

CALVARY BAPTIST CHURCH SCHOOL

STUDENT HANDBOOK



CBCS Elementary

1821 Rhem Avenue

New Bern, North Carolina 28560

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CBCS Jr/High and High

950 Washington Post Road

New Bern, North Carolina 28560

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MISSION STATEMENT

Calvary Baptist Church School, as a ministry of Calvary Baptist Church, exists to assist parents in teaching students to glorify Jesus Christ in the pursuit of spiritual, academic, physical, and social excellence.

PURPOSE

The primary objective and purpose of the school is to provide for our parents a place where their children can be taught Biblical standards, know Jesus Christ as Savior, become conformed to the image of Christ and meet the qualifications of academic excellence.

Since the Christian school is considered an extension of the Christian home, it is imperative that parents create an atmosphere at home that is supportive of the School and its goals. Children are taught to honor the rights of others and to respect manners, rules and laws at CBCS. Students learn the importance of self-discipline and that people who cannot control their own actions and emotions, face negative consequences.

The benefits of a Christian education are worth every sacrifice you make. The school welcomes constructive suggestions; however, destructive criticism and griping will not be tolerated.

DOCTRINAL STATEMENT

1. Calvary Baptist Church School holds that the Bible is the infallible, verbally inspired Word of God and that salvation by faith in Jesus Christ is the initial step in the Christian life.
2. We believe that there is one God, eternally existent in the persons of the Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through his shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory.
4. We believe in the resurrection of both the saved and the lost; those that are saved will dwell in heaven for eternity, and those that are lost will suffer in hell for eternity.
5. We believe that there is adequate biblical basis for the fact of spiritual growth into the image of Christ, which is the work of the Holy Spirit. This growth begins with the initial act of saving faith and continues throughout life.
6. We believe in the spiritual unity of believers in our Lord and Savior Jesus Christ.
7. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men.

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

Calvary Baptist Church School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at CBCS. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission policies, and athletics and other school administered programs.

GENERAL INFORMATION



ADMISSION POLICY

Calvary Baptist Church School as a private institution reserves the privilege of setting and maintaining its own standard of student dress, conduct, and cleanliness. Calvary Baptist Church School reserves the right to refuse admittance to anyone it chooses and to suspend or expel any student who violates on or off campus, the standards set forth in the Dress and Hair Code, Parent-Student Handbook, or other rules of conduct as defined by the administration.

The administration also reserves the right to refuse to define the criteria or reason when applications are not accepted.

It is understood that attendance at Calvary Baptist Church School is a privilege and not a right, which may be forfeited by any student who does not conform to the standards and regulations of the institution. The School may request the withdrawal of any student at any time that in the opinion of the School does not fit into the spirit of the Institution regardless of whether or not he conforms to the specific rules and regulations of the School.

Calvary Baptist Church School seeks to enroll students from those homes which express the intent to follow Christian principles. Our goal is train these students for positions of leadership that will be honoring to God.

It is our desire to help the special education child, but unfortunately, our school is not equipped at this time to handle students who have emotional, learning, or disciplinary problems.

INCELEMENT WEATHER

If Calvary Baptist Church School closes due to emergency, hurricane, snow or storm conditions, announcements will be made through the School Cast System and WCTI-TV 12. We will follow the Craven County School System, unless our administration deems it necessary to decide otherwise. Once that decision is made, a voice message will be sent out by our School Cast System.

BIBLE CURRICULUM

A firm emphasis is placed on the knowledge of the content of God's Word and on the application of Biblical truths in the life of the student. Each student is to have with him daily a copy of the King James Version (KJV) of the Bible.

CARE OF PROPERTY

CBCS belongs to God. The manner in which our property is maintained is very important because it affects the Christian testimony of the school and the students. Respect for all property is vitally important. Sitting on desk, leaning on chairs, carving, or defacing any part of CBCS is considered a serious offense. Willful damage to these properties could result in immediate dismissal from school. Students are responsible for the financial cost of repairing anything they damage.

CHURCH ATTENDANCE

Church is a necessary part of everyone's life. As a Christian school, we encourage our students to attend the service of a doctrinally sound Bible-teaching church. Our goal is to complement the spiritual training of the student's home and church. All students are expected to attend all Revival services held during the school year at Calvary Baptist Church as long as it does not conflict with your own church services.

CLASSWORK

1. All class work must be done on standard sized, wide ruled, loose leaf notebook paper. Certain subjects may require special types of paper.
2. All work is to include the student's name, date and subject.
3. All work must be neat and legible. A teacher may refuse to accept any work which does not meet these two standards.
4. Students should use a #2 lead pencil. Teachers may require the use of ink some classes; however, colored ink or felt pens are not acceptable.
5. Each student should bring a red pencil or pen to each class to use for grading quizzes or correcting papers.
6. When taking a quiz or test, each student is responsible for making sure that his paper cannot be seen and copied by someone else.
7. As a general rule, make-up work must be completed upon returning within the number of days missed plus two.

