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# STUDENT PARENT HANDBOOK

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2019-2020



Calvary Baptist School  
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# **CALVARY BAPTIST SCHOOL**

## **STUDENT - PARENT HANDBOOK**

### **HISTORY OF CALVARY BAPTIST CHURCH AND SCHOOL**

Calvary Baptist School (CBS) was founded in September of 1975 as the educational arm of Calvary Baptist Church with Mark Whittington as pastor and administrator.

Calvary Baptist School began with a student body of thirty, which included kindergarten through twelfth grade when the church itself was only one-year old. There was only one graduate that first year, the pastor's youngest daughter. When the church and school moved from a small rented facility on South Frazier in 1978 to our current location, school enrollment increased, and classrooms were added to meet the growing need.

After Mark Whittington went to be with the Lord, the church called Mark Parker as pastor of Calvary Baptist Church and administrator of our school in 1998.

When Calvary Baptist School began, it was the only Christian school in the Conroe area with traditional classes. Though other private schools have since been started, CBS still has a unique ministry working with families to build Godly character while upholding high academic standards.

## STATEMENT OF PHILOSOPHY AND PURPOSE

Our purpose is to train young people to serve and glorify God through a Christian education which is both academically sound and consistently scriptural.

A Christian education does not merely fill students' minds but trains them as well. We strive to teach philosophy as well as facts and impart understanding as well as knowledge.

Students at CBS are not confronted with a dichotomy between truth and error – between Biblical Christianity and secular humanism. *“A double minded man is unstable in all his ways.”* (James 1:8)

### Why is Christian Education So Important?

Secular humanism, which is taught throughout public school curriculum, is a religion that uses man as the basis of all knowledge and truth; whereas Theism recognizes God as the source of all knowledge and truth.

We believe that Christian education is vital to the Christian home. The parents are responsible for the child's education and what the child learns throughout the day. For this reason, we feel that Christian education, along with parental direction, is necessary to train the child in a Christ-like manner throughout the day.

Scripture teaches us to: *“Train up a child in the way he should go; and when he is old, he will not depart from it.”* (Prov. 22:6). Believing God will honor His Word, we endeavor to train children according to Christian principles day-by-day and minute-by-minute. *“And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou liest down, and when thou riseth up.”* (Deut. 6:7).

*“Take heed that ye despise not one of these little ones; for I say unto you, that in heaven their angels do always behold the face of my Father which is in heaven.”* Matthew 18:10

## STATEMENT OF FAITH

\*We believe the Scriptures of the Old and New Testaments are verbally inspired by God and are of supreme and final authority in faith and life.

\*We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.

\*We believe that Jesus Christ, the second person of the God-head, was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.

\* We believe that man was created in God's image, that he sinned and incurred the curse of physical death and spiritual death (eternal separation from God): that all human beings are born with a sinful nature and are under the curse of death.

\* We believe that Jesus Christ died for the sins of the whole world, according to the Scriptures, as a substitutionary sacrifice. We believe that Jesus is the only WAY to Heaven, the only TRUTH to believe in, and the only LIFE for eternity.

\* We believe that man is justified before God only by the acceptance of Jesus' sacrifice on the grounds of His shed blood, and that all who receive by faith Jesus Christ as Savior are born again of the Holy Spirit and become children of God.

\*We believe in the resurrection of the crucified body of our Lord, His visible, bodily ascension into Heaven, His present work for us as High Priest and Advocate, and His preparation of a place for us in Heaven.

\* We believe in the conscious, bodily resurrection of the just to everlasting life in a literal Heaven, and the unjust to everlasting death in a literal, burning hell.

\*We believe in "that blessed hope", the personal, pre-millennial and imminent return of our Lord and Savior, Jesus Christ.

\*We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

\* We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God.

*Our Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. Calvary Baptist Church holds the final interpretive authority on Biblical meaning and application with regard to faith, doctrine, policy practice and discipline.*

## **WHAT CALVARY BAPTIST SCHOOL OFFERS IN . . .**

### **1. FACULTY**

Teaching at CBS is much more than just a job. It involves a warm, personal interest in each child, coupled with a desire to be of help, both to the child and to the parents.

