



Central Baptist Academy Handbook

A Ministry Of Central Baptist Church
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Pastor John Waterloo

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1. WELCOME

Dear Parents,

It is our joy to serve your family at Central Baptist Academy. We look forward to a relationship that spans many years to come, and the product our joint investment may accomplish in your children's lives. Before the schoolyear begins, please take time to carefully read through this Student/Parent Handbook to allow proper understanding of key policies and procedures. Your commitment to uphold these obligations ensures a successful partnership. If there is anything that we can do to further assist you or answer any questions you may have, please notify one of our staff members.

With appreciation,

Mr. Moriarty, Administrator

1.1 History of Central Baptist Academy

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

1.2 *Mission and Purpose Statement*

Central Baptist Academy's mission is to educate and equip students with the knowledge and skills necessary to accomplish God's will in their lives, careers, churches, and communities

Our mission is accomplished as students develop a biblical worldview about God's gifts of learning, liberty, life, creation, and calling.

1.3 *Curriculum*

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

2. STATEMENT OF FAITH

2.1 THE SCRIPTURES

We believe that the Holy Bible was written by men supernaturally inspired, that it has truth without any admixture of error for its matter, and therefore is, and shall remain to the end of the age, the only complete and final revelation of the will of God to man; the true center of Christian union and the supreme standard by which all human conduct, creeds and opinions should be tried.

By “The Holy Bible” we mean that collection of sixty-six books, from Genesis to Revelation, which as originally written does not only contain and convey the Word of God, but IS the very Word of God.

By “Inspiration” we mean that the books of the Bible were written by holy men of God, as they were moved by the Holy Spirit, in such a definite way that their writings were supernaturally and verbally inspired and free from error, as no other writings have ever been or ever will be inspired.

We believe the translation for the English-speakers is the King James Version. It is the Bible we use from our pulpit and in our classes.

II Tim. 3:16-17; II Pet. 1:19-21; Acts 1:16; Acts 28:25; Psa. 119:160; Psa. 119:105; Psa. 119:130; Luke 24:25-27; John 17:17; Luke 24:44-45; Psa. 119:89; Prov. 30:5-6; Rom. 3:4; I Pet. 1:23; Rev. 22:19; John 12:48; Isa. 8:20; Eph. 6:17; Rom. 15:4; Luke 16:31; Psa. 19:7-11; John 5:45-47; John 5:39.

2.2 THE HOLY SPIRIT

We believe that the Holy Spirit is a divine person; equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the Evil one until God's purpose is fulfilled; that He convicts of sin, of judgment and of righteousness; that He bears witness to the Truth of the Gospel in preaching and testimony; that He is the agent in the New Birth; that He seals, endues, guides, teaches, witnesses, sanctifies, and helps the believer.

John 14:16-17; Matt. 28:19; Heb. 9:14; John 14:26; Luke 1:35; Gen. 1:1-3; II Thess. 2:7; John 16:8-11; John 15:26-27; Acts 5:30-32; John 3:5-6; Eph. 1:13-14; Matt. 3:11; Mark 1:8; Luke 3:16; John 1:33; Acts 11:16; Luke 24:49; John 16:13; John 14:26; Rom. 8:14; Rom. 8:16; II Thess. 2:13; I Pet. 1:2;

2.3 THE DEVIL, OR SATAN

We believe Satan was once holy, and had heavenly honors; but through pride and ambition to be as the Almighty, fell and drew after him a host of angels. He is now the malignant prince of the power of the air, and the unholy god of this world. We hold him to be man's great tempter, the enemy of God, the accuser of the saints; the author of all false religions, the chief power back of apostasy; the lord of the anti-Christ and the Author of all the powers of darkness - destined, however, to final defeat at the hands of God's own Son, and to the judgment of eternal justice in hell, a place prepared for him and his angels.

Isa. 14:12-17; Eze. 28:14-17; Rev. 12:9; Jude 6; I Pet. 5:8; Zech. 3:1; I John 3:8; Matt. 13:25; 13:39; Luke 22:3-4; Rev. 12:10; II Cor. 11:13-15; Mark 13:21-22.