CONFERENCES (Parent-Teacher)

1. We ask parents to call the school office or write a note directly to the teacher requesting a conference. Please wait for the teacher's confirmation of the time before showing up.
2. Parent-Teacher meetings are held during the school year. Times will be announced. Please feel free to make an appointment anytime you feel a problem or misunderstanding has occurred.
3. Please do not call the school asking that a student or teacher be brought from class to speak on the phone, except in emergency situations. The secretary will give any messages to the teacher or child. When necessary the teacher will return your call at a convenient time.

FINANCES

A. Tuition

The tuition, if not paid in full at the beginning of the year, will be paid in ten equal installments which are due on or before the 10th of the month. The first payment is due by August 10th; the last payment is due by July 10th. If tuition payments are not made on time, a delinquent fee may be assessed.

B. Registration

The registration fee for new students is \$120.00. For returning students it is \$60.00. This fee is non-refundable. Any registration fee for returning students that is not returned by April 1st will incur an increase rate. The delinquent rate will be \$120.00.

C. Refunds

The registration fee is not refundable except for the following:

- * Job transfers out of town.
- * Emergency situations agreed upon by CBCS.
- * CBCS has decided that it is in its best interest to not allow that student to enroll for the following school year.

D. Withdrawals

If your balance is not up-to-date at the time of withdrawal, all grades and records will be held until the balance is paid. Tuition will be prorated to the date of withdrawal not the day the student stops attending the school. Parents must notify the school bookkeeper to officially withdraw.

E. Delinquent Accounts

Report Cards will not be released for students whose accounts are not paid by the day prior to sending home report cards. If tuition is not paid for two months and no arrangements have been made with the administration the student will be withdrawn from school until financial obligations have been met. Any student who fails to resolve any outstanding debt to the school (i.e. tuition, library fees, book fees, activity fees, graduation expenses or any other required payment) may not be eligible for graduation or re-entrance or to acquire an academic transcript to another school.

GRADING SCALE: 10 point scale

The following grade scale will be used by CBCS

A+ =97.5-100	B+ =86.5-89.4	C+ =76.5-79.4	D+ =66.5-69.4	F =0-59.4
A =92.5-97.4	B =82.5-86.4	C =72.5-76.4	D =62.5-66.4	
A- =89.5-92.4	B- =79.5-82.4	C- =69.5-72.4	D- =59.5-62.4	

HAIR AND DRESS CODE

The outward appearance of a person is a reflection of the condition of the heart and mind. Through our dress and hairstyle we either draw attention to ourselves or we magnify the Lord. It is our belief that Christian young people must dress and act differently than the world. Because the Bible stresses modesty and admonishes us to abstain from all appearances of evil CBCS feels that dress standards are necessary for a school such as ours; therefore the following general Scriptures guidelines should be followed:

1. Modesty (I Timothy 2:9)
2. Distinction of the sexes (I Corinthians 11:14-15)
3. Identification with the Lord and not the world (Romans 12:1-2)
4. Appropriate dress for the occasion (Ecclesiastes 3:1)

If there is any question about an item being acceptable or unacceptable, the administration will have complete and final authority in determining what constitutes adherence to and violation of the dress code.

A. Hair

Young men's hair is to be tapered in back with a traditional taper or block-cut with a short taper. It should be off the collar, off the ear and not excessively full. Bangs are to be out of the eyes and at least one finger width above the eyebrows. Boy's and girl's hair should not be bleached, dyed, or tipped other than the student's natural color. Conspicuous, faddish hair styles such as level cuts, spiked cuts, bowl cuts, etc., are not acceptable. Young men are to be clean shaven with no facial hair and sideburns should be no lower than the middle of the ear.

B. Dress

1. General Guidelines

- * All uniform clothing must have the CBCS logo.
- * Non-uniform outerwear may be worn outside the building; however it must be stored in the student's locker/cubby upon entering the building
- * P.E. uniforms are required for physical education classes. (7TH-9TH grades)
- * Parents are expected to purchase all appropriate uniform shirts through the company that CBCS designates. New Bern Sporting Goods (252-638-1136).
- * Students may wear any color uniform shirt (navy blue, burgundy, forest green, gold, pink (for girls only) and white) with the school logo on any given day. Any student not abiding by the dress code will be sent home to make proper changes in his/her appearance.
- * Skirts, jumpers and slacks may be purchased locally in town. No patch pocket, cargo, or jean style slacks are permitted.
- * Long sleeve shirts may be worn underneath school uniform shirts, but these shirts must be of solid color and conservative in fashion. All long sleeve shirts must be of one of our school colors (green, gold, white).
- * Shirts are to be tucked in at all times. The second button of the shirt must be buttoned.

