



**Student Handbook**  
**2025 - 2026**

Dear Calvary Baptist School Parents and Students,

On behalf of the faculty, staff, and people of Calvary Baptist Church, we would like to welcome you to Calvary Baptist School. It is a joy to partner with you in providing a Christian education for your children. As a family of faith, our school's purpose is to assist parents in teaching their children to make Godly choices through a quality education and a Christian environment.

We believe our purpose is clear, and it sets us apart from most of the educational alternatives available in our region. At Calvary, you will see that we believe in the family of faith. Calvary Baptist School exists as an extension of the mission and ministry of Calvary Baptist Church. As such, Calvary Baptist School seeks to provide a family environment for faculty, students, student families, and the congregation of Calvary Baptist Church. We are a faith-based ministry where the Bible is emphasized, faith in God is encouraged, and salvation through Jesus Christ is unapologetically taught. We are focused on Jesus, and we teach Him as the way, the truth, and the life in regard to salvation now and forever. We understand that He is our model for behavior in regard to relationships between faculty, students and the families of Calvary Baptist School.

At Calvary, we also know that one of our primary objectives is to assist parents in the development of their children. We acknowledge that we cannot complete the mental, physical, emotional and spiritual development of a child on our own. Our job is to come alongside of the family in the total educational development of their student. We acknowledge that God uniquely gifts each student with individual talents and abilities and places them in our homes. Therefore, we stand alongside of you as an integral part in the process of helping your child become their best.

We seek to establish a foundation that will empower students to make wise Godly choices throughout their life. Our desire is far more than behavior modification in the classroom. We desire to teach, train, coach, and encourage toward heart transformation so that our students can learn to stand strong and lead well in the world before them. This is our contribution toward helping your student succeed in life, long after their educational process.

With that, we believe in the quality education offered at Calvary Baptist School. We accomplish this by providing a safe environment for learning, small class size, and caring faculty. We recognize that every student matters at Calvary Baptist School, and thus we seek to help each individual student master the appropriate subject matter to the best of their ability. We see the opportunity to receive an education in a Christian school as a privilege. While being on campus, all members of the family of faith are able to witness and participate in the ongoing quality ministry opportunities offered at Calvary Baptist Church.

This handbook is designed to answer many of the questions and concerns that you may have regarding the philosophy and operation of Calvary Baptist School. We have endeavored to address many day-to-day issues by stating how each is dealt with in light of school procedures and state guidelines. We ask that you take time to read this handbook and familiarize yourself with the guidelines. We ask you and your family to sign the *Statement of Cooperation*, which acknowledges that you and your family have read the handbook and will obey the guidelines. Do not hesitate to contact the school office if there are any questions.

With Great Expectation,

Dr. T. Michael Carney, Jr. – Headmaster

Mrs. Ashleigh Fluence – Principal

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# **INTRODUCTION**

## **SCHOOL BACKGROUND**

Founded: August 1982

School Colors: Navy Blue and Green

Mascot: Eagles

“But they who wait for the Lord shall renew their strength; they shall mount up with wings like eagles; they shall run and not be weary; they shall walk and not faint.” (Isaiah 40:31)

Calvary Baptist School is a ministry of Calvary Baptist Church of New Orleans that offers students an affordable private, Christian education. Founded in 1982, Calvary Baptist School began its first year of operation as a Preschool, adding a grade level each year thereafter. Today, the school proudly serves students in Preschool through 8<sup>th</sup> grade.

## **MISSION STATEMENT**

It is our mission as a Christian school to assist parents in educating their children by conveying God’s truth physically, emotionally, and academically in order for each child to make Godly choices.

## **VISION STATEMENT**

We are a Christian school family focused on building up Kingdom Kids to make a Kingdom Impact in the world.

1. Christian School Family
  - a. Calvary Baptist School exists as an extension of the mission and ministry of Calvary Baptist Church.
  - b. Calvary Baptist School seeks to provide a Christian family environment for faculty, students, student families, and the congregation of Calvary Baptist Church.
  - c. Calvary Baptist School is a faith-based ministry where the Bible is emphasized, Faith in God is encouraged, and Salvation through Jesus Christ is unapologetically taught.
2. Focused on Jesus
  - a. Jesus Christ is first and foremost taught as the way, the truth, and the life in regard to salvation now and forever.
  - b. Jesus Christ is the model for behavior in regard to relationships between faculty, students and the families of Calvary Baptist School.

3. Assisting Parents
  - a. We acknowledge that each student is uniquely gifted by God with individual talents and abilities. Likewise, we acknowledge that each student has been uniquely placed by God in the home we receive them from.
  - b. We acknowledge that we cannot complete the mental, physical, emotional and spiritual development of a child on our own. Our job is to come alongside of the family in the total educational development of their student.
4. Make Godly Choices
  - a. Operating under a Christian worldview, we seek to establish a foundation which will empower students to make wise, Godly choices throughout their lives.
  - b. Our desire is for more than behavior modification in the classroom. We desire to teach, train, coach and encourage toward heart transformation so that our students can learn to stand strong and lead well in the world before them.
5. Quality Education
  - a. Our desire is to help each student achieve their best result as we work alongside the family. We accomplish this by providing a safe environment for learning, small class size and caring faculty.
  - b. We recognize that every student matters at Calvary Baptist School, and thus we seek to help each individual student master the appropriate subject matter to the best of their ability.
6. Christian Environment
  - a. As a Christian school, we offer biblical teaching in every classroom. We acknowledge that this sets us apart from the other educational alternatives in our region.
  - b. As a Christian school, we expect that every faculty, student and family member will treat one another with the honor and respect of Christ.
  - c. Calvary Baptist School is located within the facilities of Calvary Baptist Church. This privilege allows faculty, students and family to honor and respect the properties while also witnessing and participating in the ongoing quality ministry opportunities offered for and through the family of faith at Calvary Baptist Church.

## **STATEMENT OF VALUES**

- We believe that God is the source of all truth; therefore, we must submit to God as our final Authority, believing the Bible to be His inspired Word. (2 Timothy 3:16-17)
- As a community of believers, we believe strongly in our testimony and demonstrate in our lives a personal encounter with Jesus Christ as our Lord and Savior. In addition, we believe in His unconditional love for us. (John 3:16)
- We believe that the integration of God's Word into all that we teach is essential to the spiritual, mental, physical, and social development of our students. Therefore, we do our utmost to develop a strong partnership among the Christian home, church, and school. (Deuteronomy 6:1-7)
- Our curriculum is immersed in God's Word. Thus, we instill excellence in all things for God's glory. (Colossians 3:23-24)

## STATEMENT OF BELIEFS

### ➤ **The Scriptures**

We believe that the Scripture of the Old and New Testament were written by men, under the inspiration of the Holy Spirit, thus divinely inspired by God. The scriptures are the final authority for our faith and life. The crux of the scripture is that God is the author, salvation for its end, and truth coursing throughout it without any error. Scripture is totally sufficient and must not be added to, superseded, or changed by later tradition, extra-biblical revelation or worldly wisdom. Every doctrinal formulation, whether of creed, confession or theology, must be put to the test of the full counsel of God in Holy Scripture. 2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:18; John 16:12-13; Acts 20:32

### ➤ **God**

There is only one true and living God. He is infinite, eternal, almighty and perfect in holiness, truth and love. He is the Creator, Redeemer, Preserver, and Ruler of the universe. We believe in the Triune God in which God reveals himself as the Father, Son, and Holy Spirit. The three persons of the trinity, the Father, Son and Holy Spirit, make up the co-existent, co-equal, and co-eternal essence of our God. The Father is not the Son, The Son is not the Holy Spirit, and the Holy Spirit is not the Father, yet each is truly Deity. The three persons of God have distinct personal attributes though they are without division in nature, essence, or being.