2.4 THE CREATION

We believe in the Genesis account of the creation, and that it is to be accepted literally, and not allegorically or figuratively; that man was created directly in God's own image and after his own likeness; that man's creation was not a matter of evolution or evolutionary change of species, or development through interminable periods of time from lower to higher forms; that all animal and vegetable life was made directly and God's established law was they should bring forth only after their kind.

Gen. 1:1; Ex. 20:11; Acts 4:24; Col. 1:16-17; Heb. 11:3; John 1:3; Rev. 10:6; Rom. 1:20; Acts 17:23-26; Jer. 10:12; Neh. 9:6; Gen. 1:26-27; Gen. 2:21-23; Gen. 1:11; 1:24.

2.5 THE FALL OF MAN

We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state, in consequence of which, all mankind are now sinners, not by constraint, but of choice; and therefore under just condemnation without defense or excuse.

Gen. 3:1-6,24; Rom. 5:12; Rom. 5:19; Rom. 3:10-19; Eph. 2:1,3; Rom. 1:18; Eze. 18:19-20; Rom. 1:32; Rom. 1:20; Rom. 1:28; Gal. 3:22.

2.6 THE VIRGIN BIRTH

We believe that Jesus Christ was begotten of the Holy Ghost in a miraculous manner; born of Mary, a virgin, as no other man was ever born or can ever be born of woman, and that He is both the Son of God, and God the Son.

Gen. 3:15; Isa. 7:14; Matt. 1:18-25; Luke 1:35; Mark 1:1; John 1:14; Psa. 2:7; Gal. 4:4; I John 5:20; I Cor. 15:47.

2.7 THE ATONEMENT FOR SIN

We believe that the salvation of sinners is wholly of grace; through the mediatorial offices of the Son of God, who by appointment of the Father, freely took upon Him our nature, yet without sin, honored the divine law by His person, obedience, and by His death made a full and vicarious atonement for our sins; that His atonement consisted not in setting us an example by His death as a martyr, but was the voluntary substitution of Himself in the sinner's place, the Just dying for the unjust, Christ, the Lord, bearing our sins in His own body on the tree; that, having risen from the dead, He is now enthroned in heaven and uniting in His own perfection, He is every way qualified to be a suitable, a compassionate and all-sufficient Savior.

Eph. 2:8; Acts 15:11; Rom. 3:24; John 3:16; Matt. 18:11, Phil. 2:7; Heb. 2:14; Isa. 53:4-7; Rom. 3:25; I John 4:10; I Cor. 15:3; II Cor. 5:21; John 10:18; Phil. 2:8; Gal. 1:4; I Pet. 2:24; Isa. 53:11; Heb. 12:2; I Cor. 15:20; I Pet. 3:18; Isa. 53:12; Heb. 9:12-15; Heb. 7:25; I John 2:2.

2.8 THE FREENESS OF SALVATION

We believe in God's exceeding grace; that the blessings of salvation are made free to all by the gospel. That it is the immediate duty of all to accept them by a cordial, penitent and obedient faith. To not prevent the salvation of the greatest sinner on the earth, but his own inherent depravity and voluntary rejection of the gospel; which rejection involves him in an aggravated condemnation.

I Thess. 1:4; Col. 3:12; I Pet. 1:2; Titus 1:1; Rom. 8:29-30; Matt. 11:28; Isa. 55:1; Rev. 22:17; Rom. 10:13; John 6:37; Isa. 55:6; Acts 2:38; Isa. 55:7; John 3:15-16; I Tim. 1:15; I Cor. 15:10; Eph. 2:4-5; John 5:40; John 3:18; John 3:36.

2.9 GRACE

We believe that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension, not by culture, not by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with the divine truth, so as to secure our voluntary obedience to the gospel; that it's proper evidence appears in the holy fruits of repentance and faith and newness of life.

John 3:3; II Cor. 5:17; I John 5:1; John 3:6,7; Acts 2:41; II Pet. 1:4; Rom. 6:23; Eph. 2:11; II Cor. 5:19; Col. 2:13; John 1:12-13; Gal. 5:22; Eph. 5:9.

