-owned books and materials must be returned and verified.

HEALTH GUIDELINES

Parents of students entering CBCA for the first time must provide proof of a recent physical as well as a copy of the birth certificate. A completed medical form with shot records must also be filled out. Immunizations are expected to be up to date.

When students need medical attention, the school will notify the parents. No staff member will be allowed to administer any medication, including over-the-counter medication such as aspirin, without written authorization from both the doctor and the parent. New York State **public health** laws forbid school personnel giving medication except under the preceding rules. The school should be alerted if any student is on medication. Any medication that is brought to school must be brought to the office for safekeeping. This includes aspirin, Tylenol, cough drops, etc.

TELEPHONE USAGE

Students at school will be allowed to receive calls only if the call is from their parents/guardians and is an emergency-type situation. Messages are gladly received and will be passed on. At no time will the student be allowed to use the phone without permission. **Parents please do not call student cell phones or text message during school hours. Cell phones are to be turned off during school hours.**

MARITAL STATUS

CBCA recognizes the joy and holiness of marriage; however, to prevent distractions from the school's main objectives, we must insist that married or engaged students not attend CBCA.

SPIRITUAL REQUIREMENTS

- A. CHURCH - CBCA students **and families** are expected to attend church services weekly.
- B. BIBLE - In the Christian school, the Bible is the most important text. Bible classes, memorization of passages, and devotions are all extremely important aspects of our Christian education. Assignments will be treated with equal or greater importance than other subjects. Students must bring a complete King James Version Bible to school every day. The King James Version is to be used for all memory work; however, other reliable versions may be used for study purposes, or comparison.
- C. CHAPEL - Chapels are held weekly. Special speakers, college representatives, and class presentations may be among some of the programs. Parents are welcome to attend.
- D. CONDUCT - As representatives of Jesus Christ our Savior, students of CBCA are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty, both during and after school hours.
- E. SALVATION- **High school students are required to have a profession of faith in Jesus Christ as Savior, Lord and King.**

PARENT/TEACHER FELLOWSHIP

PTF is essential to the ministry of CBCA. Each year, parents are encouraged to become involved with PTF. The purpose of the PTF is to encourage the home and the staff in their **task** of education. Parents are encouraged to become involved with projects and activities of the school on a volunteer basis.

PARENT/TEACHER CONFERENCES

Conferences are always encouraged and may be requested either by the teacher or parent. It is of the utmost importance that a parent honor the teacher's request for a conference. A general parent/teacher conference is scheduled in November at which time the **first quarter** report card will be given to the parents. Attendance is required. School is closed on this day. Additional parent/teacher conferences after the third quarter will be mandatory for students who are failing for the year.

SCHOOL CLOSINGS

In the event of emergency school closing or delay due to snow, ice, etc., it will be reported over radio stations WNBK-- 1290 AM; WPEL -- 1250 AM or 96.5 FM;

TV Stations Channel 12 and Channel 34

Signing up for text alerts from WBNG is recommended. Check WBNG website for details on how to sign up.

Please follow your local school districts concerning closings and delays.

If our school is on a 1 hour delay, there will be class for PK. If we are on a 2 hour delay there will NOT be class for PK.

SPECIAL OCCASIONS AT SCHOOL

As a rule, parties are kept to a minimum and should be cleared with the administration. In grades K-6, a child who has a birthday may bring in cupcakes or cookies to share with his class. Halloween is not observed at CBCA. It is expected that when Valentine's Day is celebrated, all children in the class receive cards. Christian holidays will be celebrated in the joyous Christian spirit for which they were intended. Worldly additions (such as Santa Claus and the Easter Bunny) will not be celebrated at CBCA.

VISITORS

Student visitors interested in attending CBCA may obtain permission to visit the school, and should be attired in accordance with CBCA's dress code. All visitors must sign in at the office and pick up a visitor's badge immediately upon entering the building. When visiting CBCA, parents should dress appropriately and modestly. Shorts and short dresses are inappropriate and discouraged.

PARENTS' RESPONSIBILITY

Parents should be familiar with, and held responsible for, adherence to all of the Academy rules and regulations, in order to prevent their child from being subjected to disciplinary proceedings due to the parent's oversight. Parental support will aid in reducing confusion between student and staff, and result in a clearer Christian testimony for the Academy.

FIELD TRIPS

In connection with their studies, students have a number of field trips scheduled during the year. There is adequate supervision on all such trips, and permission slips will be required.

