



# STUDENT HANDBOOK

2022-2023

*Welcome*  
**STUDENTS!**

**FOR MORE INFORMATION**



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***School's Bible Verse***

“Wisdom is the principal thing; therefore get wisdom:  
and with all thy getting,  
get understanding.”

Proverbs 4:7

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## Foreword

You have entered one of the greatest ministries in the world -- Christian education. You want to have the very best Christian education program possible, and the aim of Calvary Baptist Christian Academy (hereinafter CBCA) is to help you do just that.

CBCA is a church school; the objective of building a church school is to obey the Scriptural imperative of Deuteronomy 6:5-7:

"...love the LORD thy God with all thine heart; and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children,..."

And of Proverbs 22:6:

"Train up a child in the way he should go...." Training is training. Training for life must include training for eternity.

A church school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The school staff will work closely with parents to train the whole child.

Attendance at this school is a privilege and not a right.

The goal of this school is not to reform, but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for the old-time Gospel and the highest standards of morality and Christian behavior.

## General Information

### Introduction

CBCA is a ministry of Calvary Baptist Church (hereinafter CBC). As the school maintains the goal of providing quality education, we trust the Lord to provide growth in facilities, staff, and enrollment as He sees fit.

Realizing that it is the Christian home to which God has given authority and power to train up successful young people, it is the goal of Calvary Baptist Christian Academy to assist the home in the training process.

Our faculty is well-qualified, both spiritually and academically. Each member has been carefully selected and prayerfully chosen by the administration. The entire faculty is dedicated to serving the Lord through the ministry of teaching young people.

The school consists of elementary, junior, and senior high levels. Realizing that apart from divine leadership and wisdom, it would not be possible to attain our goals, we request your daily prayers.

### Our Philosophy

The purpose of Calvary Baptist Christian Academy is to provide conditions whereby boys and girls can receive the Truth. Jesus instructed His disciples in John 8:32, "And ye shall know the

Truth and the Truth shall make you free." Not only is it our objective to teach the Truth but also to teach our students how to apply the Truth wisely to their own lives. In John 16:13 we are promised that "...when He, the Spirit of Truth is come, He will guide you into all truth." Our Christian school has the responsibility to provide the best possible education. A Biblical viewpoint in the vital areas of life -- spiritual growth, education, personal self-discipline, and patriotism -- must be strongly stressed to each student during his years of training. We desire to minister to the needs of the whole child and to promote his spiritual and moral growth, academic and intellectual progress, and physical and social development. Additionally, our Christian School is to be an extension of the Christian home and church, thus providing a continuity of training for Christian young people. We, as Christian educators, desire to train each student to accept individual responsibility to God for his actions and challenge him to glorify God in every facet of his life.

## Our Mission Statement

The mission of Calvary Baptist Christian Academy is to train young people to serve the Lord Jesus Christ and to develop them to their fullest potential in all areas of life. We are committed to being an extension of the Christian home, working closely with parents to train the whole child. We are also committed to training Christian youth in the highest principles of Christian leadership, and teaching Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and love for flag and country.

## Our Statement of Faith

- I. We believe the Scriptures of the Old Testament and New Testament are verbally inspired by God and that they are of supreme and final authority in faith and life, preserved in the King James Bible.
- II. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- III. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.
- IV. We believe that man was created in the image of God; that he sinned and, thereby, incurred not only physical death, but also spiritual death which is eternal separation from God; that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, manifest themselves as sinners in thought, word, and deed.
- V. We believe that the Lord Jesus Christ died for our sins according to the Scripture as a substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.
- VI. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate.
- VII. We believe "that blessed hope," the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.
- VIII. We believe that all who receive by faith the Lord Jesus are born again of the Holy Spirit and, thereby, become children of God.

IX. We believe in the bodily resurrection of the just and the unjust, the everlasting, conscious blessedness of the saved, and the everlasting, conscious punishment of the lost.

## Handbook Reproduction and Revisions

No part of this handbook may be reproduced or copied in any manner without the written authorization of Calvary Baptist Christian Academy. All policies stated herein are subject to change by the Administration and School Council at any time.

## Standard of Conduct

Students of CBCA are expected to refrain from cheating, bullying, swearing, smoking, gambling, worldly music, dancing, sexual activity, drinking alcoholic beverages, or using narcotics. Students who participate in such activities on or off campus are subject to suspension or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty. Students must agree to strive cheerfully toward an unquestionable character in dress, conduct, and attitude. "...to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17 Christianity in the Cayman Islands & Pledges

Our laws guarantee liberties to educate in order to preserve freedom. As such, we unashamedly teach biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and love for God, the flag, and the country.

## National Anthem

God save our gracious Queen!  
Long live our noble Queen!  
God save the Queen!  
Send her victorious,  
Happy, and glorious,  
Long to reign over us.  
God save the Queen!

## Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian Flag,  
And to the Savior for Whose kingdom it stands,  
One Savior, crucified, risen, and coming again,  
With life and liberty for all who believe.

## Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word.  
I will make it a lamp unto my feet, and a light unto my path.  
I will hide its words in my heart, that I might not sin against God.

## National Song

**Beloved Isle Cayman – composed by Leila Ross-Shier, June 1930 (Stanza 1 of 3)**

O land of soft, fresh breezes,  
Of verdant trees so fair  
With the Creator's glory reflected ev'rywhere. O sea of palest em'rald,  
Merging to darkest blue,  
When 'ere my thoughts fly Godward,  
I always think of you.

Chorus

Dear, verdant island, set  
In blue Caribbean sea,  
I'm coming, coming very soon, O beauteous isle, to thee.  
Although I've wandered far, My heart enshrines thee yet.  
Homeland! Fair Cayman Isle I cannot thee forget.

## Our Parents' Code

Our parents play a vital part in the total program of CBCA. Emphasis, again and again, has been placed upon the importance of parents cooperating with the school for the education of the child. We like to believe that the following code, when subscribed to by all our parents, would make CBCA a school that would truly honor the Lord and produces the finest education possible.

