

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



**CENTRAL BAPTIST
CHRISTIAN ACADEMY**

STUDENT / PARENT HANDBOOK 2024-2025

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STATEMENTS OF NON-DISCRIMINATION, FAITH, PURPOSE, PHILOSOPHY, AND OBJECTIVES

STATEMENT OF NON-DISCRIMINATION

Central Baptist Christian Academy enrolls students of any race, color and 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, national origin, or biologically assigned gender 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 an 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 and 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)

1. God is the Creator and Sustainer of all things and the source of all truth.
2. Because of sin, man tends to omit God and thus fails to relate himself and his knowledge to God -- the Source of all wisdom.
3. 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.
4. God has revealed Himself in a general way in His world and universe, and in a specific way in the Bible.
5. The home, the church, and the school should complement each other, promoting the student's spiritual, academic, social, and physical growth.
6. 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.
7. The Christian is not to be conformed to the world, but must recognize his responsibility and his role in life.

SCHOOL OBJECTIVES

1. To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sins.
2. To teach the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ.
3. To teach the application of Biblical ethics and standards of morality to every part of life.
4. To teach the student to manifest equity, courtesy, kindness, and other Christian graces.
5. To relate the various subject matter areas to the truth of the Bible.
6. 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.
7. To teach the student to think for himself and to stand up for his personal Biblical convictions in the face of pressure.
8. To show the student his present civic responsibility and to prepare him for adult responsibility as a citizen of Heaven and of our nation.
9. To become a part of the character change from the old nature to the new nature (Christ-likeness).
10. 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 missed day, even though he or she 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 or she misses more than 15 **unexcused** days of each class. Parents are discouraged from taking students out of school for family vacations.

1) ABSENCES

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

All absences and tardies will be determined to be excused or unexcused by the administration, based upon the information received in writing via text or email from the parents. The school does not have to let students with unexcused absences make up tests or quizzes that were missed during the unexcused absence.

2) ABSENCE REPORTING

When any student 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 or her the first day he or she returns to school. The note should contain the following information:

- a. Date of absence or tardiness
- b. Reason for absence or tardiness
- c. Signature of parent or guardian

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

3) PLANNED ABSENCES / APPROVED EDUCATIONAL TRIPS

If a student knows about an upcoming absence in advance, a note must be submitted 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 the student returns to school. 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.

4) TARDINESS

A student is considered tardy if not in 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 an

unexcused tardiness will result in demerits, as defined in the “Discipline” section of this handbook.

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, including chapel, 15 or more times, credit may be denied for that class, just as in the case of an absence.

5) STUDENTS LEAVING EARLY

It is a privilege for students who do not have afternoon classes to leave early. Students may do so after receiving permission from administration and signing out.

6) SKIPPING CLASS

Skipping 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. If a class is skipped, demerits will be given, as defined in the “Discipline” section of this handbook.

7) 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. 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 AND ADMINISTRATIVE POLICIES

1) HEALTH GUIDELINES

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

When a student needs medical attention, the school will notify the parents or guardian. 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 from 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.

2) ADMINISTRATIVE POLICIES

a. TELEPHONE USAGE

Students will be allowed to receive calls through the office, only if the call is from their parents/guardians and is an emergency-type situation. Messages are gladly received and will be passed on.

Cell phones, smart watches, earbuds, headphones, etc. should not be used, heard, or seen in hand during school hours (excluding the lunch period), without express permission by a faculty member. Parents please do not text your student(s) during school hours; call the school office instead.

If this policy is violated, the following disciplinary actions will be taken:

- i. First Offense – A warning and reminder will be given.
- ii. Second Offense – The device will be taken and given to the office to be claimed at the end of the day, by the student.
- iii. Third Offense – The device will be taken, given to the office, and must be claimed by the parent. Demerits will be assigned as defined in the “Discipline” section of this handbook.

b. 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.

c. SPIRITUAL REQUIREMENTS

- i. **Church** – CBCA students **and families** are expected to attend church services weekly.