#### ○ *God the Father*

God as Father reigns with a providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. It was by His word and for His glory alone that He freely and supernaturally created the world out of nothing. He is faithful to every promise, works all things together for good to those who love Him, and in His unfathomable grace gave His Son Jesus Christ for mankind's redemption. Isaiah 46:9-10; Luke 10:21-22; Matthew 23:9; John 3:16, 6:27; Galatians 4:6; Ephesians 4:6; 1 Timothy 1:1-2, 2:5-6, 1:17

#### ○ *The Person and Work of Christ*

Christ is the eternal, only begotten Son of God. Through Him all things came into being and were created. He was before all things and in Him all things hold together by the power of His word. He is the image of the invisible God, the first-born over all creation and in Him dwells the fullness of the Godhead. Jesus became man without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary so that He might reveal God and redeem sinful man. He honored the divine law by His personal obedience and through His substitutionary death on the cross made the provision necessary for the redemption of men from their sin by absorbing the holy, just, and loving wrath of God thus reconciling us to God. Having redeemed us from sin, Jesus rose from the grave on the third day being victorious over death and the powers of darkness. He soon ascended into Heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose person is effected the redemption between God and man. He will return again visibly and bodily, in power and glory to judge the world and to consummate His redemptive mission. Isaiah 53:10-12; John 1:1, 14; Acts 1:9-11; Romans 3:21-26, 8:34; 1 Corinthians 15:3-4; Galatians 3:13; 1 Timothy 2:5



- *The Holy Spirit*

The Holy Spirit is a person who convicts the world of sin, righteousness and judgment. Through the proclamation of the gospel, He persuades men to repent of their sins, confessing Jesus as Lord and brings about man's regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His Church. It is the work of the Holy Spirit that seals the believer unto the day of final redemption. John 14:16-17, 26; 15:26-27, 16:8-11; 2 Corinthians 3:6; 1 Corinthians 3:16, 6:19, 12:12-14; Romans 8:9; Galatians 5:22-26; Ephesians 5:18.

- **Man**

God made man -male and female- in His own image and likeness, as the crown of creation, that man might glorify Him. Tempted by Satan, Adam, our first father, rebelled against God and therefore brought sin into the human race. Through this sin, man transgressed the command of God and was then inclined toward sin. Being estranged from his Maker, yet responsible to Him, man became subject to divine wrath, inwardly depraved and apart from a special work of grace, utterly incapable of returning to God. This depravity is radical and pervasive. It extends to his mind, will and affections. Unregenerate man lives under the dominion of sin and Satan. He is at enmity with God, hostile toward God, and hateful of God. Fallen sinful people, whatever their character or attainments, are lost without hope apart from salvation in Christ alone. Genesis 1:26-27; Romans 3:22-23, 5:12; Ephesians 2:1-3,12

- **Salvation**

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

- Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.
- Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.
- Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.
- Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

- Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

### ➤ **Eternal Security and Assurance of Believers**

We believe that all the redeemed, once saved are kept by God's power and are thus secure in Christ forever. We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which clearly forbids the use of Christian liberty as an occasion for the flesh. Assurance is based upon the person and work of Christ and upon the evidence of conversion in the life of a believer. John 6:37-40, 10:27-30; Romans 8:1, 38-39; 1 Corinthians 1:4-8; 1 Peter 1:5; Romans 13:13-14; Galatians 5:13; Titus 2:11-15

### ➤ **God's Purpose of Grace**

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. All true believers endure to the end. Those whom God has accepted in Christ and sanctified by His Spirit will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation. Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

### ➤ **The Church**

The Church is the body and bride of Christ and is a spiritual organism made up of all born-again persons. Jesus Christ is the head of the church. To each local body, Christ has given the authority of administering order, discipline, and worship. The ultimate mission of the Church is worship and the means by which this is accomplished is the making of disciples through the preaching and embracing of the gospel. All members of the Church universal are to be a vital and committed part of a local church. In this context, they are called to walk out the New Covenant as the people of God demonstrate the reality of the kingdom of God. Because the Church is the body of

Christ, Christ takes care of his Church and his people by admonishing ministry gifts (including prophets, evangelists, pastors, and teachers) for the equipping of Christ's body that it might mature and grow. Through the gift ministries, all members of the church are to be nurtured and equipped for the work of the ministry. In the context of the local church, God's people receive pastoral care and leadership and the opportunity to employ their God-given gifts in his service in relation to one another and the world. Matthew 28:18-20; John 10:16; Acts 20:17, 28; Ephesians 1:22, 5:23; 1 Timothy 3:1-13, 5:17-18; Titus 1:5-9; Hebrews 10:25; Matthew 18:15-19; Romans 12:3-8

➤ **The Christian and the Social Order**

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth. Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

➤ **Stewardship**

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth. Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4, 19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21, 42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

➤ **Church Ordinances**

Christian baptism is though the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. Water baptism is only intended for the individual who has received the saving benefits of Christ's atoning work and has become His disciple. This is an act of obedience and is a visual and symbolic demonstration of a person's union with Christ in the likeness of His death and resurrection. It signifies that the believer's former way of life has been put to death and vividly depicts a person's release from the mastery of sin. Being a church ordinance, it is a prerequisite to the privileges of church membership and to the Lord's Supper. As with water baptism, the Lord's Supper is to be observed only by those who have become genuine followers of Christ. This ordinance symbolized the breaking of Christ's body and the shedding of His blood on our behalf. It is to be observed repeatedly throughout the Christian life as a sign of continued participation in the atoning benefits of Christ's death. As we partake of the Lord's Supper with an attitude of faith and self-examination, we remember and proclaim the death of Christ, receive spiritual nourishment for our souls, and signify our unity with other members of Christ's body. Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

➤ **Last things**

The consummation of all things includes the future, physical, visible, personal, and glorious return of Jesus Christ, the resurrection of the dead and the translation of those alive in Christ, the judgment of the just and the unjust, and the fulfillment of Christ's kingdom in the new heavens and the new earth. In the consummation, Satan with his hosts and all those outside of Christ are finally separated from the benevolent presence of God, enduring eternal punishment, but the righteous, in their glorious resurrection bodies, shall live and reign with Him forever, serving Him and giving Him unending praise and glory. Then shall the eager expectation of creation be fulfilled, and the whole earth shall proclaim the glory of God who makes all things new. Matthew 16:27; Mark 14:62; John 14:3; Acts 1:11; Philippians 3:20; 1 Thessalonians 4:15; 2 Timothy 4:1; Titus 2:13; 1 Corinthians 4:5; 1 Corinthians 15; 2 Thessalonians 1:7-10; Revelation 20:4-6, 11-1

➤ **The Family**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next

generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents. Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4

➤ **Evangelism and Missions**

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ. Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

## **STANDARDS AND ADMISSION POLICIES**

### **NON-DISCRIMINATION POLICY**

Calvary Baptist School seeks to enroll well-rounded, academically motivated students without regard to race, sex, and ethnic or national origin.

### **CALVARY STANDARDS**

Upon entering Calvary Baptist School, each student becomes identified with the school, and the school is judged by the way each individual conducts oneself. Students and their family members must reflect favorably on themselves and on the school at all times, including on and off campus activities, whether or not one is involved in a school function.

Calvary Baptist School insists that students and their families conduct themselves at school and at all school functions in a way befitting a school established in Christian standards of learning and living. Individuals who are unable or unwilling to conduct themselves accordingly will be dismissed from the school. The school administration will make such a decision.

## **ADMISSION POLICIES**

### **Entrance Requirements**

#### **PreK through Kindergarten:**

Students requesting admission to the Calvary Baptist School Preschool program will be required to take the entrance exam. On the day of testing, the application and testing fee for admission must be presented. Students must show a readiness to meet the expectations of learning in a classroom environment. They must also be fully potty trained prior to beginning school.

Students who have attended the PreK-4 program at Calvary Baptist Preschool are admitted to Calvary Baptist School upon the recommendation of the Preschool Department.

All other students requesting admission to Kindergarten will be required to take the entrance exam to be considered for admission to Calvary Baptist School. On the day of testing, the application and testing fee for admission must be presented. Students must show readiness to meet the standards for the grade level for which they are seeking admission. The student's previous academic records, cumulative records and entrance testing scores will be reviewed by the administration. Depending upon the results of the review and space availability, the student will be admitted or denied.

#### **1<sup>st</sup> through 8<sup>th</sup> Grade:**

Students requesting admission to Calvary Baptist School will be required to take an entrance exam. On the day of testing, the application and testing fee for admission must be presented. The student's previous academic records must be presented at the time of testing. Students must show a readiness to meet the standards for the grade level for which they are seeking admission. The student's previous academic records, cumulative records and entrance testing scores will be reviewed by the administration. Depending upon the results of the review and space availability, the student will be admitted or denied.