2.10 JUSTIFICATION

We believe that the great gospel blessing which Christ secures to such as believe in Him is Justification; that Justification includes the pardon of sin, and the gift of eternal life on principles of righteousness; that it is bestowed not in consideration of any works of righteousness which we have done; but solely through faith in the Redeemer's blood, His righteousness is imputed unto us.

Acts 13:39; Isa. 53:11; Zech. 13:1; Rom. 8:1; Rom. 5:9; Rom. 5:1; Tit. 3:5-7; Rom. 1:17; Hab. 2:4; Gal. 3:11; Rom. 4:1-8; Heb.10:38.

2.11 REPENTANCE AND FAITH

We believe that Repentance and Faith are solemn obligations, and also inseparable graces, wrought in our souls by the quickening Spirit of God, thereby, being deeply convicted of our guilt, danger and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ and openly confessing Him as our only and all-sufficient Saviour.

Acts 20:21; Mark 1:15; Acts 2:37-38; Luke 18:13; Rom. 10:13; Psa. 51:1-4; Psa. 51:7; Isa. 55:6-7; Luke 12:8; Rom. 10:9-11.

2.12 THE NEW TESTAMENT CHURCH

We believe that a church of Christ is a local and visible congregation of baptized believers associated by a covenant of faith and fellowship of the gospel; observing the ordinances of Christ; governed by His laws; exercising the gifts, rights and privileges invested in them by His Word; that it's officers of ordination are pastors (Elders, Bishops) and deacons; whose qualifications, claims and duties are clearly defined in the Scriptures; we believe the true mission of the church is found in the Great Commission; first, to make individual disciples; second, to build up the church; third, to teach and instruct as He has commanded. We do not believe in the reversal of this order; we hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; and that the one and only superintendent is Christ through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the gospel; that every church is the sole and only judge of the measure and method of its cooperation; on all matters of membership, of policy, of government, of discipline, of benevolence, the will of the local church is final.

Acts 2:41; Acts 2:42; I Cor. 11:2; Eph. 1:23; Eph. 4:11; I Cor. 12:4, 8-11; Acts 6:5-6; Acts 15:23; Acts 20:17-28; I Tim. 3:1-7; I Tim. 3:8-12; Matt. 28:19-20; Col. 1:18; Eph. 5:23-24; I Pet. 5:1-4; Acts 15:23; Judges 3:4; II Cor. 8:23; I Cor. 16:1; Mal. 3:10; Lev. 27:32; I Cor. 6:1-3; I Cor. 5:11-13.

2.13 BAPTISM AND THE LORD'S SUPPER

We believe that Christian baptism is the immersion in water of a believer; in the name of the Father, of the Son, and of the Holy Ghost, with the authority of the local church, to show forth in a solemn and beautiful emblem our faith in the crucified, buried and risen Saviour, with its effect in our death to sin and resurrection to a new life, that it is a pre-requisite to the privileges of a church relation and to the Lord's supper; in which the members of the church, by the sacred use of bread and the fruit of the vine are to commemorate together the dying love of Christ; preceded always by solemn self-examination.

Acts 8:36-39; Matt. 3:6; John 3:23; Rom. 6:4-5; Matt. 3:16; Matt. 28:19; Rom. 6:3-5; Col. 2:12; Acts 2:41; Matt. 28:19-20; I Cor. 11:23-28.

2.14 THE PERSEVERANCE OF THE SAINTS (ONCE SAVED, ALWAYS SAVED)

We believe that such only are real believers as endure unto the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and that they are kept by the power of God through faith unto eternal salvation.

John 8:31-32; Col. 1:21-23; I John 2:19; Matt. 13:19-21; Rom. 8:28; Matt. 6:20; Psa. 121:3; Heb. 1:14; I Pet. 1:5; Phil. 1:6; John 10:28; John 10:29; John 15:8; Rom. 8:35-39.

2.15 THE RIGHTEOUS AND THE WICKED

We believe that there is a radical and essential difference between the righteous and the wicked; that such only through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in His esteem; while all such as continue in impenitence and unbelief are in His sight sickened, and under the curse, and this distinction holds among men both in and after death, in the everlasting felicity of the saved and the everlasting, conscious suffering of the lost.