- ii. **Bible** – In a 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.
- iii. **Chapel** – Chapels are held regularly. Special speakers, college representatives, and class presentations may be among some of the programs. Parents are welcome to attend.
- iv. **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.

d. 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.

e. 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. These conferences are usually held after school.

f. SCHOOL CLOSINGS

In the event of an emergency school closing or delay due to snow, ice, etc., it will be reported via the following communication methods:

- i. TV Station: WBNG Channel 12
- ii. Text message and/or email via school-wide system (One Call). Parents will sign up for this service at the beginning of the school year. Instructions for signing up will come from the school office. There is no charge to parents for use of this system.

Please follow your local school districts concerning closings and delays.

g. SPECIAL OCCASIONS AT SCHOOL

As a rule, parties are kept to a minimum and should be cleared with the administration. A student who has a birthday may bring in something 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.

h. 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.

i. PARENTS' RESPONSIBILITY

Parents should be familiar with and held responsible for adherence to all of the school's 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 school.

j. 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.

Attendance on a field trip is a privilege. Participation in planned trips is not guaranteed and is at the discretion of the classroom teacher. Parents may be required to attend with their student.

k. EXTRACURRICULAR 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.**

DAILY SCHEDULE AND PROCEDURES

1) ARRIVAL

Students must be in their homeroom at 8:25 AM. 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 AM. All students through Grade 2 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 AM. 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 AM for any reason will report to the office rather than to homeroom.

2) LUNCH

All students Grades PK-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 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 AM and students will be refunded. After 9:00 AM the lunch will be prepared and the money is nonrefundable.

The snack room is available for use during the lunch period in grades 7-12.

Students in Grades 11 and 12 may leave the school campus to get lunch with permission from the office, with the expectation that the student will return before the next class begins, if they have one. Failure to follow these guidelines will result in the removal of this privilege for that student.

3) DEPARTURE

School is over for the day at 2:40 PM. Some districts send their buses 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 PM and 3:00 PM. All students who are not staying for extra help, sports practice, or detention must leave by 3:00 PM.

If a student drives to school, siblings are permitted to ride with them. Rides for unrelated students will need parental and school permission.

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.**

1) EDUCATION LEVELS

a) PRE-KINDERGARTEN (PK)

This is a full-day program 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.

b) 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.

c) 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.

d) JUNIOR HIGH (GRADES 7-8)

This program consists of instruction in Bible, English, mathematics, history, science, physical education and chapel. Computer classes are required in Grade 7. Spanish I is required in Grade 8.

e) 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.

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 four consecutive years starting with the student’s freshman year.

2) 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 | Speech- ½ |
| | Computer- ½ } new requirement as of 2026 graduates |

*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 | Music/Drama/Fine Arts – 3 |
| Math – 3 | | |

Some of the courses which may be offered as electives or to fulfill the requirements for sequence

- | | |
|--------------------|----------|
| Music Appreciation | |
| Consumer Math | Drama |
| Yearbook | |
| Geometry | Computer |
| Pre-Calculus | Speech |
| Home Economics | |
| Chemistry | |
| Physics | |

SUGGESTED COLLEGE PREPATORY SEQUENCE

Gr. 8

Spanish I

| <u>Gr. 9</u> | <u>Credits</u> | <u>Gr. 10</u> | <u>Credits</u> |
|----------------|----------------|-----------------------|----------------|
| Bible 9 | 1 | Bible 10 | 1 |
| English 9 | 1 | English 10 | 1 |
| Global Studies | 1 | World History | 1 |
| Algebra I | 1 | Algebra II -eff. 2024 | 1 |
| Earth Science | 1 | Biology | 1 |
| Spanish II | 1 | Phys. Ed. | ½ |
| Phys. Ed. | ½ | Drama | ½ |
| Drama | ½ | | |

| <u>Gr. 11</u> | <u>Credit</u> | <u>Gr. 12</u> | <u>Credit</u> |
|--------------------------|---------------|--------------------------|---------------|
| Bible 11 | 1 | Bible 12 | 1 |
| English 11 | 1 | English 12 | 1 |
| American History | 1 | History | 1 |
| Geometry | 1 | Pre Calculus | 1 |
| Physics/Chemistry | 1 | Chemistry/Physics | 1 |
| Health | ½ | Yearbook | ½ |
| Yearbook | ½ | Phys. Ed. | ½ |
| Phys. Ed. | ½ | Drama | ½ |
| Drama | ½ | | |

When the schedule permits, 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 1.20 credits. AP courses (in bold) and honors, transferring with the appropriate transcripts, will be weighted at 1.10 credits.