2. Elementary Grades K4-5th

Girls: (Grades K4-3rd)

- Forest green, navy blue, white, pink, gold short sleeve knit shirts.
- Khaki jumper- Hemlines are to be no shorter than the bottom of the knee when sitting.
- Solid color tights and solid color leggings are acceptable.

Girls: (Grades 4th-5th)

- All items listed above for girls
- Khaki jumpers are optional for 4th grade girls
- Khaki skirts for 4th graders who opt out of jumpers and all 5th grade girls
- Hemlines are to be no shorter than the bottom of the knee when sitting.

Boys: (Grades K4-5th)

- Forest green, navy blue, white, gold short sleeve knit shirts.
- Khaki pants (plain or pleated front)
- Black or brown belt must be worn at all times for grades 1st-5th
- K4-K5 can wear elastic waist khaki pants. If student wears pants with belt loops a belt must be worn
- Necklaces, bracelets, earrings, or chains are not to be worn
- Solid colored socks are to be worn

Shoes:

- Shoes that are conservative in color and match the uniforms are acceptable with the exception of military boots, work boots, beach shoes, and flip-flops (No wild colors, such as neon green or orange etc.)
- All shoe that have laces must be tied, not tucked into the sides of shoes.
- All shoes must have a back and closed toe.

3. Middle and High School Grades 6th-12th

Girls:

- All items listed above for elementary girls
- Khaki pleated or flat front straight skirt
- Hemlines are to be no shorter than the bottom of the knee when sitting.
- Skirts must be worn on the top of the hips and not on the hips.
- Solid colored sock, hose, tights or leggings are acceptable
- Sandals with back straps, dress shoes, sneakers/tennis shoes, or boots are permitted.

Boys:

- Forest green, navy blue, white, gold short sleeve knit shirts.
- Khaki pants (plain or pleated front)
- Black or brown belt must be worn at all times for grades 6th-12
- Necklaces, bracelets, earrings, or chains are not to be worn
- Solid colored socks are to be worn

Shoes

- Solid brown, black, navy, leather shoes, and tennis shoes may be worn (no work boots, military boots, hiking boots, flip flops, or between the toe sandals)
- All shoe that have laces must be tied, not tucked into the sides of shoes.

Jewelry

- Should not be excessive
- Boys are not to wear necklaces, bracelets, earrings, or chains

4. **Ballgame Attire Grades K4-12**

- School students who wish to attend home athletic games are not required to wear school uniform. However, students are expected to wear conservative shirts without pictures of entertainers, double meaning words or slogans on clothing. Boys may wear slacks or jeans. Girls should wear knee length dresses or skirts (blue jean skirts are permitted)

Players:

- Student athletes should refer to the athletic handbook concerning dress before and after games

5. **Special Events**

Recitals and graduations, etc...

- Boys are to wear dress shirts, ties, nice slacks (no jeans), socks and dress shoes.
- Girls are to wear nice dresses and dress shoes.

Year-end banquets

- Ladies must have their dresses checked at least one week before the event.
- Due to the formal nature of the event gentlemen are expected to wear a suit or tuxedo.

Designated casual days and dress up days

- Note announcements to determine dress code.

The administration reserves the right to ask a student to change clothes or accessories if the item presents an unprofessional appearance or takes away from the unity of the school attire. If a student is not in dress code the parent will be contacted to bring the proper clothing to school.

REPORT CARDS

Students receive a grade card every 9 weeks. Please sign and return the report card to the homeroom teacher.

Progress reports will be sent either by paper or online every 3 weeks.

HOMEWORK POLICY

Homework is an integral part of the school program and aids the student in the learning process. Parents are urged to cooperate and see that assignments are completed and that papers taken home to be signed are signed and returned promptly.

- A. Homework may be assigned for various purposes:
 - 1. For Practice-Following classroom explanation, illustrations, and study, it may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.
 - 2. For Drill-It is necessary to drill for mastery of facts and certain skills and concepts.
 - 3. For Remedial Activity-At times it may be necessary for students to do individual assignments to help overcome academic weaknesses.
 - 4. Special Projects-Extension of classroom activities may result in book reports, compositions, special research and construction of various types of projects.
- B. Homework assignments made by the classroom teacher should be completed by the student and turned in at the time designated, usually the following day.
- C. Each student is to do his own work. Parents are asked not to do homework for their children.
- D. There will be no homework assigned on Wednesday night for all grades. Homework may be assigned or a test announced on Tuesday that will be collected or given on Thursday. No homework on Wednesday night for grades 1-12.**
- E. As a general rule, make-up work must be completed upon returning within the number of days missed plus two.
- F. If a student has a reasonable excuse for not having his homework the parent is requested to write a note to the teacher. This should not happen often and only in emergency situations.
- G. If a parent has a question about homework or some other problem, he should call the school office and leave word for the teacher to return the call after school or send a note. Please do not call the teacher at home.
- H. Copying another student's homework is cheating.