1. I will pray regularly for the faculty, staff, and administration.
2. I will cooperate fully in the educational function of CBCA, doing my best to make Christian education effective in the lives of each of my children, that they may love and serve the Lord Jesus Christ for all their lives.
3. I will pay all my financial obligations to the school on or before the date they are due. If I am ever unable to pay on time, I will notify the school in advance, giving reasonable explanation for the delay and stating when the payment can be made.
4. I will support the school with gifts in addition to my tuition payments as the Lord enables me.
5. I will assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and time.
6. I will attend periodic meetings and parents' functions of the school.
7. If I become dissatisfied with CBCA in any respect, I will try to resolve the matter with the person or persons involved rather than seeking to spread criticism or hold a negative attitude in my heart. I will not criticize the school before my children. I will follow the Biblical information found in Matthew 18:15.
8. I will seek the advancement of CBCA in all areas: spiritually, academically, and physically.
9. As a CBCA parent, I recognize it is my privilege and responsibility to strive diligently to observe the above as God enables me by the power of His Holy Spirit.

## Our Financial Operations

CBCA is a private school operating under the auspices of CBC. Income from tuition is insufficient to fully cover the cost of operating the school, therefore, we invite interested individuals to contribute to the operational costs of the school via gifts for general expenses or by providing scholarships for deserving students who would otherwise be unable to afford such training. School fund-raising projects may be planned as the need arises.

## School's Financial Policy

The school's financial policy is as follows: For students to continue their studies in school, to be issued new PACEs, to receive report cards or have records transmitted, or receive awards; regular payments must be made. There is a \$100.00 late fee added to the bill each month when satisfactory arrangement has not been made ahead of time. If payment has not been received by the 5th day of the month, a reminder letter will be sent to the parent and a late fee will be added to the bill. If the tuition is not paid by the 30th day of the month, the student will be

dismissed from school based on non-payment of amount due, and the space will be given to another child. At this time, the school administration will only consider re-enrollment of the student based on space availability and under stricter financial terms. A meeting will be scheduled for the finance committee and the parents to discuss alternative arrangements. For families that are deemed qualified, the option of re-enrolling under new terms will be offered. The new terms will be considered “financial probation” and will include the following strict guidelines for payment:

- \* Thirty-day promissory note, signed by both parents, for portions of tuition still owed.
- \* Three months financial probation where students can be dis-enrolled immediately if any payment is late. There will be a \$500.00 non-refundable fee for re-admittance of a child who has been dismissed.

#### Tuition and Fees for 2019 - 2020

All payments should be deposited directly into our school’s bank account at Cayman National Bank or paid at the school’s office by way of debit or credit card. Full details will be provided upon completion of registration.

Tuition is based upon an annual fee unless it is pro-rated by the quarter. For convenience, the total school bill may be settled in the form of ten monthly payments, four quarterly payments, two-semester payments, or a one-time annual payment plan. Tuition is not calculated on the number of days or weeks that a child attends school but rather on the annual fee and the payment plan as agreed at the time of registration.

Tuition - All Grades

## PROCEDURE GUIDELINES

### Admissions Requirements & Procedures

CBCA does not discriminate in screening applicants, students, and others on the basis of any color, nationality, or ethnicity. Students are admitted to rights, privileges, programs, and activities generally accorded or made available to them at the school. We do not discriminate on the basis of color, nationality, or ethnicity in the administration of educational policies, admission policies, and any other school-administered programs.

Students are accepted at CBCA on the basis of an interview with each family and the administration. All prospective students must be present during the interview. Parents and students must read this handbook thoroughly. Parents, along with junior and senior high students, are required to sign a statement of cooperation expressing their support of the school's program. A student who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in school.

Parents must submit an application accompanied by a \$150.00 non-refundable registration fee which includes the capital fee.

When applicable, we will require a copy of your birth certificate, passport, Immigration clearance, and health assessment report.

It is not the policy of CBCA to accept students who have been dismissed from another school. This will be considered on an individual basis and upon satisfaction of a thorough investigation into the circumstances surrounding the dismissal.

All students must have a current immunization record on file. If a student needs medical attention, the secretary will call the parent or family doctor (in that order).

Students in grades 9-12 must complete an entrance exam before acceptance. Students in K5-8 may be subject to the entrance exam at the discretion of the Principal.

Final acceptance is based on the interview, testing results, and approval from the Admissions Board or Principal on behalf of the School's Admissions Board.

The minimum age requirement for CBCA admission is 5 years by September 1st.

### Admissions Process

1. Request a preliminary interview with parent(s) and prospective student(s).
2. Collect the enrollment packet from the school office.
3. Interview conducted with family and prospective student
4. Submit required documents along with \$150 non-refundable registration fee\*
5. Documents presented to Admissions Board for review
6. Receive admission decision via email.

### ADMISSION DECISIONS

1. Acceptance
2. Probational Acceptance
3. Acceptance - Waiting List
4. Enrollment Refusal

School fees according to the payment plan must be paid before the child begins school.

High School students desiring to enter the 9th grade will be accepted only by special consideration from the administration. 12th-grade students will not be permitted to enroll unless they are transferring from an Abeka school.

## Business Procedures

1. The yearly tuition amount may be divided into monthly statements.
2. The monthly statement includes all charges incurred for the given month.
3. No checks will be accepted.
4. Payments can be made by online transfer or direct deposit into the school's Cayman National Bank account. No cash will be accepted on-site.
5. Payments are due on the first day of the month, and are subject to a \$50.00 late fee when not received in the Business Office on or before the fifth of the month unless satisfactory arrangement has been made ahead of time.
6. The Business Office is open Monday-Friday, 7:30 a.m.- 4:00 p.m.
7. No deduction is made from tuition payments for a student's absences.
8. A student may be prohibited from attending class if the account is delinquent.
9. Please feel free to contact the Business Office at [info@cbca.edu.ky](mailto:info@cbca.edu.ky) or by phone if you have any questions or need to make special arrangements: (School Phone 946-5834).