### **2. CURRICULUM**

Textbooks are carefully selected at each grade level with thoughtful consideration given to content, purpose, and the needs of the child. ABeka Curriculum is primarily used in the elementary grades.

### **3. ACADEMIC REPORTS AND TESTING**

CBS believes that parents should be kept informed concerning their child's progress. This goal is accomplished through three-week reports, parent-teacher conferences, and report cards issued at the end of each six-week grading period. CBS administers yearly achievement testing in kindergarten through eleventh grade. Seniors take a battery of tests and college entrance exams.

### **4. ACTIVITIES**

Christmas programs, class programs, various assemblies, field trips, sports, and academic competitions are just a few of the extra activities available to students through Calvary Baptist School. While CBS cannot at this time offer extra-curricular activity for every interest, we are constantly seeking to broaden and expand options.

### **5. THE LUNCHROOM**

The CBS Snack Shack sells drinks and snacks. Hot lunches may also be ordered in advance. Sack lunches with non-microwaveable, precooked foods or finger foods are encouraged.

### **6. TUITION**

The purpose at CBS has been to maintain tuition at the lowest possible level in order that the average family can afford to send their children to a Christian school. Tuition rates at CBS are well below those of other private schools of its caliber.

## OBJECTIVES OF CALVARY BAPTIST SCHOOL

- To encourage each student to make a personal commitment of his life to God through the Lord Jesus Christ.
- To aid each student in experiencing maximum spiritual, intellectual, social, and physical development.
- To provide the tools necessary in the pursuit of knowledge.
- To provide an atmosphere that is conducive to the best Christian living and highest gains in knowledge, skills, and wisdom. *“The fear of the Lord is the beginning of knowledge: but fools despise wisdom and instruction.” Proverbs 1:7*
- To build character and to aid students in discerning truth from error, using the Bible as the basis of judgment. *“Sanctify them through Thy truth. Thy Word is Truth.” John 17:17*
- To teach and maintain effective discipline, giving students instruction in obedience, respect for faculty and fellow students, as well as respect for the property of others.
- To provide opportunities for students to become gracious, strong Christian leaders, able to follow leadership with the same graciousness and cooperation.
- To make every effort to help our students form the habit of attending Sunday school and church regularly in a Bible-believing church.
- To maintain a high level of academic scholarship.
- To promote patriotism and love of country.

*“In all thy ways acknowledge Him, and He shall direct thy paths.” Proverbs 3:6*

Many of the standards in this handbook are established on scriptural principles, which Calvary Baptist School feels are necessary to a Godly education. The others are merely guidelines developed through the years in order to have a more efficient school. CBS desires to have a God-honoring school and student body

## **ADMISSIONS**

### **NON-DISCRIMINATION POLICY**

The school admits students of any race or ethnic origin to all the rights, privileges, responsibilities, programs, and activities generally accorded to or made available to students at the school, provided such students meet our academic entrance requirements and agree to abide by the policies of the school. The school does not discriminate on the basis of race or ethnic origin in administration of its educational policies, admissions policies, or other school administered programs.

### **ADMISSIONS**

Each new applicant must submit a full application, which includes a reference from his pastor and a former teacher. After an interview, the application will be presented to the admissions committee whose decisions are final. Any registration paid is non-refundable. Testing may be required for first-time students. Kindergarten children (K5) must be five and Preschool (K4) must be four on or before October 1<sup>st</sup>.

### **SCHOOL HOURS**

Students will be watched from 7:30 to 3:15. Calvary Baptist School cannot be responsible for students before or after these hours. If a student remains on campus after 3:15, there will be an additional charge. Elementary students arriving before 7:50 a.m. should go to the cafeteria as teachers need this time to prepare for the day. If parents need to get a message to the teacher, they should send a note or call the office.

School hours are Monday – Thursday 8:00 a.m.- 3:00 p.m.  
and Friday 8:00 a.m.- 12:30 p.m.