LOCKER USE

The lockers at CBCS are a convenience furnished by the school. Any student that defaces or misuses his locker may lose the privilege to use it.

- A. Posters, pictures, slogans or any other material not consistent with the philosophy and principles of CBCS are not to be attached or hung in any locker.
- B. Lockers must be kept clean at all times and are subject to inspection.
- C. Lockers will be inspected at the end of the year for damage or abuse and fines may be assessed.

LOST AND FOUND

The school will not be responsible for the loss of any personal property. Parents should label all articles of clothing and any personal possessions with student's name. All articles will be taken to the school office where they may redeem their items for 25 cents each. This policy is to teach students responsibility for their items.

LUNCH PROGRAM

CBCS offers special lunches on certain days of the week. A monthly calendar will go out to inform students of those days. All other days student's will have the option to bring a sandwich from home or something that can be microwave for no longer than 2-3 minutes. CBCS offers a wide variety of drinks and snacks that may be purchased during lunch time.

PARENT-SCHOOL RELATIONSHIP

To increase cooperation and the overall effectiveness of CBCS educational efforts, parents are asked to carefully practice the following:

- A. If any question arises over a decision made or rumor heard, please call the principal directly. If you are not adequately satisfied, you may contact the school administrator. Complaining to your children, criticizing the school, or calling another parent undermines our position and greatly hurts our efforts with your child. We are most effective when we work together.
- B. Keep in mind our dress code for the students; please dress appropriately when coming to the school.
- C. Please understand that messages received late in the day may not be deliverable. Please call as early as possible.

PARENT-TEACHER MEETING

Refer to the school calendar for the dates of these meetings. The nature of the meeting will vary from time to time but the general objectives are:

- A. To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
- B. To acquaint both the parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual and disciplinary needs of the child.
- C. To provide an opportunity for parents and teachers to know and fellowship with each other.
- D. To provide parents an opportunity to see the achievements of the students.

P.E. REQUIREMENTS

P.E. classes are taught in grades 7-9. All P.E. students will be responsible to purchase a uniform. Uniforms will be worn each time a student is required to dress out. All students are required to dress out unless they have a written excuse from a doctor. Grades will be lowered accordingly if a student decides to not dress out without a doctor's excuse or allowed cut. Grades can be based on objective skills criteria, as well as written academic work.

PROMOTION

Elementary- K5-6th Grade

Students who fail two of the following subjects or end the year with a yearly average of F, will automatically repeat the grade. These subjects are: Mathematics, Language, and Reading.

Middle School- 7th-8th

Seventh and Eighth graders do not accumulate credits towards high school. Failure of three or more subjects or yearly average of "F" automatically requires retention for 7th and 8th grade. A student must pass Bible in order to be promoted to the next grade.

High School- 9th-12th

A student's grade level is determined by the number of credits he has earned. If a student fails a required class, that class must be taken again. A student must pass Bible in order to be promoted to the next grade.

Summer School

CBCS offers summer school to those who need to repeat or obtain a credit in a required course.

RE-ENROLLMENT

During re-enrollment for the next school year, present students are accepted on a first-come, first-served basis. When re-enrollment ends, CBCS will then open up enrollment to new students who are on either our waiting list or that are interested enrolling their child at CBCS.

RULES OF BEHAVIOR

A. General

1. The school expects the cooperation of students in obedience and enforcement of the rules and regulations. Protection of another student in wrong doing is unacceptable.
2. Involvement in criminal activity, immorality, pornography, homosexuality, illegal drug use, prescription drug abuse, alcohol consumption, or attending night clubs is strictly prohibited. Violations of these rules on or off campus may result in suspension or expulsion from school.
3. Parents of any student that has been expelled from school may inquire about our restoration program, providing the following are observed.
 - a. The request must be made in writing to the administration.
 - b. The request must be made within one week of the expulsion.
4. Guns, knives, explosives or weapons of any kind are strictly prohibited. Students who bring these items to school will be disciplined and items will be confiscated.
5. Fighting, lying, stealing, cheating, cursing, vulgarity, smoking, etc., are considered serious offenses and will be strictly disciplined.
6. Although popular in our current culture, tattoos and non-traditional body piercings are inappropriate and not permitted.
7. Most music in today's society (rock, rap, country, ccm, etc.) violates Biblical principals or morality and Christian values. These types of music are not allowed on school property. Students are not to display posters, stickers, emblems, pictures, logos, etc., of these musical groups on personal or school items.
8. Playing cards and electronic devices (iPod, iPad, and video games) are not to be brought to school.
9. Students should take care not to use idly any name or attribute of Christ or God. Taking God's name in vain will result in serious disciplinary action.
10. Students should have concern about the maintenance and upkeep of their school. Any student who defaces or destroys property, even through negligence, must replace or repair the property and receive disciplinary action by the administration.
11. Students are not to chew gum on school property including after school hours.