### **School Tuition**

We have a streamlined approach to our billing at Calvary Baptist School. A student's tuition includes all curriculum fees. Deposits are separate from tuition. Resource and facility fees can be added to your tuition payments. Tuition payments can be paid in monthly, quarterly, or semi-annual payments.

#### **1. Deposits**

- A Registration Fee of \$650 is due upon enrollment in Calvary Baptist School.
- The Registration Fee must be made prior to the start of school.
- **The Registration Fee is non-refundable.**
- The Registration Fee can be paid via cash, check, or through the FACTS online system.

## 2. Fees

- Resource fee is \$300
- Facility fee is \$200
- Graduation fee (Kindergarten and Eighth only) \$50
- **Fees are non-refundable**

## 3. Tuition Payment

- Tuition installment plans are due before your student attends their first day of school.
- The tuition payment may be satisfied by:
  - Setting up a payment plan through the FACTS online system, which can be accessed by logging in to Parents Web.
  - There is an annual fee of \$50 per family charged by FACTS.
- Any student account without satisfactory payments for tuition will not be allowed to begin school.

## **Delinquent & Unpaid Balances**

- All payment plans must be made prior to the student attending school. Accounts will be reviewed on a monthly basis.
- **Any unpaid account upon the beginning of a month may result in your student being suspended from school until the money owed is paid.**

## **Tuition Refund Policy**

- Tuition will be prorated based on the student's amount of enrolled time.
- School deposits are **non-refundable** and will not be a part of the prorated refund.
- Refunds must be requested in writing and will be issued after the request is received.

In the event of a student's transfer out of CBS, records will not be released until all fees and tuition has been paid in full.

## **Returned Checks**

A \$35.00 NSF fee is incurred when a check is returned to CBS for any reason.

## **Admissions Process**

- An application form is to be submitted with a testing fee of \$50 and last report card with current standardized test scores.
- Calvary Baptist School must request the student's cumulative folder from the previous school attended. Therefore, parents must supply the correct address of the previous school.
- Immunizations records must be submitted with the student's application form or be a part of the cumulative folder.
- Parents are to provide social security card, if not provided by the previous school.
- An original birth certificate must be submitted to the school office, at which time a copy will be made and the original returned, unless a copy is already part of the student's cumulative folder.

## **Withdrawal Procedure**

- All student withdrawals are initiated in the school office.
- The school office will issue a withdrawal form that includes the student's current attendance and grade information; School Administrator will verify and sign the withdrawal form.
- The school office will then forward this information to the financial director.
- The financial director will settle all financial obligations and forward permanent records release approval to administrator when all finances are completed.

## **GUIDELINES AND POLICIES/PROCEDURES**

Calvary Baptist School (CBS), for the enhancement of our school's efficiency and effectiveness, sets forth the following guidelines and policies/procedures. In addition, it is essential that accountability be developed in our individual lives. Therefore, the following guidelines and policies/procedures will apply to all students and will include their parents, who are responsible for proper adherence. (Any time the term parent(s) is used, the term guardian(s) is implied as well and vice versa.)



## **ACADEMICS**

### **GRADING STANDARDS**

The following chart lists the grading standards to be used in the school program:

Letter Grade	Percentage Range	Quality Points
A	94-100	4
B	86-93	3
C	77-85	2
D	70-76	1
F	0-69	0

### **CRITERIA FOR HONOR ROLL RECOGNITION**

Honor roll recognition is awarded as follows during each grading period:

- Alpha Honor Roll requires no grade lower than an A.
- Beta Honor Roll requires no grade lower than a B.

NOTE: Conduct Grades are calculated as part of grade point average criteria.

- Perfect Attendance requires no absences, tardies, or early checkouts. (excused or unexcused)

### **STANDARDIZED TESTING**

The IOWA Assessment is administered each spring to students in K-8<sup>th</sup> grades. See the school calendar for test dates.

### **ACADEMIC PROBATION**

Academic probation is invoked when a student has a serious academic problem and can automatically go into effect if a student earns a “D” or “F” on his or her report card. Probation is intended to give notice to the parent and student so a mutual effort of both school and home can be made to correct the deficiency to a satisfactory or passing level. If not, the school administrator will decide if the student will be able to continue enrollment at Calvary Baptist School.

Academic probation will affect the student in the following manner:

- A parent/teacher conference will be scheduled to discuss the student's grades.
- The student will not be permitted to participate in extracurricular activities.
- After being placed on probation, a student who receives no "F's" the next grading period will be removed from probation. Extracurricular activities may be resumed.

## PARENT/TEACHER ACADEMIC CONFERENCES (K-8<sup>th</sup>)

It is important for the school and home to be focused together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

- Parents will have the privilege of meeting with their child's teacher(s) in a formal personal conference twice a year: one conference in the fall and one in the winter. This conference is to discuss the academic standing of their child(ren).
- The following avenues will be used by the teachers to communicate with parents: letters, phone calls, emails, test papers, and interim reports.
- Whenever an academic need or concern is evident, it is important that either the parent or the teacher schedule additional conferences. Many needs can be resolved through personal meeting time with the teacher. **Meetings can be arranged by emailing the teacher or calling the school office.** Normally, the administration, pastor, and school committee will decline to become involved unless a **teacher/staff has been contacted first** concerning the problem.

## HOMEWORK

At Calvary Baptist School, homework is recognized as being necessary and a valuable aspect of education. Its purposes include review, remediation, and development of self-discipline and good study habits.

Homework should be regular and reasonable. Homework is designed to contribute to the student's education and foster good student habits. The completion of homework assignments should be recorded by the teacher and included in the evaluation of the student's progress. Christ-like character qualities of responsibility, initiative, orderliness and thoroughness are developed as a result of homework. We want to encourage mid-week church attendance; therefore, written homework is generally not given on Wednesdays.

NOTE: It is the responsibility of the student to complete missed assignments.

## EXTRA WORK REQUESTS

Teachers may, at their discretion, allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a **previous** assignment in order to improve a low grade. The repetition of an assignment, however, must be completed within a short time of the original assignment.

## ASSIGNMENT NOTEBOOK (Agenda)

All 3<sup>rd</sup>-8<sup>th</sup> grade students will be given an assignment notebook to record homework and tests. It is the student's responsibility to accurately record the assignment given by each teacher. Parents should ask to see and initial the notebook daily in order to monitor completed homework and test study.

## COMMUNICATION FOLDER

Parents should review the communication folder **every day**. This folder will be used to keep parents informed of their child's weekly test grades and notices from the school office.

## PUPIL PROGRESSION

### CRITERIA FOR PROMOTION

A minimum of six (6) quality points in each subject is required for promotion to another grade. The following are the subjects on which promotion or non-promotion is based per administrative approval:

**Kindergarten and First Grade:** Reading/Phonics and Mathematics

**Second, Third and Fourth Grade:** Reading, Mathematics, and Language

**Fifth through Eighth Grades:** Mathematics, Reading, Language Arts, Social Studies,  
and  
Science

In addition, students may have no more than one "F" in remaining academic subjects.

### NOTE:

- If a student fails one subject, the student is required to have at least 30 hours of approved tutoring during the summer. The student would then be required to take an exam related to the subject being tutored. Should the student successfully pass the subject, he/she will be promoted to the next grade.
- If a student fails any two subjects, he/she will not be promoted and must repeat the grade.

## ATTENDANCE POLICIES

### SCHOOL CALENDAR

The administration shall establish an annual school calendar, which shall meet or exceed the requirement of the State of Louisiana for a school year. A calendar for the school year is provided to the parents and school faculty to note important dates.

### SCHOOL DAY

Instructional hours are 8:30 A.M. to 3:30 P.M. Any student arriving early or staying late must report to the designated area for supervision. Before-school supervision is available at 7:00 A.M., and extended supervision is available beginning at 3:45 until 6:00 P.M. (refer to fee schedule for this service). The school is not responsible for students who arrive to campus prior to 7:00 A.M.

#### NOTE:

- No student will be left without supervision at the end of the day. All students will be placed in Before- or After-Care.

