



CENTRAL BAPTIST ACADEMY
2023-2024

A Ministry of Central Baptist Church

Pastor John Waterloo

1732 E Coleman Road Ponca City Oklahoma 74604

(580) 765-5840

Cbcponca.org

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1. WELCOME & GENERAL INFORMATION

Dear Parents,

It is our joy to serve your family at Central Baptist Academy. We look forward to partnering with your family for many years to come. Before the school year begins, please take time to carefully read through this Student/Parent Handbook to review key policies and procedures. Your commitment to uphold these obligations will bring about the best experience for your child. If there is anything that we can do to further assist you or answer any questions you may have, please notify one of our staff members.

With appreciation,

Alan Moriarty, Administrator

1.1 History of Central Baptist Academy

After seeing a need for a Baptist, Christian school in Ponca City, Pastor John Waterloo cast a vision for starting Central Baptist Academy in January 2020. Central Baptist Church is thrilled for the opportunity to train and educate the next generation of believers for the pursuit of God's glory. Central Baptist Academy had its first day of classes on August 12th, 2020.

1.2 Mission and Purpose Statement

Central Baptist Academy's mission is to provide a quality education, while promoting a Christian worldview, that will equip students for their God-given purpose in this world. Our mission is accomplished as students develop a biblical worldview about God's gifts of learning, liberty, life, creation, and calling.

1.3 Curriculum

Classes at CBA utilize the Abeka Christian curriculum. Reading is taught with a phonics-based program that gives the early student the best foundation for future learning. Abeka is a Bible-based, traditional approach curriculum featuring textbooks and support materials for students and teachers. Abeka is a nationally accepted curriculum that facilitates transferring to other locations.

1.4 Identity & Organizational Model

Central Baptist Academy is a local church ministry of Central Baptist Church. It is lead under the direction of an on-site school administrator, with approval of the church's pastor, and with support of its leadership team. Central Baptist Academy does not operate under a traditional school board association. All Bible devotions, teaching, and

curriculum will comply with the church's ministry policies. The King James Bible will be the only acceptable translation for use on the school/church campus.

1.5 Verse

"Now then we are ambassadors for Christ..." (2 Corinthians 5:20a)

1.6 Branding

Colors - Navy Blue, Vegas Gold, White

Mascot - Crown (Representative of the King of Kings)

1.7 Objectives in Education

The objectives of Central Baptist Academy in the education of young people are as follows:

1. *To lead children to a personal knowledge of Christ as their true Saviour and Lord.*
2. *To prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and His Holy Spirit, and a personal sense of responsibility to be all God wants them to be.*
3. *To prepare children to serve God effectively.*
4. *To encourage them to think Biblically, clearly, logically, and independently.*
5. *To offer an instructional program that meets the academic needs of children.*
6. *To develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment.*
7. *To achieve mastery in the tools of learning and communication.*
8. *To develop a sense of responsibility in each child as a citizen and as a Christian.*
9. *To develop a moral, ethical, and spiritual sense which will aid them in appreciation of their own personal worth and that of others.*
10. *To prepare each child for spiritual leadership in school, home, church, community, state, nation, and the world.*
11. *To provide opportunities for developing skills necessary to making a living.*

1.8 Association

Central Baptist Academy is a member of the American Association of Christian Schools (AACCS). Additionally, CBA is working toward receiving approval for accreditation from the National Association of Private Schools.

1.9 School Hours of Operation

Early Drop-Off Begins: 7:45 a.m. (All students)

School Day Begins: 8:30 a.m.

School Day Ends: 11:40 a.m. (Half Day Students) 3:30 p.m. (Full Day Students)

Pick-Up Deadline: 11:50 a.m. (Half Day Students) 3:45 p.m. (Full Day Students)

Aftercare: Available 3:45 - 5:45 p.m. (Pre-K4 - 6th Grade) -

- Fees apply, see Aftercare info for details

School Office: Hours: Monday-Friday, 8:00 a.m. – 4:00 p.m.

1.10 Closed Campus

Central Baptist Academy operates on a closed campus principle. This simply means that attendance at school is required from the advertised start time to the advertised dismissal time regardless of breaks a student may have in their schedule. Students may not come and go as they please. Students who drive themselves are not permitted to leave campus for lunch at home or a local restaurant.

No visitor or outsider may speak or perform in any program unless prior permission is secured from the administration. This includes guest speakers and lecturers in the classroom.

The school will not be held responsible for any activity that is not officially approved or sponsored by the school.

Conduct and dress requirements apply for all school-sponsored functions. Students are not to visit classrooms utilized by the school during non-school hours. Exceptions would be when attending church functions/classes when the leader is present, or when performing a service for the church under the supervision of an adult.

1.11 Students Driving to School

Students with driver's licenses are permitted to drive to and from school. A copy of their driver's license and updated insurance must be on file in the school office. Students are expected to adhere to the appropriate traffic pattern. Reckless driving on school grounds may result in suspension of driving privileges.

As soon as students arrive at school in a car driven by a student, all must leave the car and come to the designated area for students waiting for school to open. There is to be NO LOITERING in the parking areas at any time. Once a vehicle is parked in the morning, a student is not permitted to return to it without permission until dismissal time.

NOTE: Students are not permitted to transport other students, except for siblings, without written permission from all parents involved.

1.12 Christian Americanism

At Central Baptist Academy, we place an emphasis on God, family, church, and our country. We refer to it as Christian Americanism. This places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's

CONSTITUTION guarantees liberties to educate in order to preserve freedom. We unashamedly teach the doctrines of self-discipline, respect for those in authority, obedience to the law (with God's law being supreme), and their natural outgrowth, love and respect for God, the Bible, family, church, our flag, and country. Because of this, every morning we will pledge to the American flag, Christian flag, and the Bible. All students and staff that are physically able must stand to attention and salute in effort to show respect and allegiance to our nation and faith.

2. STATEMENT OF FAITH

At Central Baptist Academy, we believe that all truth is God's truth, whether it be found in the pages of Scripture or not. We believe that the Word of God is the only sure foundation upon which to build your child's life. That is why we make no apology for taking a strong Biblical stand, seeking to help you ensure that the Word of God is the reliable guide your child will hold to all the days of his life. We believe the Bible is clear in its teaching on many vital subjects. We believe in the verbal, plenary inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation and God's plan and purpose for the ages. The King James Version of the Bible is the sole translation used and allowed at Central Baptist Academy. We believe in God the Father, God the Son, and God the Holy Spirit. We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ. We believe that salvation is "by grace" plus nothing and minus nothing. The conditions to salvation are repentance and faith. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ. Justification is an eternal relationship that can never be broken. We believe in the visible, personal and premillennial return of Jesus Christ. We believe in the ever-lasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other(1 Cor 6:18; 7:2-5; Heb 13:4.)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10).

We believe that in order to preserve the function and integrity of Central Baptist Academy, and to provide a biblical role model to the Central Baptist Academy families and the community, it is imperative that all students and families who attend and persons employed by Central Baptist

Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Central Baptist Academy.

For a more complete understanding of our church/school doctrines, please see our website.

3. ADMISSIONS

All students (especially 3rd-12th graders) must want to attend Central Baptist Academy. Students are admitted based on available classroom space, the student's personal character, scholastic records, and/or entrance tests. The school reserves the right to place the child in a lower grade if deemed necessary. If a student fails to make acceptable scholastic progress, does not adjust to the overall program of the school, or becomes detrimental to the well-being and order of the school, withdrawal may become necessary. Students who have been expelled from their previous school(s), who have been withdrawn to avoid such action, or who have a history of discipline involving aggressive behavior, drug-related offenses, weapon violations, immorality, or significant absenteeism may not be permitted to enroll.

Any students who are enrolled under false pretense or contribute to the case for enrollment by either providing false information or withholding information may forfeit their opportunity to enroll or to remain enrolled. Central Baptist Academy, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet the entrance requirements and to suspend or expel any student who violates the standards set down in the Parent/Student Handbook or other rules of conduct as defined by the Administration.