B. Attitude

1. Students at Calvary Baptist Church School are expected to comply with the rules and not gripe or stir up discontent among fellow students.
2. Students are to always show respect to adults. A teacher, administrator, or staff member should never be called by his or her first name alone. They should be addressed with Mr., Mrs., or Miss.
3. Students are expected to answer to teachers, administrator, or staff by using yes sir, yes ma'am, no sir, or no ma'am.

4. Students are expected to always address teachers, administrators or staff with the utmost respect.
5. A student should realize that his attitude can be manifested in any number of ways: by what he says, by his tone of voice, by his facial expression, or by the way he stands, sits, or walks. "Body language" often betrays our verbal.

C. Chapel

1. All students are required to attend chapel
2. Students should always bring their Bibles (KJV) and participate in the service.
3. Talking, whispering, excessive commotion, passing or writing notes and excessive laughing are considered improper conduct and will be dealt with by the administration.
4. All students should enter and leave chapel quietly and sit in their assigned seats.

D. Classrooms/Halls

1. Students are expected to be in their seats when the bell rings.
2. Students are not to leave their desks without permission from the teacher.
3. Students are expected to come to class with the required supplies.
4. Nothing is to be thrown in the classroom.
5. Students should never sit at or touch anything on the teacher's desk without permission.
6. Permission to talk must be received by raising the hand and being recognized by the teacher.
7. Students are to face the front of the class and sit up in their chairs and not slouch. Feet are to remain on the floor and not on the back of the desk in front of them.
8. Students are to keep their hands and feet off the walls.
9. No student may come to the school office during changes of class and be tardy to the next class without receiving permission from the teacher.
10. During the break between classes, talking in the hallways should be done in an orderly manner.
11. There must be no running or horseplay.

E. Restrooms

1. There is to be no loud talking or horseplay.
2. No one is to go to the restroom without receiving permission from the teacher first, unless it is an emergency.
3. Loitering in the restrooms is not permitted.

F. Busing/Overnight Trips

1. Students are expected to speak in a soft voice while on the bus.
2. Students may be assigned seats on the bus.
3. No object is to be thrown on the bus or out of the bus.
4. Students are not to put their hands out or lean out of the bus windows.
5. Students should not leave trash on the bus.
6. Students are to remain in their seats.
7. iPods or any electronic devices are not to be taken on school trips without special permission.
8. Students are expected to display proper manners and etiquette when eating in public places. When eating at fast food restaurants, students are expected to clean up the area which they use. Tipping is expected at restaurants with table service.

G. Technology

1. On social media websites anyone can setup a web page listing personal information about themselves. Students are increasingly finding trouble in an online environment where millions of people can find out where they go to school, learn their interest, download their pictures and instantly send them messages. In order to help our students and protect the integrity of our student body, any student who decides to operate a personal website or contribute to a blog will be held accountable for its content. If any inappropriate website/blog content is reported the website/blog must be registered with the school for monitoring. Any student with website/blog material that is deemed inappropriate will be subject to disciplinary action up to and including immediate ineligibility to attend CBCS.

SCHOOL OFFICE

- A. The school office hours for the elementary building are from 7: a.m. to 3:30 p.m., Monday through Friday.
- B. The school office hours for the Jr./High School are from 8:00 a.m. to 3:30 p.m., Monday through Friday.

SPECTATOR CONDUCT

In some respect every student, parent and faculty member is a representative of Calvary Baptist Church School. We ask that members of CBCS "family" attending extracurricular activities conduct themselves in a respectable, Christian manner. Harassment or verbal abuse of officials or members of the visiting school are not acceptable and certainly are not evident of mature Christian character.

STUDENT EVALUATION

Each year students are enrolled in CBCS whose attitude is not consistent with the spirit of the School, yet they may not receive an abundance of demerits. These students are a negative spiritual influence on the student body. In an effort to assist these students, the faculty will be asked to prayerfully evaluate each student. At each semester, the administration will meet with those students whom the faculty believes need to show spiritual improvement. If this improvement is not realized, the student may be asked to withdraw from CBCS.