## Office Procedures

All parents are welcome in the school. When a visit to the classroom is necessary, the parent must first check in at the office for permission and clearance. No parent is to go directly to the classroom. If a parent wishes to speak with a teacher, a private conference should be arranged. Lunches, homework, books, and other items may be left in the office to be delivered to a student. School phones are for business use only. Please do not call and ask to speak to your child unless it is an absolute emergency.

Any parent wishing to change pick-up arrangements must call the school office before 2 p.m. However, parents are encouraged to have these arrangements in place before the child leaves home.

## Parent Orientation

At the start of each new school year, CBCA will hold a Parent Orientation night which may take the form of an assembly-style meeting or an open-house style meeting with the Administrator and Principal of the academy to outline any policies, rules, or objectives and to answer any general questions.

It is mandatory that at least one parent or guardian be present for the Parent Orientation. Failure to be in attendance may result in your child not attending the academy until a meeting can be established with the Principal or Administrator.

## Parent/Teacher Conferences

Parent/Teacher conferences are scheduled three (3) times during the academic year on the first Friday after the end of each quarter. The parent/teacher conferences should be attended by at least one parent/guardian.

During these conferences, parent(s)/guardian(s) are updated on the child's academic performance.

If a conference cannot be attended in person, a phone or video conference may be arranged at the discretion of the teacher and administration.

## Chapel Services

A weekly chapel service is held to illustrate to the students the importance of Christian education and how it relates to the ministry of the church. Local and visiting pastors, as well as staff pastors, preach/teach the Word of God during these chapel services.

Students are encouraged to bring their King James Bible, a notebook, and pen to all chapel services, and special meetings.

## Music

Students will have the opportunity to learn various instruments, voice lessons, and music theory classes.

## Scripture Memorization

The Word of God is taught daily in each classroom as well as Scripture memorization is required at CBCA. The Bible enhances the study of other subjects such as English, History, and the Sciences. No other book can enrich the mind and heart or better prepare one for an effective life as can the "Book of Books".

It is a requirement that each student memorizes the Scripture passages in their Bible classes order to be considered for the Scripture memorization award.

## Attendance

The school days are Monday through Friday from 8:00 am until 3:00 pm except on Fridays when school dismisses at 2:10 pm. Students are not to arrive before 7:30 am, or stay later than 3:20 pm (2:30 on Fridays.) If a child is not picked up after these times, the child will be sent to after-school care and a fee of \$10.00 per day will be added to their bill.

## Absences

Regular attendance is a strong character quality that we want to strive to develop at CBCA. Absences are excused only for the following reasons: legitimate illness, death in immediate family, doctor and dentist appointments, court appearances, authorized school functions, or family trips approved by the administration ahead of time.

If your child will be absent from school, please notify the school by email to [info@cbca.edu.ky](mailto:info@cbca.edu.ky), stating the reason for the absence. Otherwise, the absence is classified as unexcused until the email is received. Any other absences, unless approved by the administration prior to the absence, will be considered unexcused.

In the event a student has an extended illness in excess of 3 days, he/she must obtain a sick note from a physician in order to return to school.

Parents will receive notification from the school office for a meeting when the student has reached or exceeded the third unexcused absence in a quarter.

Note: Although missing school for an unexcused reason, a student will not receive an academic penalty if he/she has a note from a parent; however, a student is permitted to have only five “unexcused absences – no penalty” per semester. The sixth absence during a semester will become an “unexcused absence - with penalty.”

Excessive absences will inhibit the student’s progress. If after evaluation by the administration, the absences are determined to be unnecessary, the student will be considered truant.

## Tardiness

Punctuality is a character trait we desire for each of our students. Habitual tardiness, much like frequent absenteeism, is detrimental to a student’s academic progress. Consistent tardiness is also harmful to a student’s character development.

A student is considered tardy if he/she is not in the homeroom classroom with his required materials at 8:00 a.m. Three tardies will be equivalent to a 30-minute after-school detention. The after-school detention will incur a \$10 after-school charge on your school bill. Continual tardiness will necessitate a conference with parents and principal, and possibly lead to revocation of student privileges, and/or suspension.

## Truancy

Truancy is an absence without the knowledge and consent of parent(s)/guardian(s) and/or school staff. This includes, but is not limited to, leaving school without permission before the end of the school day, or staying out of a scheduled class or activity without permission. Such actions will not be tolerated.

First truancy: Student will be required to pay a \$50.00 administrative fee, meet with the principal, and have parents notified verbally or by written communication with the possible addition of a three (3) day in-school suspension.

Second truancy: Student will be required to pay a \$100.00 administrative fee, and meet with the principal in addition to a three (3) day suspension.

Third truancy: Student will have a conference with the school principal and at such time may be expelled from school.

## Checking Out Procedures

Students will not be allowed to leave the campus for any reason during the school day without permission and without checking out at the school office.

Excuses to check out during the day must be given to the school office in the morning. These excuses may be verified by a phone call to the parent.

Please contact the school office to make arrangements regarding removing a student from campus prior to the end of school any given day. Parent(s)/Guardian(s) must first go to the school office to have the student released once prior arrangements have been made. The student will be sent to the office to meet the parent/guardian so as to minimize disruption in the classroom. The student should then be signed out by the parent.

At no time is a student to be picked up by anyone other than parents, guardians, or other persons authorized to do so on the information card.

CBCA cannot be liable for the safety of students who leave the property in an unauthorized fashion.

## Withdrawal Procedures

We ask that when first considering withdrawal from school, the parent contact a member of the administration before a final decision is reached. After the appointment, if the final decision is made to withdraw, a "Withdrawal Form" will need to be signed by the parent and dated, along with the return of all books, before a student is considered officially withdrawn. Business arrangements for the withdrawal of students must be made in the office by the parent.

Transcripts and other records cannot be released to another school until all bills are paid and all school-owned textbooks and materials have been returned.