3) ACADEMIC DISCIPLINARY ACTION

Students are subject to disciplinary action if they are found to be involved in any form of academic misconduct. Examples of academic misconduct include:

- Plagiarism
- Cheating in any form or by any means (including the use of the internet and/or artificial intelligence (AI) platforms)
- Copying
- Altering records/forgery
- Assisting another student in any of the above actions

4) STANDARDIZED TESTING

a) ENTRANCE EXAMINATIONS

- Kindergarten** students who did not attend CBCA's Pre-K program are required to take a test/assessment to ascertain student readiness.

- ii) **New Students** will be given an academic assessment at the discernment of the teacher and/or Administrator to determine Math and English/Reading level.

b) **ACHIEVEMENT TESTING**

All students in Grades K – 10 will be given a standardized test in the spring every year or every other year. CBCA has historically used the Iowa Basic Assessments.

c) **ABILITY TESTING**

- i) **ASVAB** – All students in Grade 11 will take this assessment in the fall at CBCA.
- ii) **PSAT** – All students in Grade 11 will take this practice SAT exam in October at CBCA.
- iii) **ACT and SAT** – All Grade 11 and Grade 12 students are encouraged to take one or both of these exams when offered at a local high school.

5) 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) = Below 70 | | | |

6) HOMESCHOOL

Students transferring from homeschool 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." (1 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 and appropriate for their birth assigned gender.**

Another important aspect of the dress code policy is to prepare the student for adulthood, learning to submit to work environment requirements.

1) BOYS' DRESS CODE

- a) **Hair** – The hair 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.
- b) **Facial Hair** – Students in Grades 7-12 must be well groomed and neat in appearance.
- c) **Shirts** – Collared and non-collared shirts are allowed as long as the shirt is clean and free of holes. Any logos must be appropriate. Discretion of appropriateness will be left up to the administration. Brand names such as, and not limited to: Champion, Nike, Adidas are allowed. Cougar wear, other hoodies, and zip-up sweatshirts are allowed. Again, all logos and brands must be appropriate.
- d) **Pants** – Dress pants, jeans, and cargo pants are allowed. Pants must be loose fitting and free of holes. Sweatpants are not allowed. The sloppy appearance of wearing pants low on the hips or dragging on the floor is unacceptable.
- e) **Shoes** – Students may wear dress shoes, casual shoes, Crocs, or sneakers which are fully laced, with tongue inside, tied, and with socks. Slippers are not allowed. Sandals must have a thick sole; no rubber, thin-soled, flip-flops. Footwear is to be worn at all times.
- f) **Jewelry** – Earrings and body piercings are inappropriate.

2) GIRLS' DRESS CODE

- a) **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.
- b) **Dresses/Skirts** – 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.
- c) **Tops** – Any logos must be appropriate. Discretion of appropriateness will be left up to the administration. Brand names such as, and not limited to: Champion, Nike, Adidas are allowed. Cougar wear, other hoodies, and zip-up sweatshirts are allowed. Again, all logos and brands must be appropriate.
Shirts and tops 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 are allowed; sleeveless tops must cover the entire top of the shoulder.
- d) **Pants** – Dress pants, jeans, cargo pants, and capris are allowed. Pants must be loose fitting and free of holes. Sweatpants are not allowed.
- e) **Shoes** – Students may wear dress shoes, casual shoes, Crocs, or sneakers which are fully laced, with tongue inside, tied, and with socks. Slippers are not allowed. Sandals must have a thick sole; no rubber, thin-soled, flip-flops. Footwear is to be worn at all times.
- f) **Jewelry and Makeup** – A limited amount of jewelry may be worn as long as it is in good taste and does not draw attention to the individual. Cosmetics may be used in moderation. Extremes in style and color

must be avoided.

3) PHYSICAL EDUCATION DRESS CODE

- a) **Grades PK-4** – Sweat-type clothing is recommended for both boys and girls.
- b) **Grades 5-12** – 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.

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 school'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.