Mal. 3:18; Gen. 18:23; Rom. 6:17-18; Prov. 11:31; I Pet. 4:18; Rom. 1:17; I Cor. 15:22; Acts 10:34; I John 2:29; I John 3:7; Rom. 6:16; I John 5:19; Gal. 3:10; Rom. 7:6; Rom. 6:23; Prov. 14:32; Luke 16:25; Matt. 25:34, 41; John 8:21; Luke 9:26; John 12:25; Matt. 7:13-14.

2.16 CIVIL GOVERNMENT

We believe that civil government is of divine appointment, for the interests and good order of human society; that magistrates are to be prayed for, conscientiously honored and obeyed; except only in things opposed to the will of our Lord Jesus Christ; who is the only Lord of the conscience, and the coming Prince of the kings of the earth.

Rom. 13:7; II Sam. 23:3; Ex. 18:21-22; Acts 23:5; Matt. 22:21; Tit. 3:1; I Pet. 2:13-14; I Pet. 2:17; Acts 4:19-20; Dan. 3:17-18; Matt. 10:28; Matt. 23:10; Rev. 10:6; Phil. 2:10-11; Psa. 72:11.

2.17 MISSIONS

The command to give the gospel to the world is clear and unmistakable, and the Commission was given to the churches to go make disciples, baptize them, and teach them.

Matt. 28:18-20; Mark 16:15; John 20:21; Acts 1:8; Romans 10:13-15

2.18 RESURRECTION and RETURN OF CHRIST and RELATED EVENTS

We believe in and accept the sacred Scriptures upon these subjects at their face and full value. Of the Resurrection, we believe that Christ rose bodily the third day according to the Scriptures; that He ascended to the right hand of the throne of God; that He alone is our merciful and faithful high priest in things pertaining to God; that this same Jesus which is taken up from you into heaven shall so come in like manner as ye have seen Him go into heaven (bodily and personally); that the dead in Christ shall rise first; that the living saints shall all be changed in that moment, in the twinkling of an eye, at the last trump; that the Lord God shall give unto Him the throne of His Father David; and that Christ shall reign a thousand years in righteousness until He hath put all enemies under His feet.

Matt. 28:6-7; Luke 24:39; John 20:27; I Cor. 15:4; Mark 16:6; Luke 24:2, 4-6; Acts 1:9,11; Luke 24:51; Mark 16:19; Rev. 3:21; Heb. 8:1; Heb. 12:2; Heb. 8:6; I Tim. 2:5; I John 2:1; Heb. 2:17; Heb. 5:9-10; John 14:3; Acts 1:11; I Thess. 4:16; Matt. 24:27; Matt. 24:42; Heb. 9:28; I Thess. 4:17; Phil. 3:20-21; Luke 1:32; Isa. 9:6, 7; I Cor. 15:25; Isa. 2:2-4; Isa. 11:4-5; Psalms 72:8; Rev. 20:1-4; Rev. 20:6.

2.19 THE GRACE OF GIVING

We believe that God's method of financing his earthly work, which is the spreading of the Gospel to all nations, the care of the churches, and the support of the ministry, is by the tithes and offerings of His people; that it is to be given to the Lord through His church or storehouse to be distributed as directed by the leadership of the Spirit as the need arises; that upon the first day of the week everyone will lay by him in store as God hath prospered him; that everyone is accountable to the Lord for one-tenth of his income; and that tithing was instituted long before the law was given, and it was practiced by the early church.

II Corinthians 8:7; I Corinthians 16:2; Hebrews 7:2-4; Matthew 23:23

3. ADMISSIONS

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

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

3.1 *Non-Discriminatory Policy*

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

3.2 *Enrollment Procedures*

In completing an application, parents will obtain access to the registration packet by selecting the “apply now” button on our school website. Appointments may be made in order to test prospective 1st and higher-grade students. Preschool and Kindergarten students are not required to be tested prior to meeting with the Administrator for the pre-enrollment interview. An interview appointment and tour with the Administrator will be conducted to determine enrollment status of students. Applicants for K4 and K5 must be 4/5 by October 1 of the year for which they are applying. Students applying for 1st grade must have previously completed Kindergarten.