## Emergency Dismissal

The route to follow will be posted in each classroom. Students will be assigned to turn out the lights and close the doors. No talking in the halls will be allowed. Students should go quickly to designated areas. Parents will be notified to come and pick up their children.

If there is a possibility of school cancellation due to weather, we will contact the parents. If the Public Schools close, then we will close for bad weather conditions or any other emergency.

## Medical Guidelines

In order to be compliant with the Health Department's requirements for private schools, please be advised of the following:

1. All students who are coming from a foreign country, and wish to enroll in our school, will need to make an appointment with the Health Department to have a health assessment done.
2. All prescription drugs and non-prescription medication (including aspirin) must be left at the office to be administered to the student at specific times. A Medication Authorization - Record of

Dispensation must be filled out in advance by the parent authorizing the dispensing of the medication.

3. Send only enough medication needed for school hours.

4. Please notify the office in case of hepatitis, meningitis, rubella, measles, or other communicable diseases. Students with such diseases will not be allowed to attend classes while they are contagious.

5. By enrolling a student at CBCA, the parent is giving permission to the staff of the school to:

- Take the child to the hospital in case of emergency
- Sign for permission for medical treatment declared immediately necessary by the physician in the event that the parents cannot be contacted.
- Include the child in health screening programs at the school.

CBCA will not be responsible for injuries incurred on school properties or during school-related functions.

## Testing

CBCA maintains a thorough testing program to measure students' abilities and progress.

Results of tests are used to help the administration and faculty work more effectively with each student and to make continual improvements to the curriculum.

It is recommended that seniors and juniors register for either the SAT (Scholastic Aptitude Test - commonly referred to as the "College Boards") or the ACT (American College Test). External examinations are a requirement for graduation.

## Model Release

Any student's or parent's picture taken at a school function may be used in any Calvary Baptist Christian Academy's publication, website, etc.

## Visitors

Students who desire to bring visitors to the school must secure permission from the principal with at least one day's advance notice. The administration reserves the right to reject a request from a visitor at any time.

Students that have been dismissed from CBCA may not return to the campus before, during, or after school without the administration's permission.

## Lost and Found

All articles found at the school are sent to the lost and found center to be reclaimed before or after school. Periodically, students are notified that all found articles will be on display to be claimed. Any items remaining will be discarded or sold. Students are encouraged to mark all personal items brought to the school.

## Special Fund-Raising Sales

To enable CBCA to purchase additional equipment and have special programs while keeping tuition rates as low as possible, we will conduct various fund-raising campaigns during the year for which your participation is encouraged.

## School Lunches

Food will be catered by a third-party provider and must be paid for and ordered in advance. Orders can be placed on Praxi by 3 pm on the day prior. Your account must have an available lunch balance with payments being made through the bank. Please inquire at the school office for additional information related thereto. Students also have the option to bring their own lunch from home.

## Booster Club

The CBCA's Booster Club is a group of parents and interested friends who have indicated a desire to be a special help to CBCA through daily prayer and regular financial contributions for the ongoing operation of the school. Membership is open to anyone with a desire to promote and support Calvary Baptist Christian Academy. Membership drives will be held each fall.

## Transportation and Pickup

### Bus Policy

CBCA will assume no liability for students who have been dropped at their homes and no one is there to supervise them. If there is an emergency, it is the responsibility of the parent to notify the school.

### Bus Rules

- Minimum talking
- Students to remain in their assigned seats
- No food, drinks, or gum
- Cell phones are to be turned in upon entrance and collected at drop off

### Bus Fees

- George Town - \$4.00;
- West Bay and Savannah - \$6.00;
- Beyond Savannah \$8.00

## Pickup Policy

CBCA must receive written authorization from parents for other persons to pick up their child from school. Authorized persons must be eighteen years of age or older. If a parent is not to be allowed to pick up a child, CBCA must receive a copy of the appropriate notice or court order on file. Adults, other than parents picking up a child from CBCA, must come to sign the child out. Photo identification in the form of a copy of a Driver's License or Passport must be in the student's file before the child can be released to an authorized individual.

Please note that if a child has to serve detention, it is the parent's responsibility to arrange for pick-up.

## After School Programs

Please see After School Programs Handout

## Interrogations, Searches, and Seizure Policy

It is the policy of CBCA that lockers, desks, and other property furnished to the student remain property of CBCA. Such property is subject to search by school officials.

CBCA supports all staff in the maintenance of law, order, discipline, and decorum in its school and during authorized school functions that take place off school property.

CBCA, therefore, prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum, and public safety. Such materials or objects may include, but are not restricted to:

- a) alcoholic beverages;
- b) illicit drugs;
- c) stolen property;
- d) weapons, either restricted or prohibited by law;
- e) any object which may be used as a weapon and which may cause serious injury;
- f) hate literature, racist material, pornography, etc.

Students and visitors to the school may on occasion have in their possession materials or objects (such as alcohol, illicit drugs, stolen goods, and weapons). The school, therefore, authorizes the principal or his/her designates, on the basis of reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object, and in accordance with these procedures, to conduct searches and, where necessary, to seize prohibited substances or objects.

## Defacing School Property

CBCA belongs to God; therefore, respect for all property is vitally important.

Writing, carving, defacing, or destroying any part of CBCA's property is considered a serious offense. Willful damage to these properties could result in immediate dismissal. Any student guilty of defacing school property in any form will be suspended and re-

admitted only after damages are paid or repairs are done.

## Academic Reporting

### Report Cards

CBCA is on a nine-week reporting period. A report card will be sent to the parent electronically by the parent/teacher conference following the completion of each nine-week period. If a student's account becomes delinquent, the report card will be held until arrangements for payment have been made.