Central Baptist Academy is not for everyone. It is only for those who can meet the academic standards and abide by all of the requirements that are set forth by the school.

Any student accepted is on a trial basis. Because of the nature of Christian education, we will not accept or retain students who are unwilling to abide by the rules and the requirements in the area of cooperation, attitudes, respect for parents and other authority, and other areas where disruptive behavior or problems exists.

It is the practice of Central Baptist Academy to consider applicants for enrollment during a school year on a case-by-case basis. CBA will refuse admission to any student applying after the start of the 4th and final quarter of the school year. It is the right of CBA to refuse admission to any student for any reason deemed necessary by the administration.

3.1 Church Attendance

Although not a requirement for admission, faithfully attending a sound Bible teaching church as a family is a vital part of the child's education and is strongly recommended.

3.2 Non-Discriminatory Policy

Within the context of its theological convictions and missions, Central Baptist Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship, and athletic and other school administered programs.

3.3 Enrollment Procedures

The application process to enroll at CBA includes a school tour, submission of online application and forms (see website), a family interview with the principal, and entrance testing. Appointments may be made in order to test prospective Kindergarten and higher-grade students. Preschool students are not required to be tested. An interview appointment and tour with the Administrator will be conducted to determine enrollment status of students. Applicants for K4 and K5 must be 4/5 by August 1 of the year for which they are applying. Students applying for 1st grade must have previously completed Kindergarten.

3.4 Student Transfer

Academic and other records will be requested from the previous school in writing by Central Baptist Academy for each transferring student. Grade placements will be determined after review by the school administrator and the applicant's prospective teacher. Credits awarded by the previous school will be accepted into CBA records upon approval of the administration.

Homeschooled students transferring to Central Baptist Academy must present proper documentation listing the courses taken, grades, and credits earned. Documentation must be signed by the parent or legal guardian. If homeschooling was done under the authority of a homeschool organization, an official transcript from that organization must be presented to Central Baptist Academy before placement in CBA is made.

An applicant will be considered for admission when the registration forms are submitted along with the following:

- A copy of most recent achievement test scores
- A copy of current or most recent report card

After the student's credentials have been reviewed, an email regarding his/her admission status will be sent to the parent or guardian. All students are accepted under a general probation for the first year. All students must be living at the home of a parent or legal guardian.

Before the first day of school, each student is required to have on file a Health Record listing all immunizations, diseases, and illnesses. Immunizations must be dated, and the form must be signed by a physician. Those who have elected to exempt their child from any/all mandated immunizations must complete and submit an exemption form to the school office by the start of the school year. These may be requested in our office or printed from the Oklahoma Department of Health's website.

Parents of students must sign a statement that they have read the handbook and will support the guidelines stated in the handbook. Students 4th grade and higher are encouraged to read the handbook from section 11 to the end. Attendance at CBA is a privilege. This privilege may be forfeited at any time if a cooperative spirit is not maintained in complying with the rules and regulations by both student and parents.

3.5 Re-enrollment

Each Spring, a re-enrollment packet with tuition and program information for the following year will be made available to parents. Current students will have until March 1 to reserve their seat for next year by submitting their letter of intent and paying the registration fee. Once re-enrollment is completed, open enrollment will begin for new students and returning students on a first come-first-serve basis until classes are full.

3.6 Withdrawals and Dismissals

The parent of any student who wishes to withdraw from Central Baptist Academy must notify the administrator in advance. The registration and curriculum fees are non-refundable. Tuition is refundable if a student is withdrawn before August 1st. However, one full month's tuition is required for any fraction of a month attended (No refunds will be given for partial month's attendance). Records and report cards will not be released until all bills are paid in full.

Dismissal or expulsion of a student from Central Baptist Academy is a serious matter. For this reason, much consideration is given to all circumstances before the student is expelled. A student may be dismissed from school for violation or continued violation of the rules and policies of the school. At such time, parents or guardians will receive

notification of the reason for dismissal. CBA believes that our program for discipline is fair and gives all parties ample warnings. The purpose of Central Baptist Academy is not to act as a reform school, but as an educational ministry of Central Baptist Church to exemplify the Lord Jesus Christ in act and deed. Expelled students seeking re-entry into the school must schedule a meeting with the administrator. The following conditions must be met in order for a return following expulsion:

- *The authorization of the administration.*
- *The student has made necessary personal changes in his/her life.*
- *He/she is willing to be received back on a one-year probation trial basis.*

The Administration reserves the right to review extenuating circumstances on an individual basis. Any student that would be permitted to return to the school would then do so under very strict probationary measures.

3.7 Special Behavioral Issues

While CBA does not discriminate those with behavioral or learning disabilities, CBA is unequipped to properly handle those with unique challenges in the classroom. The administration reserves the right to determine the enrollment status of each student, including those that would be better served by a school that is staffed and trained to handle special cases.

4. FINANCIAL INFORMATION

4.1 Payment information

The collection of miscellaneous fees and tuition fund all of CBA's annual budget. Therefore, it is necessary that fees and tuitions be paid when due. Prompt payment of tuition is vital and essential to the ongoing operation of the school. A current schedule of tuition and additional fees is available in the school office. Tuition payments should be received in the school office on the first day of each month, and no later than the last day of the month. No financial adjustments are made for student absences or family vacations. Report cards will not be issued to any student whose account is not current.

If an account becomes thirty days past due or has an outstanding balance of more than \$300.00, the student(s) may be subject to withdrawal until the account is current. All charges must be paid in full before the student(s) may return. School records will not be released to another school until the account is paid in full.

4.2 Payment Options

IN PERSON - Parents wishing to pay an amount in person may drop payments in the church offering basket, or in the school collection box (outside the administrator's office) using one of our deposit envelopes.

ONLINE - Parents wishing to pay an amount online may do so utilizing their Gradelink login. By selecting Billing from the options on the left column, payment information can be entered for a single or ongoing payment. A small convenience fee will be assessed for all online payments submitted.

4.3 Late Fees

There will be a \$20 late fee applied to accounts that still have a balance over \$100 on the 15th of a billing month (August-May).

4.4 Fundraising

Central Baptist Academy endeavors to keep low tuition rates for the benefit of each family. For this reason, we may conduct occasional fundraising programs and anticipate each child and/or parent's participation in helping raise additional funds needed for the designated school projects. Participation in these fundraisers by parents and students is highly encouraged.

4.5 Late Admission

New students entering after the beginning of the school year will be charged a full month if entering on or before the 15th and one-half month if entering after the 15th. Students withdrawing will pay the full amount of the month they withdrew.

5. ATTENDANCE POLICIES

Regular attendance at school is a responsibility of the parents.

CBA is a ministry of Central Baptist Church. Children from varying home backgrounds are admitted based on availability, academic/behavioral merit, and family support. Families must agree to support our statement of faith and operational practices. Additionally, families involved in unscriptural relational practices (divorce, homosexuality, adultery, etc.) must accept and not stand in the way of doctrinal teachings teachers provide from the Scriptures.

5.1 Arrival and Dismissal of Students

Students may begin getting dropped off at 7:45 AM. After school, students may be picked up between 3:30-3:45 PM. Vehicles should enter the parking lot through the northeast entrance and exit through the northwest entrance*. Parents should pull under the office pavilion and move quickly out of the way so others can do the same expeditiously. When going to the office at any time during the day, park in available parking spaces. Do not leave your car unattended anywhere where students are dropped off. Any student arriving after 8:30 A.M. must come to either the Administrator's office or the school secretary's office to receive a note stating to the teacher the reason for tardiness.

Students must be picked up by someone listed as “approved for pickup” on Gradelink. Parents must send a note or call the office by 3:00 P.M. to change their child’s transportation home if it is not someone “approved for pickup” in Gradelink. If parents are divorced or separated and one parent is *not allowed* to see or pick up the child, we *must* have on file in the office a certified copy of the court order of final judgement. Students will be sent to the Administrator’s office for early pickup when necessary.
*See maps at the back of the book for details

5.2 Absences

There are no excused absences except for student illness, death in the immediate family, or doctor and dentist appointments. Appointments affecting normal school hours should be communicated by the parent to the teacher in advance. No refunds on tuition are made because of absences.