## **ATTENDANCE**

### **IMPORTANCE**

Regular school attendance and punctuality are essential for students to gain the greatest benefit from their education at Calvary Baptist School. It is through regular attendance a student will benefit from instructional guidance and classroom activities, a student can link each day's learning experience with the previous day's learning experience, and a student will develop his potential as an individual. Absences from class may leave learning gaps which will cause a serious disruption of a student's mastery of essential instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences and tardies. Placing an emphasis on regular attendance and punctuality helps develop habits that will assist students in achieving success in high school, in college, and in future work.

### **TARDINESS**

Punctuality is an important trait that shows respect and consideration for fellow students and teachers and prepares students for the academic day. The student who is excessively tardy or the student who consistently leaves the campus early will miss valuable instructional time. This loss of instructional time in a class could result in the student not receiving credit for the class.

School begins at 8:00 A.M., and students must be in their rooms. A student should report to the office for an admit slip if he arrives after 8:00 A.M.

All tardies must be accompanied by a note signed by the parent that states the reason. Excused tardies are given for the following reasons: unavoidable traffic problems; emergencies; dentist or doctor appointments; illness.

For late arrival at school after a doctor's appointment, K4 through third-grade students and parents must report to the office with a doctor's excuse to get an admittance slip for class. Fourth grade through high school students must bring a doctor's note to the office for a tardy slip.

Excessive misuse of the tardy policy will result in unexcused tardies for the remainder of the 6 week period. Three unexcused tardies per six weeks will result in an assigned absence that counts toward the total days missed. This would make a student ineligible for perfect attendance. Additionally, unexcused tardies in junior and senior high school receive five demerits.

## **DISMISSAL**

Teachers begin dismissing K-4 through 2nd grade at 2:45 and at 12:15 on Friday. Students must be picked up by 3:15 M-TH and 12:45 on Friday. Students will be sent to extended care if they remain in the teacher's care after these times, and the parents will be billed for every fifteen minutes they are late.

## **EARLY DISMISSAL**

**Leaving Due to Illness:** Elementary students being picked up for illness or any other reason should wait in the office. Junior high and high school students may wait out in front of the school after they have signed out in the school office.

**Leaving Campus During the Day:** All students who leave campus during the school day must sign out in the office. To receive a permit to leave campus, the student must provide a written note, signed by his or her parent or guardian, containing the student's first and last name, the date, time and reason for leaving campus along with contact information for the parent or guardian. A telephone call from the student's parent or guardian requesting a permit for early release is also acceptable. The permit must be obtained prior to the start of the school day on which the student is requesting to leave campus. To be released from class, the student must present the permit to the classroom teacher to receive permission to leave at the designated time. The student must also sign out and back in to be readmitted to class. Students are not allowed to leave campus during meal periods for the purpose of eating lunch off campus.

Elementary parents who plan to pick up their student early should send a note to the teacher in the morning so the teacher might have the child prepared for early release. Parents must report to the office to sign their child out.

## **ABSENCES**

**Absences require both a call to the office the morning of the absence and a note upon return to school.** In the event a student is absent, parents must contact the front office as soon as possible. Following an absence, parents must send a note explaining the reason for the absence or a doctor's excuse. If a written note does not accompany the student upon return, the absence will be considered unexcused. Absences that are considered **excused** are: illness; death in the family; doctor appointment; pre-approved absences. Seniors are allowed one excused college day. We encourage appointments for routine doctor visits to be scheduled after school. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

Any absence that cannot be documented as an excused absence will be considered an **unexcused absence**. Unexcused absences in junior and senior high school receive five demerits. The demerits will be assigned in the office upon returning to school.

Junior and senior high absences are recorded each class period. Credit for each class depends on a passing grade and an attendance of at least 90% of the days the class is offered. Students who attend less than the required number of days (excused or unexcused) will be referred to an attendance committee who will consider extenuating circumstances and all absences before allowing credit.