### ATTENDANCE

Students are responsible for attending school regularly, and attendance is compulsory until the age of seventeen. Elementary students must be in attendance for a minimum number of days per school year. Students should not have more than **10** unexcused absences.

When a child is absent, a **written statement** should be brought to school the day of the student's return. The written statement must give the reason for the absence and be signed by a doctor.

### PERFECT ATTENDANCE

If a child is tardy to school or checks out anytime during the school day, including half days and field trips, the child will not be eligible for Perfect Attendance. The criterion for Perfect Attendance is:

- Student must attend school EVERY day.
- Students may NOT check out, whether it is excused or unexcused.
- Students may not be tardy, whether it is excused or unexcused.

### EXTENDED ABSENCE DUE TO ILLNESS

When a student is absent for three (3) consecutive days due to illness, the parent **must contact** the school for homework provisions. This is to prevent excessive make-up work for the student upon return.

Any student who has had a communicable disease or has been absent for five (5) consecutive school days with any illness, must present a DOCTOR'S CERTIFICATE in order to be readmitted to school. The following reasons for absences are valid and excusable: *illness as verified by a doctor's note, medical or dental attendance, death of a family member, and extenuating circumstances.*

The following reasons are **not** excusable absences: *truancy, parents slept in, trips that are not CBS related, shopping, leisure activities, birthday or other celebration, and suspensions/detentions.*

Students should know at the beginning of the school year that time limits have been established for making up work. Students have the responsibility to secure those lessons and assignments they have missed.

The following rule of thumb will be followed as class work and tests are scheduled for make-up: "For each day absent, the student shall have an equal number of days to make up their class work, assignments, or tests missed."

Examples of this are as follows:

- 1 day absent - make-up work will be done the following school day
- 2 days absent - student will have 2 days to makeup school work
- 4 days absent - student will have 4 days to makeup school work

Teachers will assist students in making up work, but when a student delays or puts off the work beyond the time the teacher and administration have granted, no credit will be allowed the student, and an "F" will be recorded for the assigned work.

Students serving suspension will not be allowed to make up assignments and an "F" will be recorded.

## **TARDINESS TO SCHOOL**

When students are late to school, they must report to the school office with the parent/guardian to obtain a tardy slip for admittance to class. **Oversleeping and traffic will not be considered as an excused tardy. Three (3) unexcused tardies will result in one (1) unexcused absence.**

## **CHECKING OUT OF SCHOOL**

When it becomes necessary for a student to leave other than at the normal dismissal time, clearance with the school office must be obtained. Students will only be released to their parents or to a designated person with prior permission. **No students may be checked out after 2:45 p.m. due to dismissal procedures.**

Parents are requested to call the school office to give advance notice; then the teacher will be notified. Anyone checking out a student must report to the school office to sign them out. Checking students out at any time during the day will be considered a tardy and will count against their attendance.

Instructional time is sacred here at Calvary and we appreciate your cooperation in scheduling appointments after school hours or during school breaks.

Students leaving school *without checking out* will be considered “skipping” and will be subject to suspension from school for a period of time deemed appropriate by the school administration.

**FULL DAYS: THERE WILL BE NO CHECKOUTS AFTER 2:45 P.M.**  
**EARLY DISMISSAL DAYS: THERE WILL BE NO CHECKOUTS AFTER 11:45 A.M.**

## **EMERGENCY POLICIES**

### **SCHOOL CLOSING / INCLEMENT WEATHER**

- Calvary Baptist School will coordinate their closing with the Jefferson Parish School System’s closings due to inclement weather. Parents and students are to listen to local television stations (WWL, WDSU) for announcements concerning school closings. A Parent Alert message will also be sent.
- Announcements of emergency school dismissals, after students have arrived during the day, will be made using Parent Alert and local television stations.
- Announcements of the school’s opening or re-opening will be made using Parent Alert.

## **EXTRACURRICULAR POLICIES**

### **FIELD TRIPS**

The educational program shall include excursions and fieldtrips to museums, art galleries, and places of historical, industrial, and civic interest. Teachers will use these trips as part of the student’s instruction. Trips are not limited to those previously mentioned. The school’s administrator approves all field trips. Transportation to each field trip will be provided by the school, and students **must** return to campus in transportation provided by the school.

- **Field Trip Fees are assessed according to the event.** Written notice about each field trip will be sent home two weeks before trip departure. Before each field trip, permission slips, details of the trip’s costs, destination and guidelines will be sent home. Parents are welcome to attend but must follow chaperone guidelines and pay for their way.

### **PARENTS AS CHAPERONES**

Any parent selected to participate as a chaperone will follow the direction of the assigned teacher. Parent chaperones will be assigned a group to supervise. A list of guidelines will be issued to all chaperones the day of the field trip, and they will be expected to follow the guidelines as required by the school and the field trip’s location. Parents participating as chaperones are required to provide their own transportation to and from the field trip location. Younger siblings will not be able to attend with parents who are on the field trip as a chaperone.

## **MIDDLE SCHOOL TRIP**

Each year, the Middle School takes an educational field trip. This trip is up to the discretion of the teachers and administration of the school based on enrollment and budget of the school year. Parents will be informed early in the school year if a trip is planned.

This trip endeavors to bring the classroom learning outside the walls of the school. The trip is designed to provide educational and cultural experiences. Students will visit an area of historical interest. Prior to and during the trip, students will receive instructions related to the location(s) of the trip, cost, and other details. Any changes in the destination or other details of the trip will be communicated to the teachers, students, and parents involved.

## **FOOD POLICIES**

### **LUNCHES AND SNACKS BROUGHT FROM HOME**

If your child does not participate in the hot lunch program, he or she must bring a lunch from home. Students may have juice or water at lunch. Only **water** is allowed in student bottles that are used in the classroom.

Students are not allowed to bring soft drinks to campus unless approved for special occasions. Parents are not allowed to have food delivered to school via a delivery service. Additionally, fast food drop offs are not permitted for late arrivals.

## **GENERAL SCHOOL POLICIES**

### **PRAYER, BIBLE, AND CHAPEL**

Prayer is a vital ingredient in our program of Christian training. Students at CBS are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all areas of life and that continual communication with Him is essential to consistent Christian living.

Students engage in prayer before beginning the responsibilities of each day, before lunch, for special needs, and to give Him praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him.

CBS recognizes the Christian Standard Bible (CSB) as the translation used in the classroom for study. Every student will be involved in Bible quotations and memorization. The scripture will be in accordance with the Bible guide for each grade. It is the school's desire that each student learn at least one verse per week. As the grade level increases, students will become responsible for learning multiple verses per assignment.

Students will meet once a week for corporate worship and expression in chapel service. Chapel is part of the student's Christian training, but not the extent of it. The spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies.

## CARE OF SCHOOL PROPERTY

Each student is to treat the school and church property with respect. Should a student destroy or damage any school or church property, he or she will be assessed the current cost and receive the designated disciplinary action. (*Refer to School Conduct and Discipline Standards.*)

## “DRESS DOWN” – NO UNIFORM DAY

Dress Down is designed as a school **fundraiser**. As such, **no refunds will be given** once a student has paid. Every Friday students will be permitted to dress down: come to school “out of uniform.” Any student wishing to support this activity will do so at a cost of \$2.00. *A discounted rate of \$35.00 for the school year is available for families wishing to make their payments at the beginning of the school year.* Students who dress down but fail to pay their fee will not be allowed to participate in dress down day until the fee is paid.

The student will forfeit participation in Dress Down if he or she fails to follow the proper procedures for dress down day. Students will be provided guidelines of appropriate attire for dress down. These guidelines include, but are not limited to, wearing properly fitted garments that cover their bodies in the same way as the uniforms would do. Skinny jeans/leggings as well as spaghetti straps or tank tops will not be allowed.

## PARTIES / INVITATIONS

Calvary Baptist School welcomes the opportunity to celebrate students’ birthdays in the classroom setting while, at the same time, limiting disruption to the instructional day. Parents are welcome to send cupcakes to school (at carpool drop off) for students to enjoy. Please check with your child’s classroom teacher to arrange an appropriate time.

No invitations may be distributed in a class to a private activity unless **all students** in that class are included. This policy does not include the summer vacation months.