EXTRA-CURRICULAR ACTIVITIES

The school offers opportunities each year for students to participate in activities other than the required academics. These may include sports, musical groups, clubs, instrument lessons, and other activities as they are available. Students should be committed to whatever activities they choose to be involved in. **Parent volunteers are a vital part of extra-curricular activities.**

CLASS DUES

Each class (7-12) shall determine the amount of class dues to be collected on a monthly basis from the student members of the class. These dues will be accrued by the class treasurer (under supervision of the class advisor) and used for payment of the senior class trip, or other functions as approved by the class members and the class advisor. These dues are non-refundable if the student is withdrawn or expelled from the Academy.

DAILY SCHEDULE AND PROCEDURES

K-4

Class sessions run from 8:25-11:25. Parents should be prompt in bringing and picking up their children.

GRADES K-5—12th

A. ARRIVAL

Students must be in their homeroom at 8:25. Parents who drive their children and students who drive themselves must arrive in sufficient time so that the student can be in homeroom by 8:25. All students through grade 3 should be dropped off at the lower level of the church building. Students should not leave the classroom without permission after they have entered.

Supervision is provided in each building for early arrivals at 7:45; no one may be left at the school before that time. Early and late bus schedules will be accommodated. Students arriving on late buses should report directly to homeroom. Students arriving after 8:35 for any reason will report to the office rather than to homeroom.

B. LUNCH

All students grades K-12 eat lunch in classrooms. Students may bring a bag lunch; a la carte lunch items are available and **for sale** by the PTF staff. Students have the opportunity to purchase milk or juice each day; snacks are also available daily. Because of the number of students and lack of facilities, students will not be permitted to use the kitchen or its equipment (stove, microwave, etc.). Eating utensils, etc., must be brought from home.

Orders for the lunch program must be handed in during the homeroom time. Weekly orders are available by check or cash payment only. Orders may be cancelled due to absence by 9:00 a.m. and students will be refunded. After 9:00 a.m. the lunch will be prepared and the money is nonrefundable.

Snack room is available for use during the lunch period in grades 7-12. CBCA is a closed campus; therefore, students are not permitted to send out nor go for food from any of the nearby fast food establishments.

C. DEPARTURE

School is over for the day at 2:40. Some districts send their busses early because of their schedules, and these students are dismissed early. Parents picking up their students at the end of the day should arrive in the main upper lot between 2:40 and 3:00. All students who are not staying for extra help, sports practice, or detention must leave by 3:00.

ACADEMIC PROGRAM

CBCA is a small school which typically has one class per grade level. **We recognize that some students need special attention and or different learning methods. We are limited in how much assistance we can offer a new student coming in with an IEP or 504 Plan. Please prayerfully consider the move to CBCA if your student has needs beyond our academic resources.**

PK

This program is a half-day session intended to introduce 4-year-old children to school. It is designed for students not yet old enough for kindergarten, but ready to learn in a traditional setting. Reading, writing, and arithmetic will be introduced, with an emphasis upon development of fine motor skills and attention span, music, art, social skills, and spiritual awareness. It is not a pre-school or day-care program.

KINDERGARTEN (K-5)

This program lays the foundation for the elementary program, establishing the principles of reading, writing, spelling, Bible memorization, mathematics, and introduction of science and social studies. The kindergarten is also involved in weekly music, physical education, art, and chapel.

ELEMENTARY--GRADES 1-6

This is a complete program of study with Bible, reading, spelling, grammar, writing, mathematics, history, science, music, physical education, art, and chapel. CBCA believes that children should be encouraged to learn all that they are prepared to handle, and should be given the tools to accomplish that goal.

At the same time, we realize that not all students are prepared to learn at the same rate, and we attempt to meet each pupil's individual needs. Because of the limited resources available to CBCA, there will be some students with special needs that we are not able to meet. We strive to identify these needs and direct the parents to other schools better able to help their children.

JUNIOR HIGH--GRADES 7-8

This program consists of instruction in Bible, English, Mathematics, History, Science, Physical Education, Health, Music, and chapel. Computer classes are required in grade 7. Spanish I is required in 8th Grade.

SENIOR HIGH--GRADES 9-12

CBCA believes that the education it provides should be superior to that offered in the local public schools. Therefore, while adopting some of New York State's requirements, CBCA has established its own course descriptions and requirements based upon traditional college preparatory, Christian liberal arts model. Students are always encouraged to pursue the most challenging course of studies that the Lord has enabled them to handle. All courses are offered based upon availability of instructor, materials, and scheduling.