3.3 *Re-enrollment*

In February of each year, a re-enrollment packet with any tuition changes for the following year will be made available to parents. Re-enrollment by the announced deadline will guarantee an opening for the coming year. A \$50 late registration fee will be applied to all applicants who apply after May 1st.

If re-enrollment is not completed by the deadline and classes are filled, a student may lose their spot for the coming year and be placed on a waiting list. All materials needed for enrollment will be available through Gradelink during early registration. Students are accepted on a first-come, first-served basis. A student is not fully enrolled and cannot attend class until the registration fee is paid in full.

3.4 *Student Transfer*

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

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

A student will be considered for admission when the registration forms are submitted along with the following:

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

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

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

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

3.5 *Withdrawals and Dismissals*

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

Dismissal or expulsion of a student from Central Baptist Academy is a serious matter. For this reason, much consideration is given to all circumstances before the student is expelled. A student will be dismissed from school for violation of the rules and policies of the school. At such time, parents or guardians will receive notification of the reason for dismissal. CBA believes that our program for discipline is fair and gives all parties ample warnings. The purpose of Central Baptist Academy is not to act as a reform school, but as an educational ministry of Central Baptist Church to exemplify the Lord Jesus Christ in act and deed. Expelled students will not be permitted to return the current year and one year afterwards as a minimum before any consideration will be given for re-entering at the discretion of Central Baptist's Administration. After that minimum one-year absence, the student may be considered for re-enrollment in CBA under the following conditions:

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

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

3.6 Special Behavioral Issues

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

4. FINANCIAL INFORMATION

4.1 Payment information

Central Baptist Academy neither solicits nor accepts government funds of any type. Therefore, it is necessary that fees and tuitions be paid when due. Prompt payment of tuition is vital and essential to the ongoing operation of the school. A current schedule of tuition and additional fees is available in the school office. Tuition payments should be received in the school office on the first day of each month.

Any payment received after the tenth day of each month may be assessed with a \$10.00 late fee (When the tenth falls on a Saturday or Sunday, tuition payment may be made on Monday without paying the late fee.). Report cards will not be issued to any student whose account is not current.

If an account becomes thirty days past due or has an outstanding balance of more than \$200.00, the student(s) may be subject to withdrawal until the account is current. All charges must be paid in full before the student(s) may return. School records will not be released to another school until the account is paid in full.

4.2 *Online Payments*

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

4.3 *Returned Checks*

All returned checks have a \$25 return fee assessed to the account the first time a check is returned. The second time a check is returned, there will be a \$50.00 fee. After the second offense, all tuition payments must be made online. We are unable to accept post-dated checks.

4.4 *Fundraising*

Central Baptist Academy endeavors to keep low tuition rates for the benefit of each family. For this reason, we may conduct an annual fundraising program and anticipate each child and/or parent's participation in helping raise additional funds needed for the designated school projects. Participation in these fundraisers by parents and students is highly encouraged. The school receives no state or federal assistance other than a tax exemption status.

5. ATTENDANCE POLICIES

5.1 *Arrival and Dismissal of Students*

Parents are encouraged to drop their children off under the office pavilion and move quickly out of the way so others can drop off their children expeditiously. Those arriving after that time must escort them to class through the office entrance. Do not leave your car unattended anywhere where students are dropped off. When going to the office at any time during the day, park in available parking spaces. Any student arriving after 8:30 A.M. must come to either the Administrator's office or the school secretary's office to receive a note stating to the teacher the reason for tardiness.

Parents can pick up their student at the Family Life Center (east side of CBC building). Students going home by car must be picked up by someone listed as "approved for pickup" on Gradelink. At 3:30 P.M., students are taken to the Family Life Center to be picked up. We request that you do not ask for students to be dismissed early. Parents must send a note or call the office by 2:30 P.M. to change their child's transportation home if it is not someone "approved for pickup" in Gradelink. Students will be sent to the Administrator's office for early pickup when necessary.