## TUTORING

Calvary Baptist School teachers may be available for after-school tutoring. CBS has high levels of expectations for its teachers. To be fair to our staff and respect their time, CBS has established a fixed rate of \$30.00 per hour for on-campus, after-school tutoring. Payment and arrangements are made directly with the teacher.



## PERSONAL BELONGINGS

### *General*

The school is not responsible for any lost or stolen items brought to school. These are the responsibility of the student. Personal belongings should be labeled with personal identification.

### *Cell Phones*

Even though cell phones have become a common tool for communication, they have become a distraction to the learning environment and are vulnerable to theft. We ask that your child leave his or her cell phone at home.

### **Students are not allowed to carry cell phones at school.**

- 1<sup>st</sup> infraction- Cell phone will be taken and returned at the end of the day.
- 2<sup>nd</sup> infraction- Cell phone taken away/locked up in the office until a parent can come to school to retrieve it.
- 3<sup>rd</sup> infraction- Detention issued in addition to the above consequence.

This cell phone policy applies to **all students**.

- It is against policy for one student to handle another's belongings without permission.

## LOST AND FOUND

All clothing, books and personal articles left in open areas in school buildings or on school/church grounds will be collected each day by maintenance personnel and placed in a central depository. These articles may be reclaimed from the school office. Items unclaimed at the end of the school year will be discarded.

## LIBRARY GUIDELINES

Students are responsible for all library books checked out of the library. *The time period of Library Book Checkout for K-4<sup>th</sup> grades is one week and for 5<sup>th</sup>-8<sup>th</sup> grades is two weeks.* Overdue books, damaged books and/or loss replacement costs will be assessed to the student's school account. Failure to pay the fines/costs will result in the student's loss of library privileges. In addition, the unpaid charge(s) will result in report cards not being released.

## CLASSROOM VISITORS

All visitors wishing to enter a classroom must first sign-in at the office and obtain a visitor's pass. Please communicate with and get approval from the students' teacher prior to visit. Anyone entering a classroom **without a pass** will be asked to leave the classroom.

## HEALTH POLICIES

### ILLNESS, MEDICATION, AND IMMUNIZATION

#### Illness:

- Any student who becomes ill or injured while at school will be brought to the office for proper care. Parents will be notified when deemed necessary.
- Parents will be requested to come for any student who develops a fever or vomits while at school. **A child must be free of fever, vomiting, and diarrhea for at least 24 hours before he or she may return back to school.**

#### Medication:

- It is the policy of Calvary Baptist School that **no student may keep medication or other forms of prescribed drugs on their person** or in their student bin, their backpack, their purse or wallet, etc. during the course of the school day.
- All medications, including all over the counter (OTC) medications (such as cough medicines, cough drops, Tums, Tylenol, Advil, etc.) must be checked in to the school office by the parents immediately upon arrival at school. A prescription form from a students' pediatrician must be provided and Medication Dispense Form must be filled out in the office.
- Any prescription drug must be labeled from the pharmacy with the child's name, doctor's name, medication name, and schedule for administration of medication.
- A school administrative staff person will only give medications to the student according to the prescribed instructions. Medications must be clearly marked as to the dosage and medication name.

#### NOTE:

- Student possessing medication not turned in or reported to the office will be guilty of a serious breach of school regulations and could be subject to disciplinary action.

#### Immunization:

- All students must have proof on file, signed by a doctor or health department, in conformance to the immunization requirements of the State of Louisiana. Failure to comply will result in suspension from school until requirements are met.

### COMMUNICABLE CHILDHOOD DISEASES

Upon having the following disease, a child must have written consent from either a physician or the Health Department to return to school and be subject to school office approval for re-admittance:

- Chicken Pox, Measles, Mumps, Whooping Cough, Pink Eye, Pneumonia, Pinworms, Scabies, Ringworms, Impetigo, Lice, Coronavirus

## FIRST AID AND EMERGENCY TREATMENT

First Responder First Aid services are available by teacher/staff. The teacher will administer First Aid for minor incidents, such as cuts, scrapes, splinters, non-allergic insect bites, minor nosebleed, and bumps. If a major incident occurs, such as profuse bleeding, major trauma, or very high temperatures, the teacher/staff will notify the school office. Depending on whether the student is on-site or off-site will determine if the school office or the teacher respectively notifies the parents of the incident. The school staff will follow the Student Emergency Card and notify the parents and/or the student's doctor immediately. Should medical transport be needed, 911 will be called and the student will be brought to the nearest hospital.

## PARENT-RELATED POLICIES

### MATTHEW 18 PRINCIPLE

#### PARENT-GUARDIAN GRIEVANCES (steps can also be used by students)

Misunderstandings or problems can arise occasionally during the course of the school year between student and teacher, teacher and parent, parent and the school, or any one of several possible areas. When this situation arises, it is most often the result of lack of communication between those involved.

Due to our human nature, we may at times offend each other, resulting in misunderstandings or disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. This handbook outlines policy and procedures that work for the benefit of all when honestly administered and adhered to in a Godly manner. *Reaction instances on the part of the parents/guardians should likewise be in a manner that reflects the kind of testimony for which the children are enrolled in a Christian school.*

**Reflection:** “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church, and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

Jesus taught several clear principles in solving people-to-people problems that the school committee has incorporated into school policy for handling all school grievances:

- All questions, problems or complaints should be brought promptly to the teacher or staff member directly involved first, before anyone else is involved.
- If the situation is not cleared up at this level through direct contact, both parties should approach the School Administration. Prior to a scheduled meeting, each party will submit in writing a brief description of the concerns.
- If the matter is not resolved at this level, all parties should file a written request to have a conference with the school committee or headmaster.

## **AUTOMOBILES ENTERING CAMPUS PARKING AREA**

Staff and parents entering the campus must keep safety in mind. Responsible driving is a necessity. Careful driving of all vehicles is expected with speed **not to exceed 5 mph**. Driving recklessly, parking improperly, and failing to adhere to proper driving regulations will result in the revocation of driving privileges on the campus.

Calvary Baptist School possesses the right to gain access to any automobile parked on its campus, if a situation deems it necessary. For the safety of everyone on campus it is very important that the following procedures are followed at all times.

### **Morning Drop-off: (8:00 A.M. – 8:30 A.M.)**

- Pre-K – 8<sup>th</sup> grade students are to be dropped off in the carpool line in the parking lot behind the school. Duty staff will direct traffic flow and open the child's door.
- Please **DO NOT** drive around a car, in the carpool line. This is a major safety violation for students and attending faculty.
- Parents are requested to follow the above drop-off procedure for the safety of all students.

### **Afternoon Pick-up: (3:30 P.M. – 3:45 P.M.)**

- Pre-K – 8<sup>th</sup> grade are picked up in the designated pickup location. **PLACARDS MUST BE DISPLAYED FOR STUDENT PICK-UP**. Duty staff will open the car door for the student and help direct traffic flow.
- Please **DO NOT** drive around a car, in the carpool line. This is a major safety violation for students and attending faculty.
- **Rainy days:** All grades are picked up on the Delaware Street side of the school under the covered area.

If a child has not been picked up by 3:45 p.m., the child will be taken to Aftercare and charged accordingly. On half days students must be picked up by 12:30 p.m.

## **FAMILY INVOLVEMENT HOURS**

Each family is required to provide ten (10) Family Involvement Hours during each school year. Each hour not completed will result in a charge of \$20.00 per hour to the family account (See Statement of Cooperation on last page). Hours can be earned by: chaperoning groups during field trips, working in classrooms, helping in the lunchroom, etc. Please check Class Dojo for the monthly signugnenuis.com link to service opportunities. All hours are due by April 30<sup>th</sup>.

# **SCHOOL CONDUCT AND DISCIPLINE STANDARDS**

## **DISCIPLINE STATEMENT AND STANDARDS**

“For those whom the Lord loves, His disciplines.” (Heb. 12:6)

Calvary Baptist School believes that discipline is a necessary entity in the lives of its students. In addition, God’s word makes continued reference to the necessity for, and importance of, discipline. The key word for conduct is “Respect”.

- Respect for God
- Respect for authority
- Respect for others
- Respect for property and building
- Respect for teachers
- Respect for class
- Respect for one’s self

Good discipline is necessary for learning to take place. Calvary Baptist School will enforce a school-wide discipline policy applicable to every child and the entire school. A list of each department’s discipline plan will be sent home during the first week of school. It is important for parents to read and discuss these rules with their child.