WE EXPECT OUR STUDENTS TO:

- 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 their parents. **Students must ask permission before touching or using something that belongs to someone else.**
- 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, bright, clean.
- Be in the proper place at all times. Students should have a pass in order to be outside the classroom during class time, and should remain on school grounds until dismissal or until given specific permission to leave.
- 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, and on field trips. 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 school 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.

STUDENTS MAY RECEIVE CORRECTION IN THE FORM OF A WARNING OR DEMERITS IF THEY:

- 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, indecent reading material, or any other questionable items.
- Promote worldly thought, attitude, or behavior at CBCA. **Casual discussion or promotion of immorality, drug or alcohol use, 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.
- 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.
- **Post inappropriate material online or are involved in any form of cyberbullying. Permission from all parties involved, must be given before any posting may be made on social media.**

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, and 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 corrections 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) | – Detention |
| – Time out (head down on desk) | – Demerits |
| – Privilege lost (excluding recess) | – Probation |
| – Notification of parents | – Suspension (in or out of school) |
| – Temporary removal from class | – Expulsion |
| – Special assignment | |

1) DEMERITS

The following should be viewed as a guide and interpreted by the administrator and/or assistant to the administrator, rather than a binding code without any exceptions.

Students will be assigned demerits for conduct violations as follows:

- a) Dress code violation = 5 demerits
- b) Electronic devices (unapproved usage) at 3rd offense = 5 demerits
- c) 3 unexcused tardies to class or homeroom = 5 demerits
- d) Skipping class = 10 demerits
- e) Vulgarity or profanity (written or verbal) = 10 demerits
- f) Classroom disruption resulting in being asked to leave class = 5 demerits
- g) Speeding in the parking lot = 5 demerits
- h) Inappropriate physical contact with another person = 5-10 demerits
- i) Disrespect of another person (including any type of bullying) or personal property = 15 demerits
- j) Vandalism = 15 demerits
- k) Cheating/lying = 15 demerits
- l) Leaving class or school without permission = 15 demerits
- m) Fighting = 30 demerits
- n) Stealing = 30 demerits
- o) Possessing alcohol, tobacco, vapes, drugs or pornography on campus = 40 demerits or possible expulsion
- p) Possession of a weapon of any kind = 40 demerits or possible expulsion

Demerits are assigned by the administrator or assistant to the administrator after reviewing an incident. All demerit counts start at zero at the beginning of each semester.

2) CONSEQUENCES FOR DEMERITS

- a) At 10 demerits a lunch detention will be given and parents notified.
- b) At 20 demerits an after-school detention will be given and parents will be notified.
- c) At 30 demerits an in-school or out-of-school suspension will be given and parents notified.
- d) At 40 demerits out-of-school suspension (OSS) will be given or possible expulsion and parents notified.
- e) At 50 demerits the student will be considered for expulsion.

3) DEFINITIONS

- a) **Warning/Correction** – 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.
- b) **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.
- c) **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.
- d) **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 or email, 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.

- e) **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, or to the office.
- f) **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 lunch, detention, or at home. Parents may be asked to sign the completed assignments.
- g) **Detention** – A period of 45 minutes after school, during which a student is given a remedial assignment directly related to the offense for which the detention was assigned. There will be a teacher assigned to this duty. Detentions will be held from 2:45 PM - 3:30 PM 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, violations of dress code, or continuous behavior issues. **See demerit list.**
- h) **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.
- i) **Suspension** – May be assigned either as an in-school suspension (ISS) or out-of-school suspension (OSS). Suspensions may be for 1-5 days. While on suspension, a student is responsible to make up any school work missed due to the suspension. Any work not completed will receive a zero. Parents will be contacted regarding the suspension. Both in-school and out-of-school suspensions are designed as a time for the student to consider the seriousness of his or her actions, and to work out the difficulties with his or her parents, teachers, and the administration of CBCA.
- j) **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. Specific practice and participation guidelines will be given to the team by each coach, but all team members are expected to be at every practice and game unless prior permission is granted by the coach.

1) ATHLETIC ELGIBILITY

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:

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

2) ACADEMIC PROBATION

Academic grades will be checked when progress reports and report cards are issued. The Athletic Director will then notify each coach if any player does meet the eligibility requirements.

The academic probation process is defined in the Athletic Handbook.