5.2 ***Tardiness***

School starts at 8:30 A.M. Students are expected to be in class at 8:30 A.M. to be considered on time for school. While emergencies will be understood, persistent tardiness will not be accepted. Three unexcused tardy marks per quarter equal an absence. Students who are one or more hour late, or are picked up one or more hour early, will be counted absent for $\frac{1}{2}$ day. Absences consequently affect student grades.

5.3 ***Early Dismissal***

Frequent early dismissals are not conducive to learning. Prior notice is necessary so that students can gather their work. Coming unannounced to pick up students without warning interrupts the teacher's class and schedule. A phone call to the office, and/or a note in the assignment planner is appreciated. Students checking out early must be signed out in the office and have all work completed and ready to turn in the next day.

5.4 Absences

There are no excused absences except for student illness, death in the immediate family, or doctor and dentist appointments. Appointments lasting more than 2 hours of missed class time must be given a doctor's note. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences.

If a child will be absent, the parent must send a note or email explaining the absence in advance. If they are unable to attend due to health or an emergency, the parent should contact the teacher before 8:00 A.M. the day to be missed. Work that is missed due to poor health or an emergency will be sent home upon returning to class and given two days per missed to be completed and turned in.

Students that are too ill to attend school must present a doctor's note to their teacher if absent for more than one consecutive school day. If a note is not given, then all associated absences will be recorded as unexcused.

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

If a student finds that an unexcused absence will be unavoidable, he should see his teacher several school days in advance to receive necessary make up work before the absence. This work must be made up in advance. Other missed work will be given following the

student's return and allowed 2 days per absence to be completed and submitted. Work not completed or received within that time will receive a zero. Final exams may not be made up.

Five unexcused absences will be allowed per semester without penalty. After receiving 5, a student will see a grade reduction of one percent per subject for every additional day classified as unexcused within that semester.

Absences connected immediately before or after a school break will be counted as double, unless approved otherwise by school administration.

5.5 *Make-Up Work*

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

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

5.6 *Inclement Weather*

In the event of any severe weather warning, children will be taken to safe locations, including the choir room and adjacent staff offices. Proper evacuation procedures are kept in each classroom.

If Kay County school systems close due to severe weather, our school facility will also be closed. If this occurs during the day when your child is attending school, you will be contacted and expected to pick up your child immediately.

6. ACADEMICS

6.1 Student Planners/Take Home Folders

All students will be issued a daily planner at the start of each semester. These contain important information about dress code violations, attendance/tardy, homework offences, and daily assignments and discipline. To increase parent-teacher communications, all parents of K4-6th grade students are asked to check their children's planner each night for notes from the teacher, discipline infractions notification, and to double check the completeness of each assignment noted within. Parents of 7-12th are still encouraged to check the planner but are not required to initial.

Take home folders are utilized in the K4-6th grade classes as a method for sending home important information and assignments, and for the student to return the same. Parents should develop a daily routine of checking both the student's planner and take-home folder each night to avoid missing important information.

6.2 Gradelink

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

6.3 Homework

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

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

6.4 Grading Scale

Letter Grade/Numerical Value

- A : 90-100%
- B : 80-89%
- C : 70-79%
- D : 60-69%
- F : 0-59%

Teachers will post grades in Gradelink weekly, (no later than Friday). Progress reports will be sent home at the end of each nine-week period showing the pupil's progress. The reports are due back within two school days bearing the parent's signature. Parents may print their own copy of the semester report cards from within their Gradelink account.

6.5 ***Graduation Requirements***

Twenty-three credits are required for Graduation. Required credits are as follows:

- 4 credits in English
- 3 credits in Mathematics
- 3 credits in Science
- 4 credits in Social Studies
- 4 credits in Bible
- 1 credit in Fine Arts
- 1 credit in Computer Technology
- 3 credits in Electives

6.6 ***Honors***

Valedictorian and Salutatorian awards are determined based upon the weighted Grade Point Average (GPA) earned for all courses taken in high school as calculated through May 1st of the senior year. The Valedictorian must have the highest overall GPA. The Salutatorian must have the second highest overall GPA. If there is a tie in the GPA calculation, numeric averages will be used to determine the honor. Honor roll students and those with outstanding academic and character achievements will be recognized in an end of year ceremony. Honor roll students will be determined by course work completed through May 1st.