All leadership and disciplinary decisions are made based upon our Statement of Values and our Statement of Beliefs.

## **RESPONSIBILITIES OF PARENTS**

Parents, which include single parent, legal guardian, or person having control of the student, have the responsibility to:

- Make every effort to provide for the physical needs of the student.
- Teach the child to pay attention and obey rules.
- Assure their child attends school regularly and is on time, and report and explain absences and tardiness to school personnel.
- Be sure the child is appropriately dressed in proper uniform.
- Support school personnel in the enforcement of discipline imposed in accordance with CBS’s school-wide discipline policy.
- Participate in meaningful conferences with school personnel regarding their child’s progress, behavior, and general welfare.
- Discuss report cards, school assignments, and proper discipline with the child.
- Bring to the attention of school personnel any problem or condition that may relate to the child’s education or well-being.
- Provide all records required for enrollment and custody.
- Submit a signed statement that they have received and reviewed the Parent/Student Handbook, and that they are knowledgeable of the responsibilities outlined in it.

## **RESPONSIBILITIES OF STUDENTS**

- Attend all classes daily and on time.
- Be prepared for each class with appropriate materials and assignments.
- Be properly dressed in school uniform.
- Exhibit respect toward others and their property.
- Behave in a responsible manner.
- Refrain from violations of the school-wide behavior plan.
- Obey all school rules and expectations.
- Exhibit responsible conduct at school and at all school functions on/off campus.
- Students shall not vandalize or otherwise damage or deface any property, including furniture or other equipment belonging to or used by Calvary Baptist School.

Calvary Baptist School assists parents in the nurturing and guidance of the students. Parents are expected to support and uphold school discipline policies, realizing that without this cooperation and confirmation from the parents, a double standard exists between the home and school that could be detrimental to the student's development and could call into question his/her continued enrollment.

A student who exemplifies self-discipline enhances maximum performance in the academic setting; however, there are occasions when external means of discipline must be incorporated to ensure appropriate behavior.

It is the school's desire that the disciplinary measures taken be appropriate to the offense and be carried out in a manner that is not degrading to the student, yet one that is effective in teaching. Students who adhere to the following principles will rarely encounter discipline problems at Calvary Baptist School:

- Be Safe
- Be Respectful
- Be Responsible
- Be On Task

Realistic behavior limits are set for the good of the students and are carefully explained and enforced throughout the school year. Consequences for unwise choices are necessary when behavior becomes a problem. Unacceptable behavior is generally defined as follows:

- Any action that interferes with the learning process
- Any action that could cause physical or emotional harm
- Actions that violate a clearly defined school rule
- Willful acts of disrespect or disobedience

## **SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT / CLASS DOJO**

Positive Behavior Support (PBS) is a general term that refers to the application of positive interventions and system changes to achieve socially important behavior change. The components of PBS have been applied successfully with a wide range of students, in a wide range of contexts, and extended from an intervention approach for individual students to an intervention approach for entire schools. (For a complete definition, go to [www.pbis.org](http://www.pbis.org).)

Class Dojo is an online classroom management tool that is used to monitor and reward student behavior. Positive and negative points are given to reinforce positive behavior and track undesirable behavior. (For more information, go to [classdojo.com](http://classdojo.com).)

## **SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PLAN**

The school-wide PBS Plan includes the following steps:

- Expectations are clearly and positively defined.
- Behavioral expectations are taught to all students and staff.
- Appropriate behaviors are acknowledged.
- Behavioral errors are proactively corrected.
- A database for keeping records and making decisions is established.
- Data-based monitoring and adaptations to the plan are regularly conducted.

*(A copy of the School-Wide Rules and Expectations can be found on page 36)*

## **GENERAL SCHOOL CONDUCT**

A Calvary Baptist School student is to conduct him- or herself in a Christ-like manner at all times. When a student chooses to behave in a manner that is unacceptable, he/she can expect consequences.

## **STUDENT DISCIPLINE PLAN**

When a student repeatedly breaks a school-wide or classroom rule, he/she will be issued negative Dojo points. Accumulated negative points will result in the following disciplinary actions:

10 points	Working recess, 2 laps
20 points	Student/Teacher Conference, Student Action Plan, Silent Lunch and Recess
30 points	Cumulative Disciplinary Action, Student/Principal Conference

### **Cumulative Disciplinary Actions:**

**After-school Detention #1**

**After-school Detention #2**

**Saturday Detention (\$25 fee)**

**In-school Suspension #1\***

## **In-school Suspension #2\***

## **Out-of-school Suspension\***

## **Expulsion**

\* Note: Any suspension results in the student receiving an F for all assignments missed with no opportunity of “makeup”.

Accumulated points will reset each quarter, with the exception of the bolded disciplinary actions. Bolded consequences are cumulative and will not be reset.

Disciplinary actions will be tracked using a Student Discipline Form. The form **MUST** be taken home, signed by a parent or guardian, and returned the next school day. If the Student Discipline Form is not signed and returned to school, the classroom teacher will call the parent/guardian for a conference to discuss the behavioral infraction(s).

There are occasions when a student’s behavior warrants an automatic disciplinary action. If an automatic consequence is issued, the student will move to the next bolded disciplinary action in the cumulative list.

Behaviors that are **not** acceptable and may result in automatic disciplinary action include, but are not limited to:

- Repeated violation of school or classroom rules
- Bullying (physical or verbal)
- Fighting
- Biting
- Lying
- Stealing
- Cursing (including via technology)
- Academic dishonesty, cheating
- Possession or use of drugs, alcohol, or tobacco
- Vandalism
- Any form of illicit sexual behavior
- Skipping detention

**Any student caught cheating will receive an “F” on his or her test or quiz. Repeated cheating will result in additional disciplinary action.**

**No one associated with the school may use any form of corporal punishment.**



## **ALCOHOL, DRUGS, AND TOBACCO**

Calvary Baptist School maintains a strict policy regarding students under the influence of alcohol, drugs, tobacco products, or non-prescribed drugs. Any student attempting to sell or having possession of such shall be subject to disciplinary action and possible termination from school. This applies not only during the school day, but while the student is on school premises, at school sponsored activities, or traveling en route to and from school activities. Using, possession of, or selling tobacco products in any form will also result in the same disciplinary action. All prescribed medication is to be checked in and kept in the office. Office personnel will dispense the medication as needed.

## **WEAPONS**

There is a “zero tolerance” attitude toward violence on the school campus, field trips, and at sporting activities for students and parents/guardians. Students are urged to notify the teacher or School Administrator/designee if they have seen or heard of a weapon being used by a fellow student on campus or at a school event. The teacher is to send reporting student to the office, if possible. The student will be kept anonymous. If the reporting student is unable /unwilling to report, the teacher is to notify the School Administrator/designee while keeping the student anonymous with the details of the weapon incident.

## **BULLYING**

Calvary Baptist School takes a strict stance against bullying. We define bullying as **repeated** name calling, harassment (physical or verbal), and any character defamation. This includes any form of cyber bullying. Bullying carries a penalty of immediate detention, suspension, and possible expulsion depending on the severity and frequency of the bullying. The administration and staff of Calvary Baptist School work hard to keep Calvary a safe place for all students to learn and grow. Students should report any mistreatment or concerns to any staff member.

<p><b>We reserve the right to do random backpack and locker checks to ensure the safety of our students.</b></p>
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## UNIFORM AND PERSONAL APPEARANCE GUIDELINES

### UNIFORM DRESS CODE

Calvary Baptist School believes that modesty in dress and neatness in grooming is important in the child's development and expects all students to adhere to the following dress code guidelines:

All students will wear regular uniform skirts, slacks, shorts, and shirts to and from school each day. This policy also applies to all students using the Before and/or After Care program.

### SCHOOL UNIFORMS

Uniforms are available for purchase only at: Skobel's, 7928 Belle Chasse Hwy., Belle Chasse, LA (504) 392-2220.