If a child will be absent, the parent must send a note or email explaining the absence in advance. If they are unable to attend due to health or an emergency, the parent should contact the teacher before 8:30 A.M. the day to be missed. Work that is missed due to poor health or an emergency will be sent home upon returning to class and given two days per day missed to be completed and turned in.

Students that are too ill to attend school, or who are sent home due to sickness, must be 24-hours symptom free before they are permitted to return to school. If a child is sent home sick before lunch and they are symptom free from departure through noon the next day, they may return at 12:30 to participate in afternoon classes. If they are sent home sick in the afternoon, they will need to miss the next day in entirety.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. Students should be prepared to take makeup tests and quizzes immediately upon their return to school unless otherwise stated by their teacher.

If a student finds that an unexcused absence will be unavoidable, he should see his teacher several school days in advance to receive necessary make up work before the absence. This work must be made up in advance. Other missed work will be given following the student’s return and allowed 2 days per day absent to be completed and submitted. Work not completed or received within that time will receive a zero. Final exams may not be made up.

5 unexcused absences will be allowed per semester without penalty. After receiving 5, parents will receive a courtesy message notifying them of the number of absences incurred. If 10 unexcused absences are earned through the semester, a meeting with the parent, teacher and administrator will be called for.

Excessive unexcused absences may result in dismissal from school.

Attendance to school activities is expected (music programs, field trips, etc.). A student must attend school the day of any activity (concert, program, etc.) in order to participate in that particular event unless given prior approval from the principal.

5.3 Tardiness

School starts at 8:30 A.M. Students are expected to be in class by that time to be considered on time for school. While emergencies will be understood, persistent tardiness will not be accepted. Three unexcused tardy marks per quarter equal an absence. Students who are one or more hour late, or are picked up one or more hour early, except for medical appointments, will be counted absent for ½ day. If late arrival or early departure causes less than 3 hours of school attendance, an unexcused absence will be assigned.

5.4 Early Dismissal

Frequent early dismissals are not conducive to learning. Prior notice is necessary so that students can gather their work. *Coming unannounced to pick up students without warning interrupts the teacher's class and schedule.* A phone call to the office, and/or a note to the teacher is appreciated. Students checking out early must be signed out in the office and have all work completed and ready to turn in the next day. Students who can drive themselves must sign out on the sign-out sheet in the office before leaving ahead of the 3:30 dismissal time.

5.5 Make-Up Work

Students who are absent must check with the classroom teacher immediately upon returning to school in order to get all assignments missed. Students are allowed two days for each school day missed in order to make up any work. Work not completed within that length of time may be recorded as a zero. Students must remember that they are responsible to check with their teacher regarding work which has been missed. (Example: If a student is absent from school on Monday, they have Tuesday and Wednesday to make up the work. All work must be turned in during class time on Thursday.)

In the case of extended absences (such as serious illness, hospitalization, or death in the family), more time will be given and each of these cases will be considered on an individual basis. A student who is absent the day before an assigned test may be excused from taking the test on the first day back to school at the teacher's discretion.

5.6 Not Participating in P.E.

For a student to not participate in a Physical Education (P.E.) class, a note from the student's medical doctor must be submitted to the office. Students without a note from

their medical doctor will not be excused from participating in P.E. for any period. Accommodations to activities played will be made to those noticeably not feeling well.

5.7 Inclement Weather

In the event of any severe weather warning, children will be taken to interior classroom spaces for shelter. Proper evacuation procedures are kept in each classroom.

If Kay County school systems close due to severe weather, our school facility will also be closed. If this occurs during the day when your child is attending school, you will be contacted and expected to pick up your child immediately. Stay tuned during extended closures should our administration elect to shorten the length of an ongoing local school closure.

We will allow 2 cancellation days per school year where no work is assigned. These cancellations could be due to loss of power, sickness, or poor weather. Beyond that, work will need to be assigned to allow sufficient time to complete curriculum. Teachers will routinely watch the weather forecasts and send homework to be completed in case of a cancellation. If there is not a cancellation, that work must be returned the next day to be completed in class as normal. **We will reserve the 2 non-workdays for when the cancellations extend beyond the amount of work sent home.**

5.8 Lunch Procedures

Students must bring personal lunches daily. A volunteer will take care of heating any items needing warmed and opening any items students need help with.

On special event days (field trips, church events – funerals, weddings) students will be asked to bring a sack lunch. Sack lunches include items that can be eaten without the need of a microwave. Messages will be sent home to parents when this is necessary.

Pizza is sold by the slice (\$1.25) on Thursdays for students wanting it. Parents must inform teachers at the start of the year how many slices they are willing for their child to purchase on these days. Teachers will then check each week with their students to confirm who is ordering for that day. Billing for this is handled in Gradelink.

5.9 Visitors

Visitors should ring the doorbell during class hours. A staff member will escort them to the class they are visiting. If a visitor is picking up a child, the parent should send a note with their child including the visitor's name. If this visitor will pick up more than twice, they must be added to the approved for pick up list in the school office.

Parents are requested to stop by the office if they need to leave something for the student or teacher or if they have to pick up the student. **Please do not go directly to**

the classroom, as this interrupts teaching. Parents are not allowed in the classroom after 8:30 A.M, unless accompanied by a staff member. Any parent wishing to speak with their child's teacher should arrange for a private conference with that teacher ahead of time. Meeting requests can be sent through text message or email.

5.10 Search and Seizure

Central Baptist Academy reserves the right to search any student's person and belongings in the event the school suspects that the student possesses an unapproved item. This search may be conducted without the student's or the parents' knowledge. Registration of the student constitutes parental and student consent to such searches. Backpacks, purses, pockets, desks, etc. are all subject to search if the school suspects the possession of any unapproved item.

6. ACADEMICS

6.1 Student Planners/Take Home Folders

Each classroom at CBA operates with its own means of daily communication between teacher and parents. This may include a take home folder or daily planner. Parents should develop a daily routine of checking both the student's planner and take-home folder each night to avoid missing important information.

6.2 Gradelink

Gradelink is an online, student information system that facilitates parent-teacher communication. Parents can check online for updates on their child's grades, assignments, calendar events, discipline information, and financial information. Additionally, all progress reports and semester report cards will be released through the parent's login.

6.3 Homework

Homework is an important part of each student's educational process. Our teachers do not give unnecessary homework. That which is given will be checked by the teacher for completeness, accuracy, and neatness.

Parents should review homework assignments with their children as a matter of interest, but the parent must not do the assignment for them. Students suspected of submitting work they are not completely responsible for will receive a zero on that assignment.

6.4 Grading Scale

Letter Grade/Numerical Value

- A : 90-100% (A- 90-92, A 93-96, A+ 97-100)
- B : 80-89% (B- 80-82, B 83-86, B+ 87-89)
- C : 70-79% (C- 70-72, C 73-76, C+ 77-79)

- D : 60-69% (D- 60-62, D 63-66, D+ 67-69)
- F : 0-59%

Teachers will post grades in Gradelink weekly, (no later than Friday).

Progress reports will be sent home at the end of each nine-week period showing the pupil's progress. The reports are due back within two school days bearing the parent's signature. Parents may print their own copy of the semester report cards from within their Gradelink account.

6.5 Promotion / Retention

In Pre-Kindergarten thru 8th grade a student's teacher will communicate the need to repeat the following year before the conclusion of the year. Students receiving three D's in an academic subject will be promoted probationally. Students receiving an F in 3 academic subjects are automatically retained. Students receiving an F in English **and** Math will be retained.

Promotion for High School students (9th-12th) will happen automatically, however failed courses must be retaken to earn credits to graduate. High School students (9th-12th) must meet the graduation credit requirement (24) to graduate.