TESTING PROGRAM (Standardized)

The following standardized test are given by CBCS:

- A. Stanford Achievement Test-nationally standardized and given to all students in grades K5-11.
- B. All juniors will be required to take either the SAT or the ACT.
- C. All seniors will be required to take either the SAT or ACT.

TRANSFER STUDENTS

Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, he will be admitted to that grade. However, should the student's accomplishments (as shown by the test) be on a lower level, then he may be placed in the grade best suited for his achievement.

WITHDRAWAL FROM SCHOOL

Should it be necessary to withdrawal a student from school for any reason, parents must notify the school office directly as soon as possible. An official withdrawal form will be processed and the necessary signatures obtained. All tuition charges may continue until CBCS has received this form. Records may not be released until all accounts are paid and textbooks have been returned.

ELEMENTARY DIVISION



ATTENDANCE REQUIREMENTS

- A. In order for your child to gain the most in school, he must be regular in attendance. Please do not keep your child at home for reasons other than sickness or emergency. Planned absences such as family vacations must be excused in advance. Failure to get advance permission will result in no credit for work missed.
- B. When a student is absent he must bring a written excuse to school the day he returns and give it to his teacher. The note should include the following information:
 - Date of absence or tardiness
 - Reason for absence or tardiness
 - Signature of parent or guardian
 - Parent or guardian's phone number
- C. If an elementary student is absent for more than 20 days during the year, he will not be promoted to the next grade.
- D. As a general rule 3 tardies equal one absence.
- E. As a general rule, make up work must be completed upon returning within the number of days missed plus two. Make-up work for long periods of absenteeism is given special consideration and is handled on an individual basis.
- F. The school day begins promptly at 8:00 a.m. All students are expected to be in their classrooms at this time. Late arrivals are to report to the school office. Late students will not be admitted to class without an official late slip.
- G. Students who are extremely tardy (leave early or arrive late) must be at school at least 3 ½ hours in order to be counted present.
- H. In order for your child to be counted present for that day, they must be here by 11:30 a.m.
- I. Vacations during the school year cause hardships on the educational process. If advance approval is not obtained, missed work will receive a zero.
- J. If a student needs to leave early, the parent should come to the school office and sign the student out. The school secretary will then send for the student.

DISCIPLINE

Our primary method of discipline is a positive and consistent reinforcement of proper behavior. Your child's teacher and/or administrator of the school may make and enforce classroom regulations in a manner consistent with Christian principles and discipline set forth in the Scriptures.

In elementary grades, after all other means of discipline have been exhausted, including parent contact, corporal punishment may be used as a means of discipline. Before such action takes place CBCS will require that two adults and a parent of the child be present.

FIELD TRIPS

All students are required to ride the bus to and from field trips. A student may ride home with a parent when the field trip is over. No student may ride in another parent's personal vehicle.

HONOR ROLL

- A. Principal List- Students who have earned all A's during the school year
- B. A/B Honor Roll- Student's who have earned all A's and B's during a grading period. Any grades below a B disqualify a student from this honor roll.

IMMUNIZATIONS

Before a child may attend CBCS, he is required to have received all the immunizations required by law. The immunization records must be presented at the time of registration.

- A. All K4 students enrolling into school must have their 4 year DPT, Polio and MMR before school starts.
- B. Health forms are required to admit all kindergarten, first grade and out of state transfers. The following immunizations are required:
 - 1. DTP-5 doses: One on or after the 4th birthday, if the fourth dose is after 4th birthday, 5th dose is not required.
 - 2. MMR-2 doses: One on or after 1st birthday, second dose before entering school for the first time.
 - 3. HEP B-3 doses: Required for all children.
 - 4. HIB- 1 dose: Required for children entering school who have not reached their 5th birthday.
 - 5. Polio Vaccine-4 doses: One on or after 4th birthday, if 3rd dose is after 4th birthday, 4th dose is not required, polio not required after age 18.
 - 6. If you turn 12 on or after August 1, 2008 a booster dose of DTP is required before the next school year.

MEDICATIONS

All medicines (prescriptions and over the counter) must be turned into the school office in original container, with written instructions by the parents.

PARENT CHAPERONES

- A. There are times throughout the school year when parents will be asked to serve as chaperones at school-sponsored activities such as sporting event and field trips. Parents are encouraged to volunteer their services.
- B. Parents should observe the school dress code while serving as chaperones and be willing to abide by the school policies.

TELEPHONES

- A. Students may use the office telephone for emergencies or sickness.
- B. Cell phones are allowed to be brought to school, but must be turned in by 8:00 a.m. to the homeroom teacher. Cell phones will be handed back out at the end of the school day.