### Progress Reports

A quarterly parent-teacher conference will be held to discuss your child's academic progress as well as showing areas of conduct that need to be improved. Reporting Sessions are our way of working with each family concerning the child's educational, social, physical, and spiritual well-being. At least one parent must attend the conference in person or online with the student's teacher(s) at all conferences. Parents are encouraged to communicate with their child's teachers on a regular basis. Teachers welcome opportunities to talk with parents; however, appointments should be made so as not to conflict with regularly scheduled duties. The need may arise from time to time for special conferences. If you would like to have a conference with the teacher or principal, please call the office to set a time. Appointments with administrative staff should not be made until a conference with the teacher is attempted first, unless there are unusual circumstances. Problems are to be discussed with teachers and others directly involved. Please do not involve other parents, students, etc., who are not part of the problem or the solution. Students and their parents are kindly asked to refrain from sowing discord by talking to others concerning problems they have with the school or a supervisor. Please know that it is the desire of all the staff of CBCA to solve problems and work toward solutions to any problems involving your children. We will spare no effort to that end.

### Grading System

An Honor Roll list is compiled after each 9-week grading period and is determined by the following qualifications:

#### A-Honor Roll/Principal's Honor Roll

Students must achieve a 90% or higher in all other classes they are enrolled in for each quarter. A child's conduct for the quarter will affect his/her honor roll status. At the end of the year, students must have a 90% overall academic average with no D's or F's to receive the Principal's Honor Roll Award

#### B-Honor Roll/Teacher's Honor Roll

Students must achieve an 80% or higher in all other classes they are enrolled in for each quarter. A child's conduct for the quarter will affect his/her honor roll status. At the end of the

year, students must have an 80% overall academic average with no Ds or Fs to receive the Teacher's Honor Roll Award.

## Grading Scale

The following grading scale is used throughout the school: 100-90%=A; 89-80%=B; 79-70%=C; 69-65%=D; 64-0%=F.

A student receiving an incomplete in a class must complete all work within one week.

An "Incomplete (Inc.)" grade is given when requirements have not been met. A student is given ample time to make up an incomplete grade. If it is not made up within the prescribed time (usually one day of grace for each day absent), the grade changes to an "F".

Incomplete on a report card not made up by the time the Honor Roll list is determined, will automatically disqualify that student from the Honor Roll for that grading period.

If a student has two hours or more of detention during any one week of a quarter or is suspended during the quarter, the student will not be allowed to be on any Honor Roll, even if he completes all the required academic work.

## Student Conduct

CBCA expects its students to try to live above reproach in all aspects of their daily life. We expect students to exhibit respect for God, country, family, supervisors, and fellow students. Lying, bullying, cheating, stealing, fighting, and profanity will not be accepted.

Attendance at CBCA is a privilege; therefore, constructive suggestions are welcomed.

Gossiping and criticism will not be tolerated. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.

Students are not allowed to fight, wrestle, or run in the building. The following are not allowed in school unless requested by a teacher: knives, matches, guns, lighters, music playing devices, tablet or laptop computers, laser pointers, comic books, and handheld video games. Dangerous items will be confiscated.

Students must treat staff with respect, addressing adults as Mr., Mrs., or Miss.

Boys and girls may not pair off alone and are to refrain from physical contact.

## Areas Off-Limits

These areas are off limits to students except with permission: conference room, office, kitchen, basement, auditorium, driveway, nursery, and classrooms not their own.

## Student Code of Ethics

I pledge to:

- Cooperate with all staff and the administration.
- Practice good sportsmanship at all school activities at home and away.
- Promote courtesy.
- Obey the operational rules of the school.
- Respect my responsibilities and carry them out to the best of my ability.
- Be honest in school work and extracurricular activities.
- Adopt an attitude appropriate for CBCA students.
- Keep school spirit alive and support my school in striving to uphold its reputation, untarnished and unsullied.

## Principles of Conduct

CBCA reserves the right to apply discretionary consequences to any misconduct or violation of these principles.

"Children, obey your parents in all things: for this is well pleasing unto the Lord."

Colossians 3:20

"Obey them that have the rule over you, and submit yourselves. . ." Hebrews 13:17

"For the commandment is a lamp; and the law is light and reproofs of instruction are the way of life." Proverbs 6:23

1. Disrespect and disobedience to any authority will not be tolerated.
2. Mutilation or destruction of any property will not be tolerated. Parents will be billed for any damages incurred. If intentional, the student will be disciplined.
3. Lying, cheating, and stealing will not be accepted.
4. Fighting of any sort is considered out of order.
5. No chewing gum on school properties or buses.
6. Students are not to bring any articles that will distract from academics — magazines, radios, athletic equipment, trinkets, games, or toys. Cellphones must be submitted at the door immediately upon arrival and should not be collected before 2:50 pm.
7. No using of school phones without permission from the office or teacher. School phones should only be used in emergencies.
8. No criticism of staff, policies, or students.
9. Talk at school about inappropriate movies, videos, or music is not allowed.
10. Students using or talking in a flippant way about alcohol, tobacco, or illegal drugs will be subject to discipline.

## Social Networking

Posting of any “inappropriate” comments, pictures, suggestions, etc. is a violation of school rules and policies. Such student will receive a minimum of 30 minutes detention. Such “inappropriate” comments, pictures, suggestions, etc. may lead to suspension or expulsion.

## Student Conduct & Discipline

Parents and supervisors must cooperate fully with one another. Anything said or done that tears down respect and confidence for either one will harm the child. When there is a misunderstanding, a student should take it quickly to the supervisor. Often a conference or even a note can clear up the difficulty.

If a student brings a problem home to you, please encourage your child to go immediately to the teacher involved and resolve the problem. If the problem then is not completely resolved, immediately call the office or email the teacher directly to set up an appointment for a conference by phone or in person.

Various forms of correction may be used depending upon the nature and severity of the problem. The more you become involved in correcting behavioral problems at home, the more your home will be strengthened. However, if correction of a problem must be assumed by the school, one or more of the following may be used: phone call, conference, suspension, or expulsion.

## Demerit System Values and Consequences

The offenses listed are not all-inclusive and a student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the administration. Student misdemeanors are kept on file. Excessive misdemeanors in a quarter may result in a student being dismissed. Possible consequences for each class of offense are listed in the school’s behavior policy.