6.6 High School Graduation Requirements

The high school program offers to its students an accelerated program intended to prepare them for success in life as well as transition into the college or university learning environment. Students have the option to earn an accredited diploma from the Abeka Academy if they wish. This facilitates easier transference into colleges and universities around the world. Abeka Academy requires that students attain twenty-four academic units as detailed below.

Bible 4.0

English 4.0

Math 4.0

Science 3.0

Spanish 1.0

History 3.5

Physical Education 1.0

Practical and Performing Art 1.0

Elective 2.5

Those not desiring the additional endorsement from Abeka Academy can earn credits toward a high school diploma equivalent to a GED. This option allows the classroom teacher to more customize their learning experience to benefit their learning style and needs. Additionally, this approach opens the door for students to become involved in teacher-led classes and off-site electives at the local vocational technical school.

Each class that meets every day of the school year counts as 1 credit. Classes that only meet two or three days a week (or one semester) count as 0.5 (or half) a credit.

Seniors will not be permitted to march in the commencement exercise if they lack more than one credit for graduation. Arrangements must also have been made to earn this credit in an approved summer school program before the student may march. CBA cannot be responsible for the inconvenience caused by a senior who fails courses during the last days of school.

Graduation honors will be determined the Friday before graduation. Graduates may earn recognition for the following honors:

- Cum Laude - 3.40 - 3.69
- Magna Cum Laude - 3.70 - 3.89
- Suma Cum Laude 3.90 - 4.0
- Valedictorian - named when there are 2 or more graduating students.
- Salutatorian - named when there are 4 or more graduating students.
 - Requirements for Valedictorian and Salutatorian -
 - Must have a cumulative GPA of 3.40 or higher.
 - Must have attended CBA during their Junior and Senior year.
 - Must have a minimum of 12 credits earned from CBA.

Students who plan to attend college should research the colleges of their choice to find out if there are special requirements for admission. Each college has its own individual requirements, and students will need to plan a school program with the school administrator or his designee to assure fulfillment of college entrance requirements.

6.7 Academic Testing

Students at Central Baptist Academy will participate in the following academic testing each year:

- Stanford 10 Achievement (K5-12th Grade) - price covered in Registration fee
- PSAT* (Recommended for either 9th or 10th - for those pursuing college/scholarship)
- SAT/ACT* (Recommended for 11th and 12th - for those pursuing college/scholarship)

* Test not offered through CBA - check with your district's high school for testing dates and info.

6.8 Awards & Honors

Each quarter, students will earn the opportunity to receive recognition for academic and character achievements. School honor roll and principal honor roll will highlight superior scholastic achievement, and a Character First medal will be given to a staff-selected student. An end of year award ceremony will take place in late May, with award recipients determined the Friday before the ceremony.

AWARD DETAILS

School Honor Roll - 3.0-3.59

Principal Honor Roll - 3.6-4.0

Character First Medal - must exhibit a servant's spirit, self-control, kindness toward others, respect toward authority and property, and a love for God and the Bible.

6.9 Field Trips

Field trips allow students the opportunity for hands-on learning outside the classroom. Additionally, they have the potential to build stronger relationships as teachers get to interact with students in a more personal level and students get opportunities to engage with peers from another grade.

There are 2 types of field trips at CBA. School field trips are typically held once each semester and are open to family member participation. Details about these trips are located on Gradelink's school calendar and will be communicated in writing from the school. Class field trips are more personal in nature and typically connect with a unit of study a class or group of classes is studying. These trips are restricted to only students and staff, unless otherwise announced by a staff member.

Everyone attending the field trip is expected to abide by the rules noted on the flier and those shared upon arrival to the site. Additionally, those in attendance are expected to wear clothing that is appropriate in content and style, and that provides a modest appearance.

6.10 Concurrent Enrollment for High School Students

High school students are afforded the opportunity to earn credits needed for high school graduation in either of the following ways.

- Pioneer Technology Center - There are more than 15 courses students may enroll in and earn certification in. Enrolling in any of these is a privilege that must be earned based on grades, character, conduct, and attendance before it is allowed. Students interested in pursuing this option will need to work ahead their 9th and 10th grade years to make up for lost class time their 11th and 12th years. PTC offers afternoon courses from 12:45-3:35. Their programs provide a great opportunity for those seeking a fast track into the local work force. Specific financial information will be provided upon request.
- Pensacola Christian College - Earning credits through PCC affords high school students the opportunity to get ahead on their post-graduation plans. Enrollees of this program are able to substitute courses offered in the high school program with approved college courses. For this option to work, students must be enrolled in the accredited high school track offered through Abeka

Academy, and must intend to transition to enrollment at PCC following graduation. Specific financial information will be provided upon request.

7. BEFORE AND AFTER SCHOOL CARE

Students may arrive for school no earlier than 7:45 A.M.

Before school care will be provided at no additional costs.

After school care will be made available until 5:45 P.M. Parents will be charged \$5.00 per half-hour per child. Example - if a child departs at 4:20, the charge would be \$10, if they depart at 5:10 it would be \$15.

If a child is not picked up until after 5:45 P.M, the parent will be charged an additional \$10.00 per child for every 10 minutes late.

Please Note: Aftercare is not available for Junior High and High School students (7th-12th). Any 7th-12th grade student remaining on campus after dismissal will be supervised, in the event an emergency prevents parents from arriving at the regular pick-up cut-off time (3:45 p.m.). Parents whose students remain on campus after this cut-off (for non-emergency reasons) for 3 occasions will be charged a supervision fee of \$100. Additional fees may be applied if this practice continues.

8. HEALTH

Our facility is not staffed with a nurse. We are prepared to handle minor care issues. Our staff is able to tend to bumps, scrapes, cuts, and similar injuries. We are also able to take temperatures and administer medicine for aches and pains with the approval of parents. If more attention is necessary, every attempt will be made to first contact a parent. If a parent or designated contact is not able to be reached every effort will be made to provide immediate care.

8.1 Illness

For the welfare of your child and others in the school, all students who are sick must be kept at home. When the child is well enough to participate in a normal school day, and they have been symptom free for 24 hours, they may return to school.

These are some signs/symptoms that warrant your child must be sent home or kept at home:

- Has vomiting or diarrhea
- Becomes short of breath or is wheezing
- Has a cough that disrupts normal activity
- Seems very tired and needs bed rest (this is common with the flu)
- Distracting pain from earache, headache, sore throat or recent injury

- Has yellow or green drainage from eye(s)
- Breaks out in a rash; not all rashes require that a child stay home from school. Check with your child's doctor.
- A temperature above 99.9 F
- Any Contagious Disease

Children should not return to school until the fever has broken for 24 hours without fever-reducing medicine. Note: the 24 hours should begin at the time the student's fever diminishes and not from the time they were dismissed from school. Students who are vomiting, have diarrhea, or are nauseous may not attend school until symptoms have subsided for 24 hours. For strep or a bacterial infection, at least 2 doses of antibiotics must have been taken over a 24-hour period.

8.2 Medication Procedure

If a student needs to take medicine during school hours, it must be brought to the school office by a parent/guardian (not a student) and left with office personnel. All medication must be in the original container labeled with the student's name, dosage, and time of administration. The school will not administer any medicine that is not labeled properly. No prescription medication will be given without a written statement from the physician or dentist. All medication will be kept in a safe and secure place. Medication Administration forms (available in the school office) must be completed before any non-prescription medication can be given.

Students are not permitted to have medication in their possession while at school and are prohibited from administering medication to other students. Cough drops are not considered medication and do not require a Medical Administration form. However, they may be left in the office or with their teacher.

Students that require medication on an emergency basis (allergic reactions, asthma, migraine headaches, etc.), may leave the appropriate medication with the school. Parents/guardians will be asked to provide specific instructions for administration of the medication such as an asthma action plan, allergy action plan, seizure action plan, etc.

All medication left after the last day of the school year will be disposed of properly by office staff.

In the event of an accident, responders will administer first aid.