MIDDLE AND HIGH SCHOOL DIVISION



ATTENDANCE REQUIREMENTS

- A. In order for your child to gain the most in school, he must be regular in attendance. Please do not keep your child at home for reasons other than sickness or emergency. Planned absences such as family vacations must be excused in advance. Failure to get advance permission will result in no credit for work missed.
- B. When a student is absent he must bring a written excuse to school the day he returns and give it to his teacher. The note should include the following information:
 - Date of absence or tardiness
 - Reason for absence or tardiness
 - Signature of parent or guardian
 - Parent or guardian's phone number
- C. If a middle or high school student is absent for more than 20 days during the year, he will not be promoted the next grade.
- D. Attendance will be kept by individual class periods. Yearly attendance will also be kept.
- E. As a general rule, make up work must be completed upon returning within the number of days missed plus two. Make-up work for long periods of absenteeism is given special consideration and is handled on an individual basis.
- F. The school day begins promptly at 8:30 a.m. All students are expected to be in their classrooms at this time. Late arrivals are to report to the school office. Late students will not be admitted to class without an official late slip.
- G. Students who are extremely tardy (leave early or arrive late) must be at school at least 3 ½ hours in order to be counted present.
- H. In order for your child to be counted present for that day, they must be here by 11:30 a.m.
- I. Vacations during the school year cause hardships on the educational process. If advance approval is not obtained, missed work will receive a zero.
- J. If a student needs to leave early, the parent should come to the school office and sign the student out. The school secretary will then send for the student.
- K. Once a student arrives at school in the morning, he is not to leave the grounds until school dismisses or by special permission by parents or the administration. Students must sign out with the school secretary before leaving school during the day.

AUTOMOBILES

Any student with a valid driver's license is allowed to drive to and from school. Proof of insurance is required and the following guidelines must be followed.

- A student is considered on campus when he or she arrives at school. Students are not allowed to leave the school grounds until school is dismissed for the day except with parent's or administrator's permission.
- Upon arriving at school, all students must report immediately to their designated areas rather than staying in their cars. Disciplinary action will be taken if students of the opposite sex remain alone in the car.

- Once a student arrives at school and leaves his or her car they will not be allowed to go back to their car without receiving permission from the teacher.
- Students are expected to observe all rules of the road. “Revving” or “Spinning” of tires is not allowed and may result in loss of car privileges.
- No student should drive any vehicle other than his or her own, nor ride with any student, unless written permission has been given and received in the office from both students’ parents.
- Students under the age of 18 wishing to obtain a North Carolina drivers license or permit must obtain a Drivers Eligibility Certificate from the school office. In order for a student to receive a Driver Eligibility Certificate, he or she must be making satisfactory progress towards graduation. At CBCS this means that a student must be passing all major courses.
- Drivers who are habitually late will cause the school to take the following actions:
 1. Notify the parents to try and resolve the problem
 2. Restrict or remove the privilege of driving to school.

COURSE REQUIREMENTS

A course of study will be determined for each freshman as they enter the high school grades. Any difficulties in scheduling will be worked out with a conference among the student, parents, and principal. A minimum of 22 credits is required for graduation. All students will be placed in our College Preparatory course of study unless directly requested otherwise by the student’s parents.

At the high school level a student’s classification will be determined by the number of credits earned:

0-5 credits earned= Freshman

6-11 credits earned= Sophomore

12-17 credits earned= Junior

18 + credits earned= Senior

CREDITS FOR HIGH SCHOOL GRADUATION

The General Diploma is as follows:

Math	3 credits	Electives	2 ½ credits
English	4 credits	Total	22 Credits
History	3 credits		
Science	2 credits	For College Prep: Add	
Bible	4 credits	Math	1 credit
Speech	½ credit	Science	1 credit
Computer	1 credit	Foreign language	2 credit
PE/Health	2 credits	Total	26 Credits

Those who fail either semester of any course required for graduation will be required to attend summer school.

- Credits are awarded on successful completion of each semester.
- Valedictorian and Salutatorian must complete a minimum of a college prep tract.
- Bible is required for each year in high school.

DATING

- A. Students should demonstrate proper behavior in their relationships with each other. Holding hands, hugging, embracing, kissing, or similar forms of physical contact are not in good taste and will not be permitted.
- B. No couple should ever be alone in an unobservable or secluded location. Couples are not to sit in parked cars on school grounds.
- C. Repeated offenses may result in temporary or permanent social separation, suspension, or expulsion.

DISCIPLINE

The goal of CBCS is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the manner which he/she feels is in accordance with school policy. Students are to comply with and support both the regulation and its intrinsic value. Home and school must be parallel in disciplinary outlook for moral training to be effective.

Full cooperation is expected from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw from school. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Calvary Baptist Church School, whether or not there is any definite breach of conduct, he/she may be requested to withdraw from school.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are student-teacher conference, demerits, detention after school, student-administrator conference, parent-teacher conference, and Saturday school. Students can be suspended or expelled for excessive accumulation of demerits.