### Class 1 Offenses

#### Classroom Offenses

- Lack of participation in assembly or school event
- Any unwarranted disturbance (in the building)
- Running inside the building, hallways or lobby
- Chewing gum
- Getting out of seat without permission
- Writing or passing notes
- Messy desk/locker
- Incomplete Homework Assignments
- Not returning or having a parent sign a Corrective Action Notice (detention slip)

- Talking in class or disturbing class
- Throwing any object

o 1st Offense - Warning o 2nd Offense- Note home to parent 3rd Offense - Lunch detention or 30-minute after-school detention

#### Social Offenses

- Teasing or name-calling
- Incomplete Uniform (Missing belt, socks, etc.)
  - Dress Code Violation-Could result in a call to the parent for a change
  - Non-school sponsored items such as jackets, hats, etc. could be confiscated for a period of time determined by the Principal
- Having unapproved unsuitable possessions (Toys, Electronics, etc.)
- Disruptive, unkind, or dangerous horseplay
- Cell Phones
  - Cell phones not turned in could result in it being confiscated for a period of time determined by the Principal

#### Class 2 Offenses

##### Offense

##### Student Conduct

- Lying
- Fighting
- Vulgar, Coarse or inappropriate language
- Cheating
- Speaking Disrespectful to Teacher
- Asking another staff member for permission after refusal already stated
- Stealing
- Defacement of school or student property – Student/Parents are held responsible for replacing or fixing damages.
- Improper social conduct.
- Unsuitable personal property (knife, matches, etc.)
- Leaving school grounds without permission

All class 2 offenses depending on severity could result in detention or expulsion.

#### Class 3 Offenses

The following list will be used for infractions at or away from school and may result in an automatic expulsion from the school. Parents will be called, and a conference is requested.

- Smoking
- Drinking of alcoholic beverages
- Possession or use of illicit drugs
- Immorality/Pornography
- Gambling (with money)

## Substance-Abuse Policy

Calvary Baptist Christian Academy considers the possession, sale, or distribution of illegal drugs to be a serious offense and as such will maintain a zero tolerance of illegal drug offenses if a student chooses not to abide by the drug laws of the Cayman Islands as well as those specified in our school's handbook. All of our substance-abuse policies govern how we treat students who are in violation and include but are not limited to illegal drugs, the misuse of over-the-counter or prescribed medications, or any other matter related to drug offenses. Consumption of alcohol is strictly forbidden. Students found in violation on or off the school campus will be subject to disciplinary measures as stated below:

1. The parents will be contacted immediately.
2. The principal will interview the student.
3. Upon notification of parents, the student's locker and personal possessions searched.

If the student is deemed to have violated the school's substance abuse policy regarding use, possession, distribution, or any other infringement involving illegal drugs or alcohol they will be expelled.

Should there be a circumstance that creates a reasonable suspicion that the student has consumed, sold, or distributed controlled substances, management will pursue a thorough and unbiased investigation which may include drug testing, bag searches, etc. A student who refuses to submit to drug testing will be considered by the administration to have tested positive and this may lead to expulsion.

## Expulsion

In certain situations where detentions and other courses of discipline are deemed ineffective and/or in which certain rules requiring a higher level of discipline are broken; the administration holds the authority, when the circumstances, behavior, or actions of the student are beyond that of normal correction, to exercise suspension(s) and ultimately expulsion from school.

In such cases, a conference will be conducted with the administration, parent(s)/guardian(s), and offending student. During the conference, all parties will discuss the situation and the School Council will determine the disciplinary course of action at a later date. The student will not be allowed to return to school until a decision is made. The determination of the School Council will be final and binding.

## Worldly Music Policy

(Rock, Reggae, Calypso, etc.)

The purpose of CBCA is to give direction to our young people, not only academically, but also spiritually.

Because worldly music is part of the counter-culture that has as its purpose of planting seeds of rebellion, immorality, and lawlessness, CBCA takes a firm stand against any form of worldly music, including so-called "Christian rock." We consider listening to this kind of music

detrimental to the spiritual, moral, and academic life of a person, which in turn affects the atmosphere of our school.

Parents can support the school in this policy by the principle of replacement. Substituting wholesome, uplifting music, both sacred and classical, will address the spiritual, mental, and physical needs of their child, as exemplified by David's ministry before Saul in I Samuel 16:23. "And he hath put a new song in my mouth, even praise unto our God..." (Psalm 40:3)

## Solicitations Prohibited

Solicitation is forbidden at CBCA without the specific approval of the administration. This includes the selling of tickets, candy, distribution of political material, or circulation of petitions.

## Articles Prohibited

Tobacco products, alcoholic beverages, narcotics, dice, playing cards, knives, guns, explosives of any kind, weapons of any kind, cell phones, radios, tape recorders, magazines, live animals/pets, and anything depicting scenes or insignias associated with rock music are not permitted on school property.

## Non-Sponsored Parties

The school cannot be responsible for any party or social event that is not officially approved and sponsored by CBCA.

## Areas of Attitude Correction

Disobedience:

- ◆ refusing to carry out a specific command or request
- ◆ Performing a duty in a way previously not instructed
- ◆ Silence – non-performance
- ◆ "No" utilized in defiance of authority
- ◆ Delays in promptly carrying out commands or requests

Disrespect:

- ◆ "yeah," etc.
- ◆ Improper voice tone in answering
- ◆ Flippant or rebellious attitude revealed through body movements
- ◆ Attitude of ingratitude
- ◆ Attitude of disregard for feelings or worth of others
- ◆ Questioning attitude or verbal questioning after specific requests have been made
- ◆ Name-calling of adults or peers
- ◆ Violation of others' rights or property

Irresponsibility:

- ◆ Failure to bring in homework or bringing in incomplete or unsatisfactory work
- ◆ Not following through on projects or assignments

## Suspension

A student whose deportment has been shown to be unacceptable may be subject to suspension. This means the student would not be allowed to attend class for the duration of the period of suspension. Further disciplinary action would result in dismissal. While on suspension, a student must not be on the school grounds, attend any function, or be permitted to make up class work or tests. All such work missed will result in zeros being given in all subjects and averaged in with the current term's grade. In-house suspension may be used in lieu of at-home suspension in some cases.