9. COMMUNICABLE DISEASES

CBA maintains a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either

directly or indirectly by a susceptible host or infected person or animal to other persons. Examples are: lice or nits, flu, vomiting, diarrhea, colds, strep throat, chickenpox, and "pinkeye". It is the responsibility of the parent or guardian to inform the school at the time of diagnosis if their child receives an infection by a serious or continuing communicable disease. A teacher or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator. This person will be removed from the school to protect the health of those that are well, and to prevent further infections of a different sort from those around them in the school.

9.1 Bloodborne Pathogens

The policy of Central Baptist Academy is to use recognized "universal precautions" in handling all blood or bodily fluids that have been known to contain infectious diseases.

9.2 Head Lice

Head lice do not pose a major health hazard, however, any child with head lice or nits will need to stay home and not return to school until they have been treated and all nits are removed. If a student has either lice or nits, a parent, guardian, or emergency contact will be notified and asked to immediately pick up the student. After being treated, the student must be brought back to the school by an adult for re-check before the student will be allowed to return to class. If lice or nits are found, the student will not be admitted and will be sent home again for further treatment.

10.COMMUNICATIONS

10.1 Parent/Student

Parents are encouraged to take care of all communications with their children before they arrive at school. However, if it is necessary to get an urgent message to a student at school, please contact the main school office at (580) 765-5840. Students are not permitted to use the office telephone except in cases of emergency. Please do not utilize text messaging to communicate with your child during school hours.

10.2 Parent/CBA

Parents are responsible for any and all information sent home by CBA personnel. Student planner and take-home folders must be checked daily, and email inboxes weekly for updates.

10.3 Parent/Teacher Meeting

Parent/teacher meetings will be held in the middle of each semester and are required for each household. CBA operates on a first-come-first-served basis when scheduling

these brief meetings. Parents are welcome to arrange a meeting with their child's teacher anytime throughout the year.

10.4 Resolving Conflicts - See Appendix 1

When a parent has a problem with a teacher, that parent should contact the teacher or the office to arrange a conference. If the problem cannot be resolved, the parent should contact the administrator to arrange a conference with the teacher and administrator in order to work out a solution. If the parent has a problem with the administrator, he/she should contact the administrator and arrange a conference.

10.5 Parent-Teacher Association

Central Baptist Academy's Parent-Teacher Association (PTA) operates as an arm of service to the school. It is made up of one parent per classroom that is willing to assist the school with various activities throughout the year. Services include preparing for and operating events, as well as working on projects connected to the growth and expansion of the school. Parents interested in serving in this group can sign up during the annual Back to School event to receive consideration. Final selections will be announced by the administration within the first 2 weeks of the year. Association members will serve in one-year terms with the opportunity for reselection taking place each consecutive year they have a child enrolled.

11. DRESS CODE

11.1 Standards of Appearance

Central Baptist Academy sets standards for student dress that enhance the atmosphere of the school and reflect biblical standards of modesty and appropriateness. The dress code boundaries are also designed to promote the safety, security, protection, and the moral well-being of the students and staff.

Our desire is for every student at CBA to appear neat, orderly, and modest in their dress at all times.

- Neat -** Clothing should be clean, free of holes and tears and not overly worn. Appearance should also be clean, properly groomed and well kept.
- Orderly -** Clothing should match, fit properly and be appropriate for the day's activities.
- Modest -** Clothing should not unnecessarily draw attention to the student. Appearance should be feminine for the young ladies and masculine for the young gentlemen.

Central Baptist Academy places the responsibility for the daily appearance of each child on the parents. We reserve the right to make any necessary changes to maintain the neatness, orderliness, and modesty previously described.

The standards of appearance are to be obeyed by all students.

11.2 General Guidelines

Any item worn additional to the school uniform (jacket/sweater/hat) should not cause any distraction to the school's purpose or promote any cause that conflicts with Central Baptist Church's beliefs. *Students are required to be in regular school dress beneath these articles.*

The administration reserves the right to use discretion when implementing dress code standards for unique cases.

Students who arrive out of dress code will be penalized the following way:

- PreK - 2nd Grade:
 - \$3 fee charged to account
 - Child misses half of morning break to change into school issued item and to sit out. *School issued items must be returned, or the fee will be doubled.*
- 3rd - 12th Grade:
 - \$3 fee charged to account
 - Child receives 1 tally
 - CBA issued replacement garment changed into during morning break. *School issued items must be returned, or the fee will be doubled.*

All students are required to wear tennis shoes as part of their daily school uniform.

Those struggling to tie shoelaces should wear some with Velcro or similar cinching mechanisms to simplify putting them on for the student. *All other forms of shoes are not acceptable school attire.*

Uniform pieces, as described in the sections below, can be purchased from our school website, or personally by each family. Items do not have to be produced by traditional uniform companies but must have a similar appearance (no patterns, stripes, shapes). Unless otherwise specified, Fridays will be CBA spirit days. To celebrate, students and staff may replace the polo shirt requirement with a CBA or CBC branded polo/T-shirt/button-down. Pants and shoe requirements remain the same on spirit days as on regular school days.

Tattoos are not permitted. CBA reserves the right to restrict or remove any student who chooses to express themselves in this matter.

11.3 Boys

Boys hair should be neatly groomed, above the eyebrow, and remain above the shirt collar (when brushed straight down). Hair style and color should not be extreme or a distraction. Unnatural hair colors are not allowed. Lines, letters, numbers, or designs are not to be cut into the hair. Facial hair should be neatly groomed and not a distraction to the learning environment.

Boys are not allowed to wear jewelry (i.e.: necklaces, chains, dog-tags, or earrings). An exception will be made for medical bracelets with approval from Administration.

Non-patterned, loose fitting, polo style shirt (non-highlighter color: pink, neon) is required. No large logo/emblems or pockets permitted.

Loose fitting khaki, chino, or docker style pants (khaki, navy blue, grey, or black) are required. No cargo or skinny style pants permitted. Pants must not sag or drag the floor. Similar colored knee-length shorts may be worn as well.

Activity dress can include wind pants, jeans, cargo pants, knee length gym shorts, and t-shirts during PE or permitted field trips.

Boys



11.4 Girls

Distracting hairstyles and color are to be avoided. Extreme or distracting jewelry and accessories should not be worn. (Girls are allowed no more than two earrings of reasonable length per ear. Other body piercings are not acceptable.)

Non-patterned, loose fitting, polo style shirt (non-highlighter color: pink, neon) is required. No large logo/emblems or pockets permitted. Girls may leave their shirts untucked. (Shirts should be long enough in the back as to not be revealing when bending over - if not, a t-shirt must be worn underneath and must remain tucked in.)

Loose fitting, khaki, navy blue, grey, or black, pants, knee-length skirts, knee-length jumpers, and knee-length uniform shorts are permissible. Denim is not allowed. Knee-length biker shorts or uniform color leggings are required to be worn beneath all shorts, skirts, or dress garments.

Activity dress can include loose fitting athletic pants, knee length shorts, culottes, and t-shirts during PE or permitted field trips.

Girls



12. Character and Conduct

12.1 Philosophy

The Administration of Central Baptist Academy believes that discipline is the key to developing Christ-like character. It is our desire to see each student reach their God-given potential and walk worthy of their calling. This includes both their salvation and God's individual calling on their life. Through instruction, counseling, and the setting of proper examples, we believe Central Baptist Academy provides an excellent environment for each student's growth. We also realize that according to the Scriptures, discipline is necessary. Discipline is necessary for the well-being and safety of the entire school. We recognize that this should be administered in the home; however, we take very seriously the responsibility that is ours in having your child in our care.

Attendance at Central Baptist Academy is a privilege and not a right; the privilege may be forfeited by any student who does not conform to the standards and regulations of the school. At any time, the school may request to transfer any student who, in the opinion of the Administration, continues to display a rebellious spirit or negative attitude after numerous attempts at counsel by those in authority. At Central Baptist Academy there is a great sense of commitment and love for the students and families we serve. However, there is an additional commitment to the total school family and to the Lord Jesus Christ. Central Baptist Academy reserves the right to deal with any conduct or attitude in whatever manner necessary.