CALVARY BAPTIST SCHOOL UNIFORMS	
Pre-K – 8TH	
Girls:	Boys:
Navy blue school shirt embroidered w/ logo Khaki double pleat skirt Khaki long pants or shorts (Pre-K: pull on or zipper)	Navy blue school shirt embroidered w/ logo Khaki long pants or shorts (Pre-K: pull on or zipper)
All Students:	
Khaki or brown uniform belt <b>Shoes</b> should be black, brown, navy blue, or white in color <b>Socks</b> should be white, black, or navy blue in color	

### ADDITIONAL UNIFORM OPTIONS FOR STUDENTS INCLUDE:

- Hunter Green pull over sweatshirt embroidered w/ logo
- Hunter Green fleece jacket embroidered w/ logo
- Navy Blue or Hunter Green cardigan embroidered w/ logo
- Navy Blue jacket embroidered w/ logo

## **COLD WEATHER DRESS**

**Cold-weather** uniform options for students include:

- Hunter Green sweatshirt embroidered with logo
- Hunter Green fleece jacket embroidered with logo
- Navy Blue or Hunter Green cardigan embroidered w/ logo
- Navy Blue jacket embroidered w/ logo

School uniform and school-approved outerwear (listed above) must be worn on campus at all times. In the case of cold weather, winter coats may be worn outside the school buildings. Additional winter clothing options include:

- **Turtlenecks/long sleeve t-shirts** may be worn under the school uniform shirt – solid white or navy blue
- Girls may wear **tights/leggings** – solid white or navy blue

**P.E. UNIFORMS: All 6<sup>th</sup>- 8<sup>th</sup> grade students must purchase.**

- P.E. uniforms can be purchased through the school office only.
- Only 6<sup>th</sup>- 8<sup>th</sup> grade students will dress out for P.E.
- Only 6<sup>th</sup>- 8<sup>th</sup> grade students can wear navy blue sweat pants in the winter months, if needed.

## **HAIR:**

- **Boys:** Hair should be off eyebrows (out of the eyes). Extreme or “shaggy” hairstyles, mustaches, beards, or side-burns below mid-ear are not permissible. Extreme hairstyles or brightly colored hair is not allowed.
- **Girls:** Hair should be worn neatly and out of the eyes. No bandanas are allowed. Students may wear basic headbands or bows. Extreme hairstyles or brightly colored hair is not allowed.

## **EARRINGS, MAKE-UP, and SHOES:**

- **Boys:** No earrings are allowed.
- **Girls:** Post earrings and small hoops (**no larger than ¼ inch**) are allowed. No drop ornaments are allowed on the post or hoop earrings. (Multiple earrings, oversized earrings, earrings high on the ear, etc. are not allowed.)
- No Make-up allowed
- **All:** No Crocs or slippers allowed

## School-Wide Rules and Expectations

Area	Be Safe	Be Respectful	Be Responsible
<b>ALL COMMON AREAS</b>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and objects to self</li> <li>✓ Walk facing forward</li> <li>✓ Walking feet</li> <li>✓ Always be where a teacher can see you</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use kind words and actions (back talking, rolling eyes, smacking lips, sucking teeth, and inappropriate gestures will not be tolerated)</li> <li>✓ Wait for your turn</li> <li>✓ Clean up after self</li> <li>✓ Follow adult directions the first time given</li> <li>✓ Address others by given name</li> <li>✓ Before speaking wait patiently to be acknowledged</li> <li>✓ Allow adults to pass in front of you</li> </ul>	<ul style="list-style-type: none"> <li>✓ Remind others to follow school rules</li> <li>✓ Full proper uniform daily</li> <li>✓ Be honest</li> <li>✓ Take care of all personal belongings and school property</li> <li>✓ Be on time for school</li> <li>✓ Writing on self is not permitted</li> <li>✓ Leave personal belongings at home</li> <li>✓ Only eat appropriate snacks in class at appropriate times</li> <li>✓ Have appropriate hygiene</li> <li>✓ Freeze and listen to all announcements</li> </ul>
<b>ALL COMMON AREA BEHAVIORAL EXPECTATIONS ARE TO BE INCLUDED WITH SETTING SPECIFIC BEHAVIORAL EXPECTATIONS</b>			
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>✓ Keep feet on floor under the table</li> <li>✓ Food and/or straws must remain in cafeteria</li> <li>✓ Stay in seat</li> <li>✓ Face forward in one line</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep place in line</li> <li>✓ Keep your hands off of other's food</li> <li>✓ Allow anyone to sit next to you</li> <li>✓ Use proper eating manners</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wait to be dismissed after lunch</li> <li>✓ Get all necessary items when first going through the line</li> <li>✓ Clean your eating area</li> </ul>
<b>PLAYGROUND RECESS</b>	<ul style="list-style-type: none"> <li>✓ Walk to and from playground</li> <li>✓ Rocks, sticks, and other such items should remain on the ground</li> <li>✓ Running on cement is not permitted</li> </ul>	<ul style="list-style-type: none"> <li>✓ Play fairly</li> <li>✓ Include everyone</li> <li>✓ Take turns</li> <li>✓ Respect playground equipment</li> <li>✓ Share equipment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ask teacher for permission to go to the restroom</li> <li>✓ Always be where a teacher can see you</li> </ul>
<b>SIDEWALKS/ HALLWAYS</b>	<ul style="list-style-type: none"> <li>✓ Keep hands and feet to yourself</li> <li>✓ Walk facing forward</li> <li>✓ Walking feet at all times</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hold the door open for others</li> <li>✓ Respect other teachers and students by walking quietly</li> <li>✓ Respect others' space</li> </ul>	<ul style="list-style-type: none"> <li>✓ Stay on sidewalk or under breezeway</li> <li>✓ Stay in designated areas at all times</li> </ul>
<b>BATHROOM/ WATER FOUNTAINS</b>	<ul style="list-style-type: none"> <li>✓ Keep feet on the floor</li> <li>✓ Keep step stools on floor</li> <li>✓ Keep water in the sink</li> <li>✓ Wash and dry hands appropriately</li> </ul>	<ul style="list-style-type: none"> <li>✓ Knock on stall doors</li> <li>✓ Give others privacy</li> <li>✓ Wait your turn</li> <li>✓ Fountains are for drinking purposes only</li> </ul>	<ul style="list-style-type: none"> <li>✓ Flush toilet after use</li> <li>✓ Return to room promptly</li> <li>✓ Drink fair share of water at fountain</li> <li>✓ Use toilets and urinals correctly</li> <li>✓ Use appropriate paper for hand washing and toilet use</li> </ul>
<b>P.E.</b>	<ul style="list-style-type: none"> <li>✓ Walk forward in line when going to and coming from P.E.</li> <li>✓ Stay in designated area</li> <li>✓ Use equipment properly</li> <li>✓ Keep hands, feet, and other objects to self</li> <li>✓ Be where teacher can see you at all times</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow the rules of the game</li> <li>✓ Include others</li> <li>✓ Show good sportsmanship</li> <li>✓ Line up when called</li> </ul>	<ul style="list-style-type: none"> <li>✓ You must have permission for water and/or bathroom</li> <li>✓ Return equipment after use</li> <li>✓ Report any injury to teacher immediately</li> </ul>
<b>SPECIAL EVENTS/ ASSEMBLIES/ FIELD TRIPS</b>	<ul style="list-style-type: none"> <li>✓ Wait in classroom quietly until called</li> <li>✓ After assembly follow dismissal procedures</li> </ul>	<ul style="list-style-type: none"> <li>✓ Show your Christ-like manners</li> <li>✓ Listen to speaker</li> <li>✓ Keep eyes on speaker</li> <li>✓ Applaud appropriately</li> <li>✓ Keep hands and feet to self</li> <li>✓ Remain seated at all times</li> </ul>	<ul style="list-style-type: none"> <li>✓ Show your school pride by following</li> </ul>
<b>OFFICE</b>	<ul style="list-style-type: none"> <li>✓ Sit in chairs with feet on floor</li> </ul>	<ul style="list-style-type: none"> <li>✓ Office phones for emergency purpose only</li> <li>✓ Wait your turn in line</li> </ul>	<ul style="list-style-type: none"> <li>✓ Remain quiet</li> <li>✓ Present office personnel with pass immediately upon entering the office</li> </ul>
<b>CLASSROOMS</b>	<b>Each classroom will define their expectations for being Safe, Respectful, and Responsible</b>		

## Before and After Care Guidelines

Before and After Care is a service that Calvary Baptist School provides for working parents who need childcare to accommodate their work schedules and assist parents in emergency situations.