7. BEFORE AND AFTER SCHOOL CARE

Students will be able to arrive for school no earlier than 7:45 A.M.

Before school care will be provided at no additional costs.

After school care will be made available until 5:30 P.M. Parents will be charged \$5.00 per hour per child.

If a child is not picked up until after 5:30 P.M, the parent will be charged an additional \$10.00 per child for every 30 minutes late.

8. HEALTH

8.1 Medication Procedure

If a student needs to take medicine during school hours, it must be brought to the school office and left with the secretary. All medication must be in the original container labeled with the student's name, dosage, and time of administration. The school will not administer any medicine that is not labeled properly. No over the counter (non-prescription) medication will be given without a written statement from the physician or dentist. All medication will be kept in a safe and secure place. Medication Administration forms (available in the school office) must be completed before any medication can be given. The student or parent will be responsible for picking up any medicine that needs to be taken home before the office closes at 4:00 pm.

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

8.2 *Illness*

Students that develop a temperature of more than 99.9 will be isolated from other students and immediately sent home from school. If the office calls you to notify you that your child has become ill, parents are responsible to see that their child is picked up within 45 minutes of the phone call. Children should not return to school until the fever has broken for 24 hours without fever-reducing medicine. Students who are vomiting, have diarrhea, or are nauseous may not attend school until symptoms have subsided for 24 hours. At least 4 doses of antibiotics must have been taken over a 24-hour period for any type of strep or bacterial infection.

Any student who has been absent for 2 days or more because of illness will need a doctor's note for re-admittance to class.

9. COMMUNICABLE DISEASES

CBA maintains a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator.

9.1 Lunch Procedures

Students must bring sack lunches daily. A microwave will be available to heat lunch items. All items not in a sack must have the students name on them.

9.2 Head Lice

Head lice, though not a disease, is contagious. If a child is found to have head lice, the child will be immediately isolated, and the parents will be called to take the child home. The child, other family members, and the home should then be treated for lice. The student must be kept home until the parent is sure the lice, eggs, and nits have been eliminated. Upon arrival back to school, the child will be checked again before he/she is allowed to go back to class.

9.3 *Bloodborne Pathogens*

The policy of Central Baptist Academy is to use recognized “universal precautions” in handling all blood or bodily fluids that have been known to contain several infectious diseases including HIV, all such fluids will be collected in approved containers and disposed of by the staff according to the OSHA (Occupational Safety and Health Administration) standards.

10. COMMUNICATIONS

10.1 Parent/Student

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

10.2 Parent/CBA

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

10.3 Parent/Teacher Meeting

Parent/teacher meetings will be held in the middle of each semester and are required for each student. CBA operates on a first-come-first-served basis when scheduling these brief meetings. Parents are welcome to arrange a meeting with their child's teacher anytime throughout the year.

10.4 *Resolving Conflicts*

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

10.5 *Visitors*

Visitors may ring the door bell during class hours. They will sign in and be escorted to the class they are visiting. If the visitor is picking up a child, the parent should send a note with their child including the visitor's name. If this visitor will pick up more than twice, they must be added to the approved for pick up list in the school office.

Parents are requested to stop by the office if they need to leave something for the student or teacher or if they have to pick up the student. Please do not go directly to the classroom, as this interrupts teaching. Parents are not allowed in the classroom after 8:30 A.M, unless accompanied by a staff member.

11. DRESS CODE

All clothes worn should be clean, pressed, and in good repair. Generally, any item worn additional to the school uniform should not cause any distraction to the school's purpose or promote any cause that conflicts with Central Baptist Church's beliefs. The administration reserves the right to use discretion when implementing dress code standards for unique cases. Parents will be responsible for bringing appropriate clothing to the school for students in violation of the dress code.

All footwear must be clean, intact, and provide complete coverage of the bottom and side of the foot. Non-acceptable footwear would include, but not limited to sandals, crocs, house slippers, etc.