Please remember that Central Baptist Academy is an educational institution and not a reformatory. We believe that "all things should be done decently and in order" and that our students should be taught to accept a God-given responsibility to "walk honorably before all men." Only God can change a person's heart. Therefore, please help us by giving full cooperation and support to our disciplinary actions. This can be done by carrying out the following procedures:

- Give the staff the benefit of the doubt.
- Realize your child's reporting is emotionally biased and may not include all the information.
- Realize that the school has reasons for all the rules, and they are enforced without partiality.
- Support the administration and call the school for the facts.

Note: This will ensure a constant sense of security for the student.

12.2 Conduct

Central Baptist Academy wants to see its students grow spiritually and achieve academic excellence in an atmosphere which is Christ honoring. We insist that proper order be maintained, responsibility developed, and character built. The principal is present not only to administer correction when needed, but also to counsel with students, parents, and teachers. The administration is staffed with experienced personnel, trained in meeting the needs of young people and helping them to be found "in favor with God and man." (Luke 2:52) Effective discipline for the betterment of our young people requires courage,

consistency, conviction, diligence, and enthusiastic effort on the part of parents and school personnel. To help in this area, Central Baptist Academy has adopted certain standards of conduct that must be upheld.

Classroom

The teacher is in full control of the classroom. The teacher will handle all misconduct of a general nature. This type of misconduct includes deliberate disobedience, disrespect, lack of courtesy, incomplete homework, and other minor distractions.

NOTE: The administration of Central Baptist Academy places confidence in the judgement and ability of its teachers. All parents and students should understand that the administration will support the teachers in manners of discipline.

Any parent or student with a legitimate complaint about a disciplinary procedure or method should talk to the teacher first before contacting the school administrator. It is understood that the administration will have no comment on a matter until the teacher has been contacted.

Drugs & Alcohol

The possession or use of drugs (any form except prescription for the student) (on or off campus), intoxicating beverages (on or off campus), or the use of any tobacco products (on or off campus) will result in extreme disciplinary measures, which may include suspension or expulsion of the student.

Gender & Orientation

Sexual orientation is a byproduct of God's master plan and is unalterable by man (Genesis 1:27). Students are required to dress like the biological gender God created them at birth. Additionally, students should only use restroom/locker room facilities in accordance to their biological sex. Finally, students should abstain from intimate sexual conduct outside of God's design for one man and one woman in marriage. Any student participating in any of the above acts will be subject to significant discipline, including expulsion from CBA.

Respect for Adults

An attitude of respect for adults is to be maintained by the student body. The terms Miss, Mrs., Mr., or Brother should be given respectfully regardless of time or place. Students should always answer with "ma'am" when talking to ladies and "sir" when talking to men.

Respect for Students

An attitude of respect for fellow students is to be maintained by the student body. Conversations and comments should be kind and appropriate in every situation. "Name calling", disrespectful, and demeaning language communicated verbally, in writing, or by gestures should not be regular behavior for a Christian young person.

Physical Contact

General

Central Baptist Academy operates with a no-touch policy, excluding forms of encouragement (high-five/fist-bump), during a recess/PE game such as tag or 2-hand touch football, or when helping someone in need. Other than these exceptions, we will not permit students to touch, even when related. Violations to this policy will be handled through our routine discipline procedures. Serious violations such as touching with the intent to hurt may result in a meeting involving the student, their family, teacher, and the school administrator where more serious punishment is given.

Sexual

Romans 13:14 teaches us that we should avoid situations that would cause us to fulfill the lusts of the flesh. Our society is a sex-oriented society. To help our students avoid temptation, Central Baptist Academy does not permit displays of affection such as handholding, walking arm-in-arm, or any other act of physical contact that is intentional. Violations to this policy will result in in-school punishment in-keeping with our discipline procedures. Serious violations such as touching to fulfill sexual desires will require a meeting with the student, their family, and necessary school personnel and may result in suspension, or expulsion. Legal authorities will be notified in matters of sexual misconduct.

Profanity

Profanity will not be tolerated in any form (verbal, written, or gestures). Any student who is guilty of violating this rule will be given tallies and possibly

suspended. Euphemisms or slang words are not permitted. If repeated offenses occur, then the student will be expelled. Colossians 3:8 teaches us that filthy communications should not be allowed.

Fighting

Fighting will not be tolerated. The teacher's or principal's discretion shall be used to determine the discipline. Colossians 3:5 teaches that we should put off anger.

Bullying

Bullying is not just mean behavior (such as: a rude comment, conflict between two individuals, a one-time physical altercation, not liking someone, making fun of someone, arguing with someone, expressing unpleasant thoughts or feelings regarding others, isolated acts of harassment, aggressive behavior, or intimidation). Although these types of behavior are serious and will be addressed with disciplinary measures, they are not defined as the act of bullying.

Bullying is intentional aggressive behavior among school aged students that involves three components: 1) an imbalance of power (*some inequality that gives one student power over another*), 2) repetition (*a hurtful act that is repeated*), and 3) intent (*to purposefully demean, cause harm, or inflict discomfort*). Whether bullying is verbal, social (including cyber-bullying), or physical, it will not be tolerated. The Administration reserves the right to punish students involved with bullying whatever way deemed necessary to stop the threat, protect the welfare of our students, and punish the guilty.

Cheating

Integrity, trustworthiness, and a godly character are key to the development of students at CBA. CBA maintains a zero-tolerance attitude toward cheating. Students should always perform their own work on assignments, projects, quizzes, and tests to increase their knowledge and understanding of the material being covered. If a concept seems beyond their ability to master on their own, they should seek the assistance of their teacher for further explanation. Being suspected of cheating will be treated no differently than being caught in the very act. The following steps are in place to deal with any who choose to break this policy.

Homework / Class Assignment

- First attempt/act: Zero on grade / detention / call to parents

- Second attempt/act: Zero on grade / double detention / family meeting with teacher and principal to discuss punishment for any ongoing acts.

Quiz / Test / Project

- First attempt/act: Zero on grade / double detention / family meeting with teacher, and principal to discuss punishment for any ongoing acts.

Stealing

Stealing may result in suspension and possible expulsion. Restitution will be made.

Pornography

Pornographic literature (including that viewed on the Internet), will result in immediate expulsion.

Care of Property

Central Baptist Academy is God's property. Respect for the appearance and care of the school is a part of the Christian testimony.

Sitting on desks, carving, and defacing desks, throwing things, littering, etc., are not permitted. Willful damage to, or destruction of, school property will result in tallies being issued. All damage must be paid for if willfully done. All students are expected to report immediately to the school office any damaged furniture or other school property.

13. Discipline Program

13.1 Overview

The goal of our discipline program is correction of immediate problems, guidance toward acceptable behavior, personal growth, and character development. Parental cooperation and support of the school is essential if your child is to learn to accept responsibility for his/her own behavior and to respect authority figures.

Student misconduct will be entered into the Discipline section of each parent's Gradelink login. Routinely checking Gradelink or downloading the Gradelink app and enabling notifications will allow parents to remain aware of their child's struggles as needed.

NOTE: Central Baptist Academy is committed to help students conform to the image and likeness of Jesus Christ, therefore, circumstances in a student's life or current situation may result in different consequences at the school's discretion. Our rules and discipline policies will always serve as guides in how we help the student's transformation take place.

13.2 Grades K4-4th Grade - Color Chart System

We use a color chart system in the Pre-Kindergarten thru 4th grade classrooms to measure a student's behavior.

Blue When exceptional behavior and attitude is shown - reward given at the end of the day.

Green Every student begins the day on this color and endeavors to remain here.

Yellow Following a verbal warning, a student is moved here and given a second warning - results in a loss of privilege or break time.