## Discipline Procedures

CBCA is not primarily a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have had trouble in fulfilling their responsibilities. All new students are admitted on probation for the first 60 days. Gripping is not tolerated! If your child does come home complaining about a policy or discipline, please follow this procedure:

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

When a child's attitude is not in accordance with school policies or principles, the child will be placed on probation and the parents will be called for a conference. If the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child. . At this time parents may appeal to the school council for further consideration of the matter. High school students in particular, because of their testimony before the younger children, are expected to adhere to the school's philosophy and Christ-centered program. Such adherence includes abstinence from tobacco products, use of narcotics, listening to secular or religious rock or country music, dancing, swearing, and other questionable practices.

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

At CBCA, discipline is maintained that is firm, consistent, and tempered with love. Our staff maintains standards of behavior in the learning center through kindness, love, and genuine regard for the students. However, when disciplinary action becomes necessary, it will be firmly carried out, tempered by good judgment and understanding.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all aspects of life.

## Dismissal

A student may be dismissed from the school at any time he is found to be out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration and further reviews or appeals cannot be considered.

Elementary: Dismissal occurs when a student is not performing within the boundaries of Christian attitude or conduct. Students who are dismissed may not be considered for re-enrollment for a minimum of one full semester. Parents must meet with the administration before re-enrollment will be considered.

High School: Dismissal occurs when a student has obtained excessive misdemeanors or when a student is not performing within the boundaries of Christian attitude or conduct. Students who are dismissed may not be considered for re-enrollment for a minimum of one full semester. Parents must meet with the administration before re-enrollment will be considered.

## School-Sponsored Trips & Activities

The same standards of conduct and dress required of students at school are also required of students on school-sponsored trips and school-related activities.

Parents visiting the school or attending school functions are also requested to respect these standards in their dress.

## Binding Arbitration

### SECTION 1 - SUBMISSION TO ARBITRATION

Believing that lawsuits between believers are prohibited by Scripture, all members of this church and/or those who place their children in the church's Christian school ministry agree to submit to binding arbitration any matters which cannot otherwise be resolved and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

### SECTION 2 - NOTICE OF ARBITRATION

In the event of any dispute, claim, question, or disagreement arising out of or relating to this school's handbook or other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreements as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such a solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to Section 3, below.

### SECTION 3 - LIMITATIONS ON ARBITRATION DECISIONS

The Procedures for Arbitration shall be as adopted by the pastor and the board of trustees of Calvary Baptist Church.

## Clothing Regulations and Personal Appearance

Why a uniform?

- A uniform prevents Christian youth from being a stumbling block through immodest or sloppy dress.
- Uniforms and high standards help prevent giving offense.
- Uniforms result in higher discipline and higher academics.
- Uniforms help improve a student's self-image.
- Classroom décor is provided by uniforms.
- Uniforms provide distinct differences; "being not conformed...but...transformed."
- Uniforms give identification for building school esprit de corps.
- Uniforms reduce yearly clothing costs.
- Uniforms eliminate competition in dress between potential social climbers.
- Uniforms eliminate the daily decision of what to wear.
- Uniforms standardize and neutralize the external while enhancing individualization in internal values.

## Our Uniforms

### BOYS

Hair: Must be cut in a standard, conservative cut, must be off the collar and ears, and have a tapered or blocked appearance. Dying or coloring the tips of the hair is not allowed. No fad haircuts are allowed. Hair must be combed away from eyebrows to maintain one inch between brow and hairline. Sideburns are to be no longer than the ear opening. Facial hair is not permitted; students with stubble will be dismissed from school.

JEWELRY: Only watches are acceptable; no piercings or tattoos; No necklaces, bracelets, questionable rings, or anklets are to be worn.

Pants:

- Navy Blue pants in good condition.
- A solid black belt must be worn with pants. All belt buckles must be approved through the office.

Shirt:

- CBCA teal polo shirt, collared, loose-fitting.
- CBCA logo should be printed on all shirts.
- Shirt must be buttoned up excluding the top button at all times.
- No undershirt or undergarment can be revealed in any way. Students are not to remove their shirts at any time on the premises.
- Sleeve length should be no shorter than 4 inches from the shoulder.

Sweater:

- School sweaters can be purchased at the office. Please place the name of the child on the sweater.
- No hoodies, jackets, or non-school sponsored clothing are to be worn during school. Students are not to change into street clothing while on the grounds.

#### Shoes:

- Dress shoes that are solid black must be worn in the classroom.
- Boys' shoes that reflect a feminine style and heel will not be permitted.
- No athletic shoes or casual shoes will be permitted to be worn in the classroom.
- Athletic shoes may be worn outside on breaks and during P.E. only.
- No shoes with any tears or rips are to be worn.
- Shoes must be neat and polished.
- White or black socks

#### P.E. Uniform:

- House T-shirt
- Yellow T-shirt is to be worn when representing our school in a sporting event or field trip etc.
- Loose-fitting, black shorts that fall below the knee.
- Athletic shoes
- White ankle socks

#### General Rules:

- No faded, dirty, wrinkled, or unprofessional clothing may be worn at any time.
- No pullover jackets or hoodies are permitted.
- No hats are to be worn inside the building at any time.

#### GIRLS

Hair: Must have modest, conservative styles; should not resemble a man's hairstyle in any way. Dying or coloring the tips of the hair in unnatural colors is not allowed. It must not hang over or on one's eyebrows and it should be styled in a way as not to cast shadows on one's eyes. Hair must be combed away from eyebrows to maintain one inch between brow and hairline.

Decorative Items: Only one earring (smaller than a nickel in size) per ear, in the earlobe. Body piercing will not be allowed. Only one bracelet, necklace, and watchband are to be worn at a time. No questionable rings or anklets are to be worn. Long acrylic nails are not permitted. Nails are to be trimmed to a reasonably appropriate length.