## **PRE-ARRANGED ABSENCES**

Written parental requests for pre-approved absences must be made at least 2 weeks in advance to the principal. Forms to request pre-approved absences are available in the office and must be signed by the principal and each teacher. Approval will be based on the student's attendance record, academic standing, and compliance with campus procedures. A maximum of not more than five pre-approved absences per school year are allowed. Preapproved absences are included in the calculation to determine if a student has attended class 90% of the days the class is offered in order to receive credit for the class. Make-up assignments are provided for absences approved in advance.

**All assigned work is due on the day the student returns to school. Any tests or quizzes must be taken that day.**

**Make-Up Work for Excused Absences:** Students will be given the opportunity to make up work missed due to an excused absence. It is the responsibility of the student to request and complete any assignment or test missed because of an absence. For any work assigned during a student's absence, the student will be permitted one day for each day of excused absence to complete that work. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignment prior to the absence.

**Make-Up Work for Unexcused Absences** Students with unexcused absences must turn in all work and take any tests the day they return. Long-term assignments are due even if the student is absent on that day. Students should make arrangements to have long-term assignments turned in on the date due if the student is unable to do so because of an absence. Unexcused absences in junior and senior high school receive five demerits.

**Make-Up Classes:** Students who have lost credit in a class due to excessive absences may make up class time outside of school hours. The cost is \$30 for each makeup day. The class time will be scheduled by the principal.

**TRUANCY:** The student will not be readmitted to class until he and the parents have met with the principal.

## HEALTH

### IMMUNIZATIONS

All students are required to provide current immunization records as a part of the enrollment process. If immunizations are not current, the student will be allowed two weeks to receive the needed immunizations. After two weeks, the student will not be allowed to return to school until all immunizations have been received.

Texas state law requires that all students must have specific immunizations specified by the state of Texas requirements for school aged children before entering school. Parents choosing exemptions for reasons of conscience must submit the Texas Department of State Health Services Exemption from Immunization for Reasons of Consciences Affidavit Form prior to enrollment. This form can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com).

## **HEALTH SCREENINGS**

All schools in the State of Texas are required to screen for hearing, vision, and scoliosis. Calvary Baptist School employs a registered nurse for the purpose of screening students.

## **STUDENT MEDICATIONS**

Teachers are not allowed to dispense over the counter medicines. When requesting the office staff to administer OTC medication during school hours, parents or guardians must complete a Student Medication Form. Prescription medicine may only be dispensed if in the original container and a parent has properly filled out the Student Medication Form, which is available in the school office. Students may not keep medication with them while on campus. All prescription and over the counter medications must be turned in to the office.

## **ILLNESSES**

A child who is obviously sick or running a fever (over 100) should be kept at home for his protection and the protection of other students. Children running a fever at school will be sent home. A student sick with a fever should usually remain fever-free for twenty-four hours without medication before returning to school.

Students exhibiting any of the following symptoms should NOT attend school.

- Body rash with fever
- A sore throat with fever and swollen glands
- Persistent, nagging, or a deep cough
- The child is irritable, crying, tired or unable to participate in classroom activities.
- Eye discharge – thick mucus or pus draining from the eye

- Fever– Child should be fever free for 24 hours without medication before returning to school.
- Diarrhea, nausea, or vomiting – Child should be symptom-free for 24 hours after the last episode before returning to school.

## **COMMUNICABLE OR INFECTIOUS DISEASES**

Students who have a communicable disease will not be admitted to class without a written verification from a doctor's office stating that it is safe for the student to be at school. While regular attendance is crucial to student success, students who are contagious must not be sent to school. Parents are encouraged to take their child for treatment as soon as possible if a communicable disease or viral infection is suspected.

Students may not come to school while contagious. If a parent suspects that his child is contagious, he should contact the school so that other students who may have been exposed can be alerted. If the child has a strep/staph/hepatitis infection, he will need a doctor's note before returning to school. If a student has a draining wound or rash, it must be treated and covered. After a child has a gastrointestinal virus or bacterial infection, they may return to school 24 hours after the last episode of vomiting or diarrhea.

## **COMMON COMMUNICABLE DISEASES AND RE-ADMISSION TO CLASS.**

**Chicken Pox:** Incubation period is 2-3 weeks. Fever and rash over the body. Exclude from school until the final eruption of rash is dry and scabbed over. The child must have normal temperature.