High school transfer students will not be accepted after the first day of school without board approval.

Honor Roll requirements are 90% and above; Principal's Honor Roll is 94% and above. CBCA Honor Society consists of students and alumni who are recommended by the staff and have maintained academic excellence and Christian character.

Valedictorian and Salutatorian will be calculated by averaging grades received in high school. To be eligible for recognition as Valedictorian or Salutatorian, the student must attend CBCA for at least three consecutive years starting with the student's sophomore year.

SPECIAL NOTE TO PARENTS OF SENIOR HIGH STUDENTS: As you know, the public schools are no longer able to offer local (non-regents) diplomas such as our students earn; and that means that students who transfer from CBCA to a public school during the senior high years may be required to take additional regents courses and tests at the public school in order to get the state diploma. *The time needed for these additional classes may mean that the student cannot graduate in the traditional four years.* When you register your student at Central or any other non-registered, nonpublic school, you should make that commitment prayerfully and fully aware that a return to state education is no longer a convenient option.

REQUIREMENTS FOR GRADUATION--23 credits and 3 sequences

Bible--4 Credits*	Foreign Language--2
English--4	Fine Arts--1
History--4	Health--½
Math--3	Physical Education--2
Science--2	

*Students transferring into CBCA after Grade 9 are required to take and pass Bible each year.

All students graduating from CBCA must complete 3 sequences (majors), one of which will ordinarily be Bible. The requirements for sequences are as follows:

Bible--3	Science--3
Foreign Language--3	Music/Drama/Fine Arts--3
Math--3	

Some of the courses which may be offered as electives or to fulfill the requirements for sequences: Spanish II, III; Sign Language; Consumer Math, Accounting I, Algebra II, **Geometry**, Calculus; Chemistry, Physics; Choir, Ensemble, Music Theory, Music Appreciation, Drama, Yearbook; Humanities; Computer I & II; Speech and Home Economics.

Suggested College Preparatory Sequence

Gr. 8

Spanish I

<u>Gr. 9</u>	<u>Credits</u>	<u>Gr. 10</u>	<u>Credits</u>
Bible 9 – Early Church	1	Bible 10- O.T. Survey	1
English 9	1	English 10	1
Global Studies	1	World History	1
Algebra I	1	Geometry	1
Earth Science	1	Biology	1
Spanish II	1	Spanish III	1
Choir	½	Choir	½
Phys. Ed.	½	Phys. Ed.	½

<u>Gr. 11</u>	<u>Credit</u>	<u>Gr. 12</u>	<u>Credit</u>
New Testament	1	Bible Doctrines	1
English 11	1	English 12	1
American History	1	Civics	1
Algebra II	1	Calculus	1
Sign Language	1	Chemistry/Physics	1
Physics/Chemistry	1	Health	½
Choir	½	Choir	½
Yearbook	½	Yearbook	½
Phys. Ed.	½	Phys. Ed.	½

When the schedule permits, select students may complete courses at area colleges under the early admission program. These courses, available by special request, may carry credit for both high school and college level, **but may not be a course that we offer here at CBCA. These courses are weighted at 1.10 as well as AP courses and honors, transferring with the appropriate transcripts.**

GRADING SCALE

A+= 100	B+= 92-93	C+= 84-86	D+= 75-76
A = 96-99	B = 89-91	C = 80-83	D = 72-74
A-= 94-95	B-= 87-88	C-= 77-79	D-= 70-71
F (Failing) = 69 and below			

HOMESCHOOL

Students transferring from home school must have a numerical grade transcript signed by the parent.

DRESS CODE

"Be thou an example of the believer in word, in conversation, in spirit, in faith, in purity."
I Timothy 4:12

CBCA does not require that a special uniform be worn to school. It is the desire of the administration that students attend school neat, clean, and wearing clothing that creates an atmosphere for learning. Some aspects of the dress code are not based directly upon Scripture, but rather are part of a reasonable and enforceable institutional standard, the keys to which are modesty and neatness. **Cooperation of the dress code policy begins at home. If there is a doubt about an item of clothing, please take the "above reproach" principle.** It is expected that students will adhere to the dress code when arriving, leaving, and riding the bus as well as during class time. Any writing, pictures, decals, imprints, etc. on clothing or accessories must not violate school standards. The following standards have been established for proper dress at school. When there are questions about current styles, final judgment on appropriateness will be determined by the administration, expecting **appropriate dress for appropriate activity.** **Another important aspect of the dress code policy is to prepare the student for adulthood, learning to submit to work environment requirements.**

BOYS' DRESS CODE

Hair--the hair must be cut short enough to be off the ears, collar, and eyebrows, and must be well groomed in appearance. Extremes in hair coloring, bleaching, or styles are not allowed. Students must not draw undue attention to themselves with hairstyles. **No hair coloring during the school year.**

Facial hair--students in grades 7-12 must be clean shaven on a daily basis. Sideburns should be no longer than the bottom of the ear.