#### Skirt:

- Navy pleated skirt, the length needs to be to the top of the knee when standing and sitting
- No denim material is permitted.

#### Shirt:

- CBCA teal polo shirt, collared, loose-fitting
- CBCA logo should be printed on all shirts.
- Shirt must be buttoned up excluding the top button at all times.
- No undershirt or undergarment can be revealed in any way.
- Sleeve length should be no shorter than 4 inches from the shoulder.

#### Sweater:

- School sweaters can be purchased at the office. Please place the name of the child on the sweater.

#### Shoes:

- Dress shoes that are solid black must be worn in the classroom.
- Athletic shoes may be worn outside on breaks and during P.E. only.
- No shoes with any tears or rips are to be worn.
- Shoes must be neat and polished.

- Black or navy socks above the ankle

P.E. Uniform:

- House T-shirt

- Yellow T-shirt is to be worn when representing our school in a sporting event or field trip etc.

- Loose-fitting, black shorts that fall below the knee.

- Athletic shoes

- White ankle socks

All returning students will be required to be in uniform on the first day of school. Students not in uniform will be dismissed from classes.

All new students will have 5 days to be in uniform. After a 5-day period, students not in uniform will be dismissed from classes.

All uniforms should be clean, in good repair, and well-pressed.

A student who is not in proper uniform will be dismissed from school for the day and his absence will be counted unexcused.

## Casual Day Attire

When a casual day is announced, such as dress-down days, attire can include shirts/jerseys. Loose-fitting athletic pants and shorts are permitted for both boys and girls. Pants or skirts cannot

be skinny, stretch, pencil, or tight in any fashion nor can they have tears or rips. Shirts and dresses must have sleeves and cannot be tight-fitting or low-cut.

## Physical Education

All students are required to participate in Physical Education. K5-2nd grade students participate on campus. 3rd-12th-grade students may go to nearby city parks or participating sporting clubs with the physical education coaches.

## Property Searches

The school staff and/or Pastor, with probable cause, has the right to search any student's automobile, backpack, purse, pocket, lunch box, desk, or person. This will always be performed within the guidelines of Christian modesty and in the presence of the student and another staff member.

## Re-Admission

During the month of March, all currently enrolled students will be given the opportunity to re-enroll for the upcoming Fall term. Admission for new students will begin on April 1.

Students who return to CBCA will be reviewed on the basis of behavioral and academic progress. Students who are not re-admitted to CBCA will be notified in writing. Students may not be re-admitted to CBCA for consistently low grades, lack of interest, violation of rules, inappropriate behavior, low Christian standards, outstanding financial obligations, etc. Returning students who have had physical problems in the past must have a Medical History Report filled by a physician and submitted to the school office upon registration.

## Computers

Computers are a way of life; therefore, all students are given the opportunity to learn how to use computers, starting as early as first grade. Each high school graduate is expected to be computer literate.

Every student is given computer time each week to enhance computer proficiency. Students are to adhere to the Computer Usage Policy.

## Closed Campus

Students may not leave the campus without permission. Students in 9-12th may leave campus for lunch at an approved vendor upon receiving written permission from parents. Students must sign out before leaving, then back in upon return. Students may not bring food back for others. Boys and girls are not to leave campus alone together. Off-campus privileges apply to the lunch period only. Failure to return before the end of lunch period may result in loss of privilege.

## Field Trips

Field trips are periodically taken to places of educational interest. Students are required to attend and dress according to the regular school dress code unless otherwise stated.

## Graduation Requirements

Secondary students must acquire at least 24 credits and required service hours to graduate. An honors track is available and details are available in our Graduation Requirements. Students are required to take the SAT/ACT or CXC test and obtain a certain minimum score to graduate. Valedictorian and Salutatorian requirements are also available in the Graduation Requirements. Students that fail to meet the graduation requirements may receive a certificate of attendance by the end of the term.

## Gum

Gum is destructive to school property and is not allowed. Mints and breath-fresheners are acceptable in junior and senior high.

### Homework

Homework is important to academic excellence. It should be completed neatly, accurately, and on time. In the secondary, demerits or detention may be given for incomplete work, but the work must be made up.

## Late Assignments

Late assignments will be marked down at the teacher's discretion. All assignments must be complete before a final grade is given.

### Lockers & Desks

Lockers and desks should be kept neat and clean. Because lockers are school property, occasional locker checks may be conducted. Any student who defaces a desk or locker will be required to repair or replace it.

We are looking forward to a profitable year at Calvary Baptist Christian Academy and ask for your prayers as we seek to make our ministry one that is beneficial, truly God-honoring, and a testimony to all around us.

## Computer Usage Guidelines

1. Chromebook computers are provided to students for educational purposes only.
2. All internet activity is filtered and monitored. Any attempts to disable the filter or use a site that circumvents the filter will result in a suspension, or loss, of lab privileges.
3. Computers may not be used for entertainment purposes. Games, social networking, chatting, listening to music, or viewing videos for entertainment purposes are prohibited.
4. Students may not install programs or keep files for programs in their personal directories.
5. Students may use USB flash drives to copy personal files to and from their home directories. Students may not copy files onto the hard drives of the computers. Any disks or drives believed to contain unapproved content will be confiscated.
6. Students will be provided with a private folder that they can access from any computer on the domain. The folder should contain only approved materials and can be checked at any time by any school staff member.

7. Students should keep their passwords secret. Students may use only their own Chromebook. Each student will be responsible for any content on his/her computer or Google Drive and any activity under his account. Using another student's account will result in a suspension of computer privileges.
8. Students may access webmail accounts, as long as the communication is positive, follows general student guidelines, and is parent-approved.
9. Students may not modify configurations or change system settings.
10. Eating or drinking is prohibited when Chromebooks are being used.
11. Any school or church staff member may enforce these policies or delete any file that they deem inappropriate.