11.1 Boys

Our uniform for the boys will be blue or gray polos. Khaki, gray, or dark blue khaki material pants are permissible. Blue jeans are not allowed. Pants should not sag or drag the floor. Polos must have buttons buttoned except for the top button buttoned. Boys should not wear jewelry, beads, chains, or bracelets. An exception will be made for medical bracelets with approval from Administration. Hair style and color should not be extreme or a distraction. Unnatural hair colors are not allowed.

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

11.2 ***Girls***

Our uniform for the girls will be blue or gray polos with pants or knee-length skirts. Khaki, gray, or dark blue khaki material pants and skirts are permissible. Denim is not allowed. Girls in K4-6th grade should wear shorts underneath their skirts for modesty. Girls in 7th-12th grades should wear a slip beneath skirts made of silky or thin fabric. Extreme hairstyles, hair colors, and make up styles are not allowed. Jewelry should be conservative and not hazardous or distracting.

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

12. DISCIPLINE

CBA exists to assist parents by providing a quality Christian education. Our desire is that each child will develop a personal relationship with Jesus Christ and mature in that relationship. Our goal is for students to accept responsibility for their own growth and development. Discipline is necessary for the well-being and safety of the entire school. Teachers establish and maintain classroom order that is consistent with scripture (Matthew 18) and sound educational practices. Any concern is expected to be taken through the proper chain in a respectful manner.

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

Appropriate discipline is a concern for the entire CBA community. The discipline of students will be handled in accordance with the following Biblical standards:

- Discipline is a reflection of love and concern as we train and nurture students.
- Responsibility and authority to discipline comes from God. It is the teacher's responsibility to maintain discipline in the classroom. It is imperative that teachers and parents communicate closely on discipline matters. Teachers stand in the place of parents during school hours and have delegated authority to discipline students.
- Discipline procedures should be limited to those directly involved and related to a specific incident. The people involved should be held to the smallest number possible without undue conversation that would initiate rumors or attitudes negative to the student's school experience.

Students who do not report wrongdoing may be subject to disciplinary action

13. PHYSICAL CONTACT

13.1 Student/Physical

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

13.2 Student/Student/Guest

On rare occasion will it be acceptable for one student to touch another student or guest. Exemptions to this rule may include but are not limited to assisting someone that has fallen, moving someone that is in harm's way, young people playing tag, and siblings offering an encouraging hug or pat on the back.

14. POTTY TRAINING POLICY

Children must be completely potty trained before enrolling at CBA. We ask that all Kindergarten and Pre-Kindergarten students bring a change of clothing in a Ziploc bag labeled with their name.

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

15. HONOR CODE

15.1 Honesty and Integrity Policy

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

- First attempt/act: Zero on grade - meeting with teacher and parent
- Second attempt/act: Zero on grade - meeting with administrator and parent
- Third attempt/act: Zero on grade - meeting with Discipline Committee and parent (possible dismissal)

15.2 Prohibited Actions

- Possession and/or use of knives or other potentially dangerous objects
- Possession of illegal substances
- Aggressive action toward others/criminal activity
- Possessing or distributing obscene or anti-Christian literature
- Truancy and leaving campus without both parental and school permissions
- Dishonesty (lying, withholding information, stealing, forgery, etc.)
- Plagiarism (any attempt to claim the work of another as original).
- Public displays of affection on school grounds or while at school activities
- Physical contact between students and or guests
- Gambling
- Using or displaying electronic equipment such as cell phones, tablets, etc. during school hours unless permitted by the teacher for educational purposes; electronic equipment will be confiscated by the teacher, given to Administration, and returned to parents only.
- Selling items on school property not directly related to school sponsored activities
- Bringing toys, games, or pets to school except with teacher permission

15.3 ***General Principles***

- Practices forbidden in the Scriptures are not permitted.
- CBA students are expected to respect the authority of the school and church.
- Students are required to answer authority with “Yes Sir” and “Yes Ma’m” when appropriate.
- Students are required to address authority by Brother or Mister and Ms. or Mrs. and their last name.
- Students will refrain from possession or use of harmful substances such as tobacco, alcohol, and illegal drugs.

15.4 ***Search and Seizure***

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