Shirts--all shirts for grades K-12 must have a collar that would accommodate a standard necktie. Shirts must be worn tucked into the pants, and should be buttoned (all but the collar button) at all times.

No pullover sweatshirts may be worn during regular school hours; zippered sweatshirts as well as jackets must be removed upon entering the classroom. Turtlenecks may be worn, provided they are tucked in. Turtleneck sweaters need not be tucked in, provided there is at least a tucked-in tee shirt underneath.

Ties--standard ties must be worn on dress shirt (not a pullover) correctly with top button buttoned in grades 7-12 on chapel days, and team members must wear ties on game days.

Pants--Grades K-6 may wear jeans or dress slacks.

--Grades 7-12 must wear dress slacks other than jeans for school wear.

--Fad styles, sweat pants, or patched pants are unacceptable for grades K-12.
--The sloppy appearance of wearing pants low on the hips or dragging on the floor is unacceptable.

Shoes--students may wear dress or casual shoes, or sneakers which are fully laced, with tongue inside, tied, and with socks. **Slippers** are not allowed. Grades 7-12 must wear dress shoes for chapel.

Jewelry--Earrings and body piercing are inappropriate. Necklaces, if worn, must be worn out of sight inside the shirt.

GIRLS' DRESS CODE

Hair--Hair should be well groomed. Extremes in hair coloring, bleaching, or styles are not allowed. Students must not draw undue attention to themselves with hairstyles.

Dresses--etc.--Skirts or dresses may be worn, and must reach the middle of the knee at all times. Slits in dresses and skirts must not extend above the knee. Clothing that compromises a young lady's modesty in any way will not be allowed. Specific guidelines to follow include: No sheer or tight clothing; no low necklines; no styles that expose the top of the shoulders, the midriff, or the undergarments. **No tank tops allowed; sleeveless tops must cover the entire top of the shoulder.** Split skirts are allowed if they clearly look like skirts when standing or walking. Girls in grades K-6 are allowed to wear modest jeans or dress slacks; **girls in grades 7-12 are allowed to wear modest dress slacks.** Capris are not allowed for any grade level. No pullover sweatshirts may be worn during regular school hours; zippered sweatshirts as well as jackets must be removed upon entering the classroom. Hooded sweaters or dresses are allowed.

Any writing on the shirt must be a small left or right chest logo appropriate to school standards. NO LOGO across the front or back of shirt or blouse is acceptable.

Shoes--students may wear dress or casual shoes or sandals. Grades 7-12 may not wear sneakers for chapel. Flip flops may not be worn **or athletic soccer shoes.**

Jewelry and Makeup--a limited amount of jewelry may be worn as long as it is in good taste and does not tend to draw attention to the individual. Cosmetics may be used in moderation. Extremes in style and color must be avoided. Body piercing other than earrings is inappropriate.

PHYSICAL EDUCATION DRESS CODE

Grades K-12--Shorts to the mid-thigh or lower are acceptable for both young men and women. **No logos or writing on the back of shorts or pants.** T-shirts may be worn, but any messages or logos must be decent and appropriate.

Grades K-4--sweat-type clothing is recommended for both boys and girls.

CHAPEL DRESS CODE

We expect all our students to dress up a little extra for chapel day. Guys in grades 7-12 must wear dress shirts, ties, and dress shoes. Ladies in grades 7-12 may not wear sneakers on chapel day.