### Our hours include:

Before Care: 7:00 am–8:00 am // After Care: 3:45 pm–6:00 pm

### DROP IN's – Per Occurrence:

Parents with unexpected needs may call the school to have their child placed in Aftercare at a fee of \$15 per service/day.

Any child dropped off at school before 8:00 am or any child who is not picked up by 3:45 pm will be placed into Before or After Care and incur the \$15 rate.

Students staying for Wednesday night church activities will pay the \$15 rate and must have a signed form allowing church staff to sign out your student from After Care.

Before/ After Care services incur a daily rate of \$15 per service/day that **must be paid at the time of drop off or pick up**. Payment can be made by cash or check.

Drop-ins during the month of May must be paid at the time of service.

Parents who plan to use this service on a consistent basis can receive a discount through our monthly pre-pay option.

### Pre-Pay Option – Regular Use

Enrollment for Before / After Care service will occur on a month-by-month basis.

Parents will receive a statement prior to the month and must sign off. Then, the student's FACTS account will be charged.

## Before and After Care Guidelines

### Rate Options

Options	Cost	Terms
Before Care Monthly	\$80	*Must be paid the last week of the PRIOR month
After Care Monthly	\$110	*Must be paid the last week of the PRIOR month
Before & After Care Monthly	\$160	*Must be paid the last week of the PRIOR month
Drop – In Fee	\$15	*Payment must be made the DAY of the drop-in

## General Policies

Your child may bring a light breakfast to Before Care and a light snack to After Care.

The first 15-30 minutes of After Care will be used for snacks and homework.

Parents must walk their children in to Before Care and sign them in.

Children must be signed out from After Care by a parent/guardian.

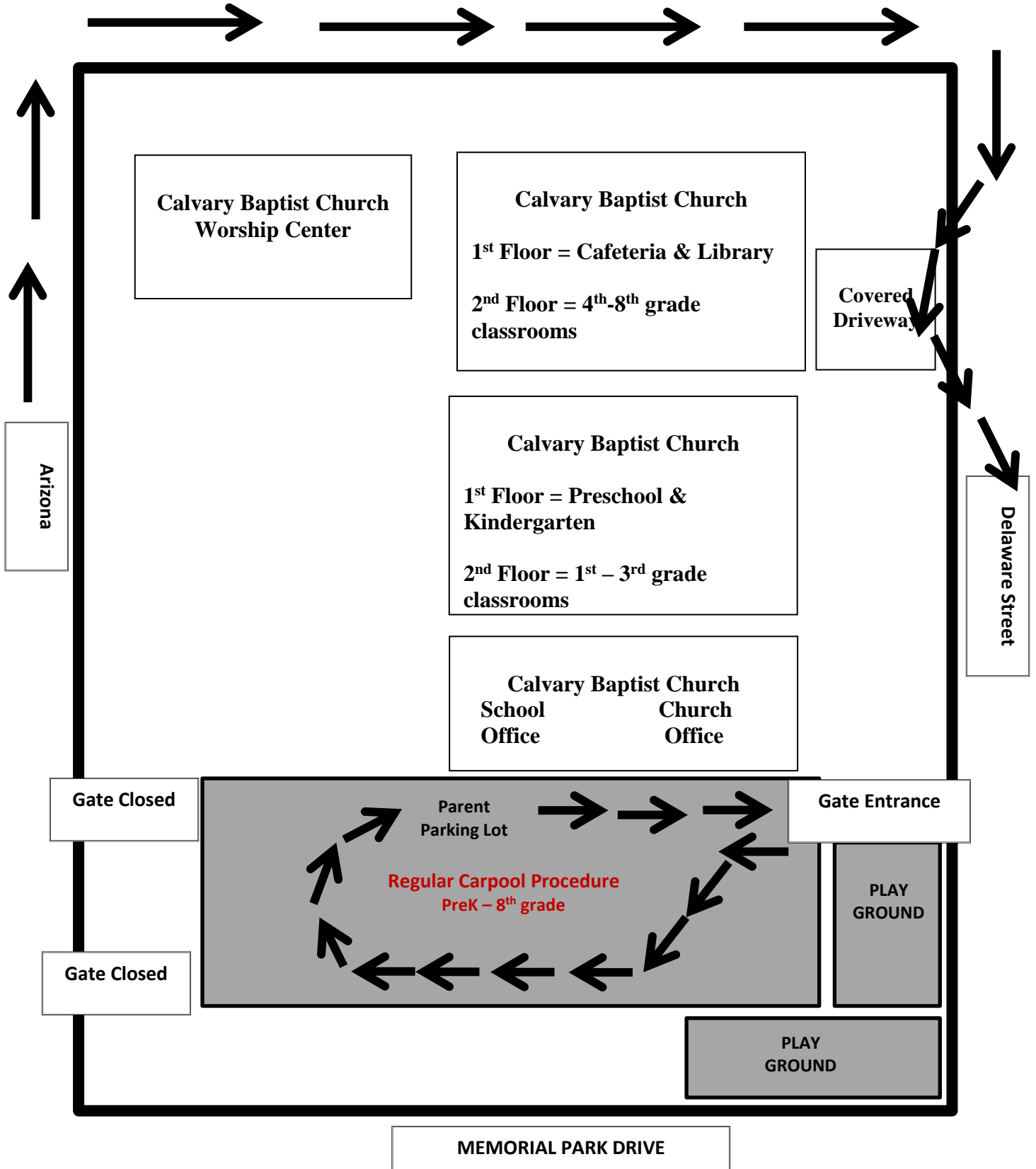
A late fee of \$25 will be charged each time a student is picked up after 6:00 p.m.

If the parent is unable to drop off or pick up the child, then the child may be dropped off or picked up by one of the people listed on the Child's Emergency Card. All parties **MUST** have their **STATE ISSUED DRIVERS LICENSE/ID** available for verification and safety purposes.

Non-payment of these charges may result in the inability of your child to use this service. Long-term non-payments are subject to normal school policies related to non-account payment.

**DROP OFF AND PICK UP MAP**  
**2401 General De Gaulle Dr.**

**Rainy Day Carpool Procedure**  
**PreK – 8<sup>th</sup> grade**



# CALVARY BAPTIST SCHOOL

## STATEMENT OF COOPERATION

- I have read the Handbook and do hereby covenant with the school to cooperate with and support the administration and the policies written therein.
- I have read the school's Statement of Faith and support these essential doctrines.
- I understand that because of limited enrollment and budget, it is necessary that I pay tuition for the amount as stated on the Tuition Policy Sheet and in the Handbook. Any unpaid account at the beginning of a quarter will result in immediate suspension of my child until accounts are brought current. I also understand that all fees are non-refundable.
- I agree to provide 10 Family Involvement Hours to the school by April 30th. I also agree to *pay \$20 for each Family Involvement Hour* that I do not complete. I understand the school will bill me for these hours at the end of the year.
- I hereby invest authority in the school to discipline my child as necessary. I understand that the primary place of discipline is at home, and I support the school's discipline procedure.
- I agree to handle complaints against the school or its staff members in an appropriate and Biblical manner and to demonstrate loyalty toward the school. I understand that my conduct as a parent affects my child's ability to remain at Calvary Baptist School.
- I will support the school by requiring my child to separate himself/herself from worldly activities and associations. By this I mean participation in acts such as smoking, drinking, taking drugs, etc.
- I agree not to hold the school and staff responsible in the event of any injury to my child at school or during any school activity. In the case of accident or serious illness, I request that the school contact me. If the school is unable to contact me, I hereby authorize the school to take any steps which appear necessary and appropriate with regard to my child.
- I will assure that my child's apparel and appearance is in conformity with the dress code as stated in the Handbook.
- I understand that assessments will be made to me to cover damage to school property by my child.
- In case of withdrawal from school, all payments must be made based on a prorated rate agreed upon by the parents and the financial office.

**As a family, we have read the Parent/Student Handbook and agree to abide by its content.**

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Parent/Guardian Signature(s)

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Student's Signature