**Fifth's Disease:** Incubation period is 4-20 days. Redness noted to both cheeks and smooth "lacy" rash appears over the body. Fever usually does not occur. Exclude student from school if he has a fever or does not feel well.

**Impetigo:** Incubation period is usually 4-10 days. Open blisters on skin generally covered with yellowish crust. Fever does not usually occur. Exclude from school until after treatment has begun and keep lesions covered.

**Infectious Hepatitis:** Incubation period can be 2-6 months. Type A Hepatitis has an abrupt onset with fever, malaise, anorexia, nausea, vomiting, abdominal pain, jaundice (yellowing of the skin) and dark urine. Exclude from school until physician allows the student to return.

**Measles:** Incubation period is 7-14 days. A blotchy red rash with a runny nose, watery eyes, fever, and cough. Exclude from school until 4 days after onset of rash. The serological evidence is required for diagnosis.

**Rubella:** Incubation period is 14-23 days. Cold like symptoms. Swollen, tender glands at the back of the neck. Changeable pink rash on face and chest. Exclude from school. The serological evidence is required for diagnosis.

**Mumps:** Incubation period is 12-25 days. Acute swelling over jaw and in front of one or both ears. The serological evidence is required for diagnosis. Exclude from school nine days from onset of symptoms.

**Conjunctivitis (pink eye):** Red itching eyes accompanied by crusting and discharge. Exclude from school until treatment is started or physician gives permission to return.

**Ringworm (scalp-body):** Incubation is 4-21 days. Flat scaly, ring shaped lesions located anywhere on body or scalp. Balding in the lesions will be noted if located on the scalp. May return to school if treatment is started and lesions are covered.

**Streptococcal Infection (strep-throat):** Incubation period is 1-3 days. Fever, sore throat, often large, tender lymph nodes on the neck. Scarlet fever producing strains present with a fine red rash 1-3 day after a sore throat. Exclude from school until the fever subsides, treatment is started, and physician gives permission to return.

**Head lice:** Presence of live lice on scalp and or small firmly attached silver-white tear-shaped eggs located on the hair shaft near the scalp. There is usually severe itching and small sores noted on the scalp. If the presence of live lice is observed, the student is excluded from school until treatment is given and the student is checked by school personnel.

**Scabies:** Small mite that burrows under the skin causing fine red bumps or blisters on skin accompanied by severe itching. Exclude from school until treatment is given.

**Staphylococcal Infections:** This is most commonly seen as an infection on the skin. It has the appearance of an insect bite with signs of infection such as redness, tenderness, and drainage. Physician evaluation is usually required to care for this infection. Physician indicates when a student may return to school. Recently there has been an increase in the number of infections caused by ***Methicillin Resistant Staphylococcus Aureus***. This is a strain of bacteria resistant to many antibiotics. This can occur with any break in the skin; however, this infection can appear as a bump (boil) with redness, swelling, pain and difficulty

healing. A doctor can determine a MRSA infection by culturing the wound. Students must have written permission from their doctor before attending school.

## ACADEMICS

### REPORT CARDS

Report cards are mailed out the Wednesday following the last Friday of each six weeks. They will be held in the financial office if accounts are not current. If the student owes library fees, sports fees, uniform fees, snack shack fees, or event fees, parents must contact the business office to inquire about account balances or to make payments for release of the report card.

### GRADING SYSTEM

A+	98-100	4.3	C+	78-79	2.3	F- 69-Below
A	94-97	4.0	C	76-77	2.0	I- Incomplete work
A-	90-93	3.7	C-	75	1.7	
B+	88-89	3.3	D+	73-74	1.3	
B	84-87	3.0	D	71-72	1.0	
B-	80-83	2.7	D-	70	0.7	

An honor roll will be announced each grading period and awards given. If problems or questions arise, parents should contact their child's teacher as soon as possible. Ability, attitude, and application are taken into account when giving grades in some classes.