SPECIAL EVENTS/SPECTATOR DRESS CODE

The regular dress code will be in effect for all occasions unless otherwise specified by CBCA. Some exceptions are listed below:

--spectators at athletic events may wear casual pants such as **loose fitting** jeans and **an appropriate** shirt. **Torn, tight, extremely faded, ripped or dirty jeans are unacceptable.** All clothing is expected to be modest and appropriate. Modest mid-thigh or longer shorts are acceptable for students attending home soccer games. Team members are expected to be in chapel dress before their game, and spectator dress code would apply afterwards. **When travel to away games and activities dress code will be at the discretion of the administration.**

CODE OF CONDUCT

CBCA believes that our students should be reverent, loving the Lord Jesus and serving Him daily; and we further believe that if our students would obey His Word, the Bible, then no other code of conduct would be necessary.

However, we know the sinful nature of fallen man leads each of us to stray from the path that God has set before us. Therefore, we have established this code of conduct to promote godliness, respect, courtesy, virtue, and kindness.

NOTE TO PARENTS: Deuteronomy 6:6-7 gives you the responsibility for educating your children, and we have no desire to usurp your position. At the same time, in order to provide a safe, wholesome, and uplifting atmosphere for learning, CBCA must have certain established rules and standards. When you as parents agree with and support the academy's stand on issues, your children will be more likely to be content and ready to learn. Cooperation in this area will accomplish much more than conflict!

All students shall:

- accept the leadership and authority of teachers, principal, and other staff members.
- respect the property of the school, church, and all others. Any damage will be paid for by the student or his parents.
- practice good citizenship, punctuality, cleanliness, good manners, and the fruit of the Spirit (Gal. 5:22-23).
- dress in accordance with the dress code.
- keep the facilities safe and bright by helping to clean, by avoiding all running or rowdiness, and by showing respect to other students (especially the younger ones).
- be in the proper place at all times. Students should have a pass in order to be outside the classroom during class time; should remain on school grounds until dismissal or until given specific permission to leave;
- should never walk along Front Street, or cross it without proper supervision; and should not be in the parking lot except when arriving or leaving. All students shall have appropriate adult supervision at all times.
- represent CBCA and the Lord Jesus with consistent good testimony at all times, whether in the class, on the playground, on the bus, on field trips, and even out of school. Significant

- public sin may result in disciplinary action even though the incident occurred off campus or after school hours, if it brings reproach upon the academy or may pose a threat to its purpose.
- keep romantic relationships pure and God-honoring. To avoid distractions, no public displays of affection will be allowed on campus or at school-sponsored events.
 - do their best. Students should have all materials for class each day, should listen, and do all work promptly and neatly. Standards defined by the teacher should be followed carefully.

Students shall not:

- bring onto campus anything that could prove to be dangerous, distracting, or potential for theft. Specific items included are such things as firearms, lighters, knives, stereo equipment, pagers, **playing cards**, skateboards, pets, comic books, indecent reading material, audio or video tapes, or any other questionable items. Articles requested to be brought in by the teacher should stay in the teacher's possession while on school grounds. Violations may result in permanent loss of the item.
- promote worldly thought, attitude, or behavior at CBCA. Casual discussion or promotion of immorality, drug or alcohol use, rock music of any kind, worldly television and movies, celebrities associated with sin or rebellion, etc., will not be tolerated. CBCA wishes to promote an atmosphere of spiritual encouragement, and does not want to give Satan any occasion to distract, discourage, or tempt our students to stray from a life of righteousness.
- use profanity, obscenity, or vulgar language, but only words which glorify the Lord.
- chew gum on school grounds except when participating on sports teams.
- eat or drink in any hallway area.
- become involved in rowdiness. Students should not push, trip, fight, wrestle, pick up, or spit on any other student; and should not throw, launch, or shoot any object.

DISCIPLINE

The obedience of children is a mandate from God's Word (Eph. 6:1), and students who are biblically obedient will be submissive to authority (Heb. 13:17). Pupils must learn that infractions have consequences both spiritual and natural--here and now (Acts 24:16), and that the purpose of discipline is restoration (Gal. 6:11)

Therefore, we will practice discipline that is immediate, not prolonged, not bringing up previously punished offenses. Discipline will be administered through stern but loving action, avoiding unnecessary humiliation and anger; therefore, privacy will be maintained during the disciplinary process unless a public infraction warrants a public rebuke.

Clear-cut directives will be given before punishments are **given** out (**Exodus** 20), and a positive attitude for proper behavior will be encouraged **through rewards** in order to avoid provoking students to wrath (Eph. 6:4).

In the light of the Biblical principles listed above, CBCA's disciplinary code consists of the following actions. Obviously, not every step would be appropriate in each situation; the offense, grade level, and circumstances will determine the proper response in any particular incident.