Red A student is moved due to continued misbehavior, bad attitude, or blatant misconduct. *Classroom teachers will input details about these incidents in Gradelink.*

Discipline is handled by the classroom teacher as much as possible, using a combination of rewards and consequences for behavior. If a student is unable to follow classroom or school rules, the following consequences may be used by the teacher (when placed on Yellow and/or Red):

- Time out chair
- In-class physical exercises such as: jumping jacks, sit-ups, push-ups, lunges, squats, burpees, etc.
- Alternate recess activities or missing special events.
- Sentences of affirmation
- Parent conference / note / phone call
- Alternate plans of correction devised between the teacher, administrator, and parents

Students who continue to misbehave or disobey on a day where they have already reached the Red level will be sent to the Administrator's office. During that meeting a decision about additional punishment will be made.

Pre-Kindergarten - Kindergarten:

Should a student reach the Red level 3 times within a quarter of the year, he/she will be sent to the Administrator's office. Upon which, the following will apply:

(3rd Red Level) First Visit - Warning & Notification to parents in Gradelink

(4th Red Level) Second Visit - Phone call to parents requesting a conference, at which time a course of action will be planned.

(5th Red Level) Third Visit - 1-day Suspension or prior agreed-upon consequences

NOTE: Students who are moved to red level 3 or more times in back-to-back quarters will require a meeting with their parents, teacher, and the school administrator to discuss further consequences.

1st-4th Grade:

Should a student reach the Red level 3 times within a semester of the year, he/she will be sent to the Administrator's office. Upon which, the following will apply:

(3rd Red Level) - 30-Minute Detention (4:15 Release)

(4th Red Level) - Family/Principal Meeting and 60-Minute Detention (4:45 Release)

(5th Red Level) - 1-day Suspension or prior agreed-upon consequences

13.3 Grades 5th - 12th - Detention / Tally System

We use a combined detention hall and tally system for 5th - 12th grade. A list of tallies will be given to the students at the beginning of the school year enumerating the offenses and the number of tallies for each.

In addition to tallies, students may receive a detention for being excessively tardy, patterns of no homework, or at the discretion of the administration.

More serious disciplinary action will be taken for students reaching certain numbers of tallies in a week or accumulating more than six detentions in a semester.

*Grades 5 - 12th (tallies earned **in a semester**)*

- 5 - 9 tallies single detention (4:15 p.m. release)
- 10 - 12 tallies double detention (4:45 p.m. release)
- 13 tallies 1 day of Suspension
- 14 + tallies Consequence determined by discipline committee.

5th - 12th Grade Offenses

Offence	Tallies per Incident
Disruptive behavior	1
Horseplay	1
Speeding in parking lot	1
Talking in class (w/o permission / after warning)	1
Uniform infraction ¹	1
Delinquent Homework ²	1
Rudeness, Courtesy Lacking	2
Cell Phones	2
Leaving class without permission	2
Electronic Devices (improper usage)	2
Disobedience	2
Disrespect	2
Assembly / Specials misconduct	2
Lying	3
Leaving school without permission	5

Vulgarity / profanity ³	3
Stealing	10
Vandalism ⁴	10
Pornography	EXP

1. Any article (including foundational attire and shoes) not in line with the handbook dress code will earn a tally and must be corrected by the family within 30 minutes or there will be a fee to borrow from CBA's supply.
2. Consequence administered when complete day's assigned work not completed / submitted on time.
3. Includes commonly regarded terms, sexual content, potty language, etc.
4. Includes vandalism to school and church property, and teacher's personal property.

13.4 Additional Discipline Policies

Dress Code

Pre-Kindergarten - 4th Grade

Students who are out of dress code will be changed into appropriate attire during morning break and charged a \$3 penalty fee (except shoes). Items not returned the following day will receive an additional \$3 replacement fee.

5th-12th Grade

See the Offense Record above.

Tardy

Pre-Kindergarten - 12th Grade

A parent conference with the teacher will be scheduled when a student is tardy 3 times within a semester of school.

Work Not In

Pre-Kindergarten - 4th Grade

A student who does not complete work assigned the day before will be made to complete it during a break time the following day.

5th - 12th Grade

See the Offence Record above.

Detentions

Detentions will be assigned for after school the next day with notification and details communicated to parents in Gradelink the day it was earned. Parents will need to adjust their normal pickup routine to allow for this delayed departure. Students will be released from detention through the main school entrance at the time referenced above.

Suspensions)

When behavior or attitudes are beyond the scope of our tally / detention program, a student may be assigned an at-home suspension. During an AHS, students will be given assignments to complete and turn in upon their return to normal class attendance. Quizzes and tests missed during the AHS will receive a zero in the gradebook.

Possible grounds for immediate suspension are:

- Passive or active defiance of authority
- Fighting
- Destroying personal/school property (the parent may be responsible to pay damages)
- Cheating or stealing
- Possession of drugs, alcohol, or weapons (weapon like devices/instruments)
- Bullying

Expulsion (EXP)

Central Baptist Academy reserves the right to refuse service to any student if we determine that we cannot properly meet their needs. CBA further reserves the right to refuse service to any student that threatens, strikes, or in any way harms staff or other students in our care. An expulsion for violent behavior may be made without prior written notice.

Furthermore, if at any time, a parent or guardian of a student enrolled at CBA behaves in an aggressive or violent manner towards staff or other students while on campus, it will be cause for immediate expulsion.

13.5 Prohibited Actions

- Possession and/or use of knives or other potentially dangerous objects
- Aggressive action toward others/criminal activity
- Possessing or distributing obscene or anti-Christian literature
- Plagiarism (any attempt to claim the work of another as original).
- Gambling
- Selling items on school property not directly related to school sponsored activities
- Bringing toys, games, or pets to school except with teacher permission. Non-school related personal items brought to school risk being damaged or taken at the owners expense.

13.6 Physical Assistance from Staff

In certain situations, school employees may make necessary body contact with students in instances such as: administering first aid, breaking up fights, protecting themselves from physical attacks, moving through a crowd to address an emergency, developing physical skills through coaching, employing passive restraint to behaviorally disruptive students, and other actions deemed necessary to gain control of a situation.

14.POTTY TRAINING POLICY

Children must be completely potty trained before enrolling at CBA.

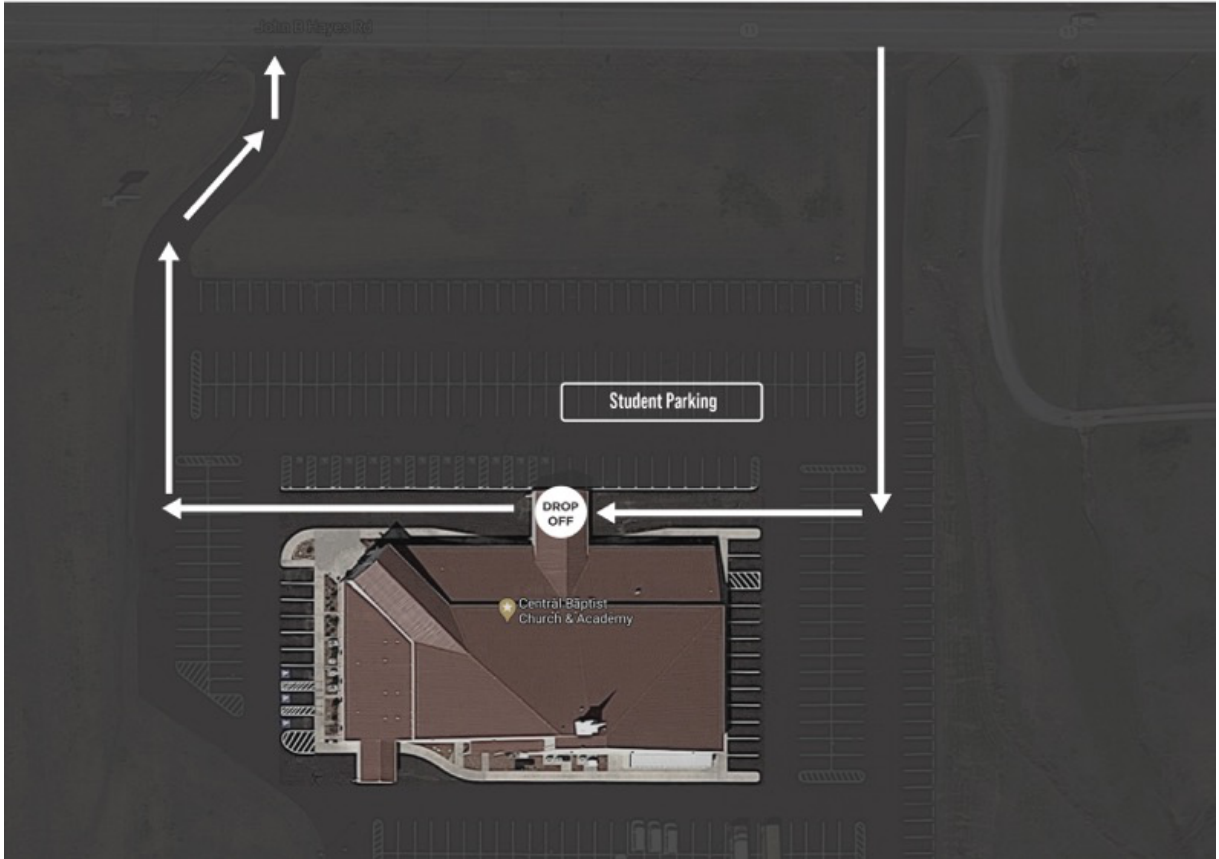
We ask that all Kindergarten and Pre-Kindergarten students bring 2 changes of clothing in a Ziploc bag labeled with their name.