Demerits

Each student will begin with zero demerits and will receive demerits for each infraction. Demerits can be given out by anyone who is on staff at CBCS. At the time a demerit is given, the student will sign the demerit and receive a carbon copy. The original will be sent to the school office where it will be put into the computer and in that student's file.

Demerits will be given out for minor infractions such as, but not limited to talking out of turn, getting out of seat without permission, consistently not completing assignments, violation of school dress code, meddling in other student's property, griping or other misconduct. Although this list is not exhaustive, it represents behavior that is not acceptable.

Six or more demerits will be given for major infractions such as, but not limited to, lying, cheating, stealing, disrespect, cursing, vandalism, fighting, or other misconduct. Although this list is not exhaustive, it represents behavior that is not acceptable.

Demerit accumulation penalties (per year)

- | | |
|--------------------|---|
| • 5,10,15 demerits | Detention |
| • 20 demerits | Detention/Administration-Parent meeting |
| • 25 demerits | In School Suspension (\$20.00) |
| • 30 demerits | Saturday School (\$30.00) |
| • 35 demerits | Suspension from School |
| • 40 demerits | Administrative Discretion |

Detentions

1. Detention will be assigned for every 5 demerits and as deemed necessary.
2. These are served after school from 3:00-4:00 p.m. on a day set by the Administration.
3. Students failing to serve the first detention will serve the detention, and receive an additional hour.
4. Failure to serve the additional detention will result in suspension and a parent conference.
5. In School Suspension (ISS): Student reports to school and can make up all missed work. The student account will be billed \$20.00 for this activity.
6. Saturday School: Students report on Saturday morning (8:30-11:30) for an extended detention hall. The student's account will be billed \$30.00 for this activity.
7. A student may not miss detention to attend a CBCS practice or game. This allows the student to understand that excessive irresponsibility = no privileges and affects others.

SPORTS

Players participating in sports must maintain a C average in all core classes. F's on progress reports or report cards will result in an automatic suspension from the team until the next progress report or report card come out. If a player becomes ineligible he or she may still practice with the team. Coaches will need to receive in writing from the parent that they have permission to do so. Any player who is academically ineligible will not be allowed to travel with the team for away games but **must** sit the bench dressed out for home games.

HONOR ROLL

- A. Principal List- Students who have earned all A's during the school year
- B. A/B Honor Roll- Student's who have earned all A's and B's during a grading period. Any grades below a B disqualify a student from this honor roll.

IMMUNIZATIONS

Before a child may attend CBCS, he is required to have received all the immunizations required by law. The immunization records must be presented at the time of registration.

- C. All K4 students enrolling into school must have their 4 year DPT, Polio and MMR before school starts.
- D. Health forms are required to admit all kindergarten, first grade and out of state transfers. The following immunizations are required:
 - 7. DTP-5 doses: One on or after the 4th birthday, if the fourth dose is after 4th birthday, 5th dose is not required.
 - 8. MMR-2 doses: One on or after 1st birthday, second dose before entering school for the first time.
 - 9. HEP B-3 doses: Required for all children.
 - 10. HIB- 1 dose: Required for children entering school who have not reached their 5th birthday.
 - 11. Polio Vaccine-4 doses: One on or after 4th birthday, if 3rd dose is after 4th birthday, 4th dose is not required, polio not required after age 18.
 - 12. If you turn 12 on or after August 1, 2008 a booster dose of DTP is required before the next school year.

MEDICATIONS

All medicines (prescriptions and over the counter) must be turned into the school office in original container, with written instructions by the parents.

TELEPHONES

- A. Students may use the office telephone for emergencies or sickness.
- B. Cell phones are allowed to be brought to school, but must be turned in by 8:00 a.m. to the homeroom teacher. Cell phones will be handed back out at the end of the school day.

I, as the parent of _____, have completely read the Calvary Baptist Church School Handbook and agree to cooperate with the faculty and administration in doing everything possible to ensure that the rules and regulations are followed accordingly . If it is determined that my child is found to be out of harmony with the ideals of this school, my child may be invited to withdraw from the school's membership, even though there may be no special breach of conduct.

Signature of Father

Date

Signature of Mother

Date



I, _____ have completely read the Calvary Baptist Church School Handbook and agree to cooperate with the faculty and administration in doing everything possible to ensure that the regulations are followed accordingly. I will conduct myself so that my obedience and my attitude reflect that I not only honor God, but also agree to the principles by which these rules and regulations are founded. I realize that if I am found to be out of harmony with the ideals of this school, my parents will be invited to withdraw me from the school's membership, even though there may be no special breach of conduct.

Signature of Student

Date