- | | |
|--------------------------------|------------------------------------|
| --Warning (verbal or written) | --Special assignment |
| --Time out (head down on desk) | --Detention |
| --Privilege lost | --Probation |
| --Notification of parents | --Suspension (in or out of school) |
| --Temporary removal from class | --Expulsion |

Paddling is a command of God to parents when their children need and deserve it. As a church ministry, CBCA will not use corporal punishment as a disciplinary measure.

DEFINITIONS

Warning - a reprimand for a violation of the spirit or intent of the rules, intended to prevent future or more serious offenses. In the case of older students, a written warning may sometimes be effective.

Time out--having the student sit quietly with the head on the desk, allowing the child to calm down. This is especially effective with younger children.

Loss of privilege--this can be anything from denying the student recess, to making him sit out of a game. Students should not normally be kept out of class or a spiritual opportunity.

Notification of parents--if a young person's behavior begins to become habitually or seriously disobedient, disrespectful, or irreverent, then the parents will be notified either by note or by a phone call, so that they may be aware and can work at home to correct the problem. Parents will automatically be notified of detentions, probation, suspension, or expulsion.

Temporary removal from class--used when the teacher recognizes the necessity for a student to be separated from the other students for a time of reflection and correction. The student will be sent into the hall just long enough for the teacher to make arrangements for the rest of class; after which the teacher will accompany the student either to a nearby private spot or to the principal's office to be dealt with.

Special Assignment--sometimes a student will benefit from a writing assignment or other task designed to remind him that misbehavior can have unpleasant consequences. Assignments may be intended to be done either during detention or at home. Parents may be asked to sign the completed assignments

Detention--a period of 1 hour after school, during which a student is given a remedial assignment directly related to the offense for which the detention was assigned. The teacher may use this time as a counseling session if that is appropriate. Detentions will be held from 3-4 PM at the teacher's convenience, and notice will be sent home to the parents on the day that the detention is issued. Administrative detentions will be issued for repeated tardiness or violations of dress code, pass rule, etc.

Probation--a period of time when the administrator places a student under restrictions and requirements. This time of observation and remedial discipline may serve as a "grace period" during which a student with serious behavioral or attitude problems can correct the problem; failure to do so may result in expulsion. A student on probation may not participate in athletics, choir trips, etc.

Suspension--1-5 day period of restriction from school and school activities. Suspension is designed as a time for the student to consider the seriousness of his actions, and to work out the difficulties with his parents, teachers, and the administration of CBCA. All work assigned must be completed before the student returns to class, and any work not able to be made up will receive a zero. The suspension period will be followed by a week of probation for each day of suspension.

Expulsion--revoking the privilege of attending CBCA because of serious offenses, primarily gross public sin or an unrepentant attitude of rebellion. Students who leave CBCA as the result of disciplinary action will not be allowed to seek readmission until they have been absent for one complete semester; after which the Board of Education may review the student's status at the request of his pastor.

ATHLETIC PROGRAM

All students participating **in** interscholastic athletic competition must have a sports physical before the first practice. In addition, the sports fee must be paid before the student may participate in a game.

Specific practice and participation guidelines will be given to the team by each coach, but the following apply to all teams:

- there will be no practices, scrimmages, or games on Wednesdays
- all team members are expected to be at every practice and game unless prior permission is granted by the coach
- team members will wear chapel dress on game days.

ATHLETIC ELIGIBILITY

AT CBCA, we consider athletics an important part of an all-around education. Athletes should be above reproach and an example to others, as they are our school's representatives. At the same time, academics must have first priority over sports or any other extra-curricular activity. Therefore, we have adopted the following eligibility requirements:

Athletes must maintain an overall average of 75% or better in all subjects. One grade below 70% is allowed, but must be an average of 65% or higher. Students failing more than 1 subject or whose overall average is below 75% will be placed on academic probation.

ACADEMIC PROBATION

When a student is placed on academic probation, he or she will still be required to practice but may NOT participate in a scrimmage or game.

He or she IS REQUIRED to attend home games and be present on the team bench.

He or she ARE NOT allowed to travel to away games.

Academic probation will begin the Monday following the report of the grade, and continue until the following Monday. At which time, a re-check will be made.

Students who have raised their overall average to 75% or better after the first week of academic probation will be allowed to participate in scrimmages and games both home and away.

Students remaining on academic probation will be given one more week.

Students remaining ineligible after this second week of grace will be removed from the team.