If your child has an accident and we do not have a change of clothes for him/her, you will be called and asked to bring a change of clothes.

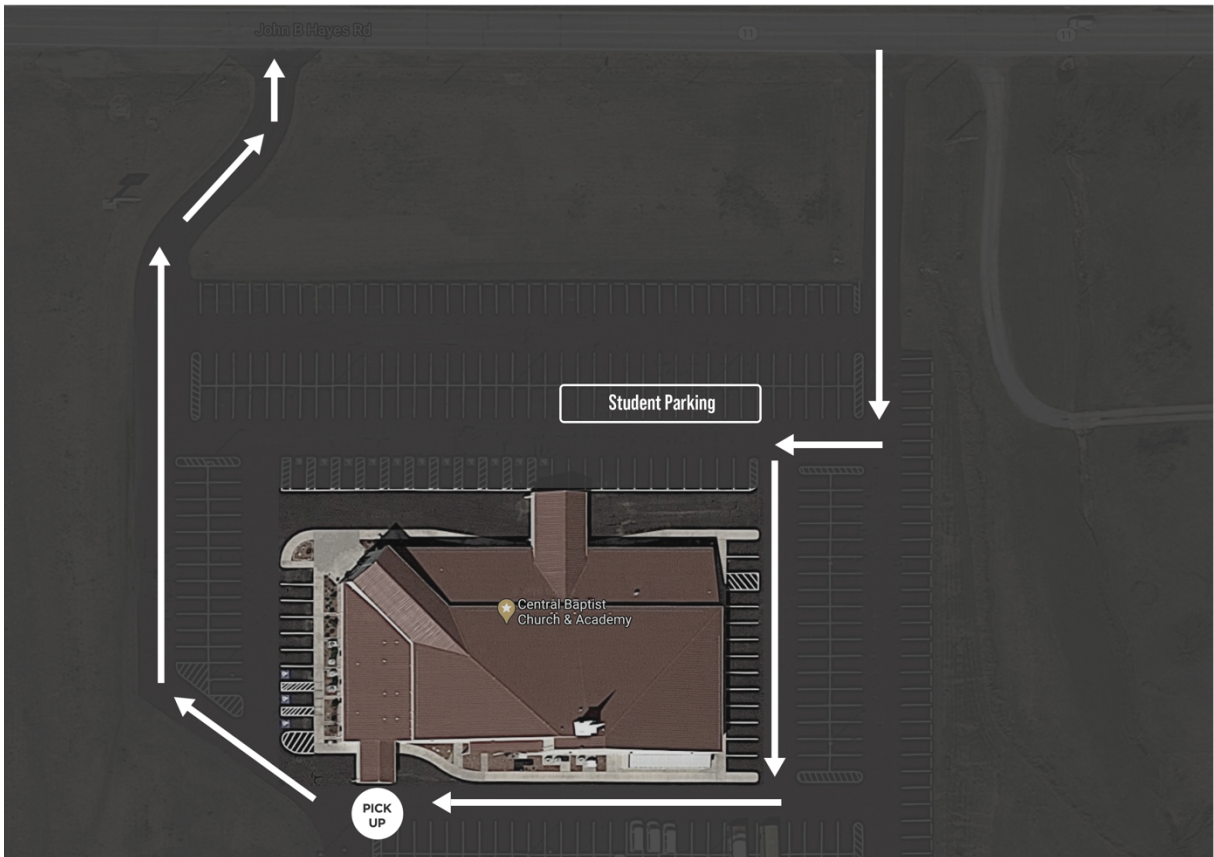
If accidents become an ongoing affair, or if your child proves to need routine assistance in the restroom, a conference with the teacher to discuss solutions will be necessitated.

Pull-ups are not acceptable solutions to children struggling in this area at CBA.

Drop Off



Pick Up



Appendix 1

INTERPERSONAL PROBLEMS

Questions and Concerns

Questions and concerns will arise throughout the school year. Please consider these steps when they occur.

1. Pray and seek God.
2. Express concerns promptly in a spirit of reconciliation to the proper person.
3. Tell it to the right person. Concerns about a particular situation should be expressed first to the individual in question.
4. Express it clearly. Ensure the person in question knows all the details. Inform the person(s) only directly involved in the situation.
5. Pray about it.

Conflict Resolution

Conflict is defined as strife, resist, discord, opposition, or even fighting.

We, as Christians, are not supposed to act this way. We are to glorify God in all that we do. These conflicts can be used, if we respond correctly, as a way to point others to Christ (1 Cor. 10:31-11:1). Our response to conflict reflects our trust in God. Our response to conflict impacts the school's culture (Ps. 133:1).

Whether it is conflict between two students, student and teacher, or parent and teacher we must first determine that we will glorify God. If we continue to dwell on how we have been wronged instead of looking to restore the lost fellowship, then we will miss out on following God. He has forgiven so much to each of us, the least we can do is strive to live peaceably with all men (Rom. 12:17-21).

1. Pray
"Get the beam out of your eye" – Our first step should be to ask God for guidance and wisdom in dealing with the situation. This will then result in us looking at the situation and seeing where we may have gone wrong, what have we done to contribute to this. God can then work in us to change our attitude towards those we have conflict with (Matt. 7:3-5, Co. 3:5-14).
2. Admit ownership and work towards reconciliation.
" Gently Rebuild" – Rather than pretending that conflict does not exist or talking about others behind their backs, we will overlook minor offences,

or we will speak personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict cannot be restored in private, we ask others to help us Biblically settle the matter (Matt. 18:15-17).

3. Gracious living

“Be Reconciled” – Genuine peace, reconciliation, and the granting of forgiveness will be pursued. Instead of allowing relationships to wither, we should actively pursue genuine peace and reconciliation – forgiving others as God, for Christ’s sake, has forgiven us (Eph. 4:31-32).

Teacher Conflict

Gripping, grumbling, or talking back to the teacher is not the Biblical method of solving a conflict and will not be tolerated. Students are encouraged to express their point of view to their teacher in private when conflict arises. However, after their respectful appeal has been made, they must accept the judgement of the teacher.

If something is said or done in the classroom that the student does not agree with, he is not to respond in the middle of the class but rather see the teacher immediately after class to discuss the situation. After the student has explained his point of view, then he should accept the judgement of the teacher.

If there is something that you feel is not being taken seriously by the teacher, then go and speak with the principal so this matter can be resolved.

What to look for:

1. Completeness – is there anything that isn't covered that should be?
2. Accuracy – grammar and intent
3. Formatting – spacing/structure
4. Table of contents – is it complete and accurate