The following is a list of suggestions for parents who are helping their child deal with a less than perfect report card:

- \* **Sit down** with your child and look over the report card.
- \* **Praise your child.** Find at least one good thing: attendance, effort.
- \* **Be calm.** Let your child tell you about the poor grades.
- \* **Ask** how you can help, and what he can do to make better grades.
- \* **Make a plan** with your child's teacher and your child to do better.
- \* **Be realistic** about your expectations and your child's capabilities.



**\* Spend time** checking that your child's homework is completed.

## **NEW STUDENTS IN JUNIOR AND SENIOR HIGH**

Each new student begins with probation. He is required to have fewer than twenty-five demerits for each six weeks and maintain a C or above in each class. A student who falls below these standards will have his records reviewed by the administration and may be dismissed from school.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

CREDITS	SUBJECT
4	Bible (1 credit per year of attendance)
4	English
4	Mathematics
1	Government/Economics
3	History
3	Science
1	Physical education
2	Foreign Language
1	Fine Arts
1	Speech/Health
<b>24</b>	<b>Total Required Credits</b>

*Note: Seniors must have at least 4 credits from Calvary or have been enrolled by the beginning of the spring semester to be allowed to graduate from Calvary.*

## **VALEDICTORIAN AND SALUTATORIAN**

The valedictorian/salutatorian must attend Calvary Baptist School his junior and senior year. If he has transferred high school credits, it must be from a school of like curriculum where the grades are independently verifiable. Validation is at the discretion of the administration.

## **PROCEDURES FOR PROMOTION AND RETENTION**

### **KINDERGARTEN THROUGH JUNIOR HIGH**

- Students who fail English and math or three or more subjects (yearly average) will automatically repeat the grade.
- Successful completion of approved summer school program will be required if the student fails the last semester of Math or English/Language.
- One or two failures will require successful, mandatory summer school in the failed subjects before the promotion is permitted on a probationary basis.
- Students who receive a D in any subject may be recommended to receive summer tutoring.

### **SENIOR HIGH SCHOOL**

- High school students who fail a required class must attend summer school or repeat the class the next academic year.
- Grades for high school classes are based upon successful completion of the work for the semester. Credits are issued each semester. If a student fails a semester in a required subject, the class must be repeated in summer school. Since we do not offer summer school, the parent must make his own arrangements and clear them with the principal.

## **AWARDS CEREMONY AND SENIOR GRADUATION (GRADES 7-12)**

The achievements of junior high and high school students are recognized at the awards program at the end of the school year. Students who have maintained perfect attendance, An honor roll, and AB honor roll are honored as well as students who have been recognized by their peers and teachers for character awards. All students are expected to follow the “School Program Uniform Standard.”

Senior commencement is held the night of the junior high and high school awards program. Graduating seniors are required to follow the guidelines for dress outlined in the Senior Handbook. Parents of graduating seniors play a significant role in setting up and decorations. Juniors and parents of juniors are

required to tear down and clean following the reception. Additional details concerning graduates and parental roles can be found in the Senior Handbook.

### **ELEMENTARY AWARDS AND SIXTH GRADE GRADUATION (GRADES 1-6)**

Elementary students are honored for academic achievement, perfect attendance, and character awards during the Elementary Awards Program at the end of the year. Parents should consult the school calendar for the date of the program. Further information regarding the time and location will be communicated to parents in the Monday folder as the program date draws near. Students in grades 1—5 are required to follow the “Elementary Awards Program Uniform Standard.”

A graduation ceremony honoring the sixth-grade class is at the end of the Elementary Awards Program. CBS recognizes this transition from elementary school into junior high school as a significant time in the child’s life as well as the parent’s. It is for this reason CBS honors the sixth-grade class. Graduating students are required to follow the “Sixth-Grade Graduation Uniform Standard.”

### **K-4 AND K-5 AWARDS PROGRAM AND GRADUATION**

The awards program for K-4 and K-5 classes is on the evening of their final day of school. The program includes student performances, special recognitions, character awards, and academic achievements. Additionally, the K-4 students have a promotion ceremony and the K-5 students have a graduation ceremony. K-4 students are required to follow the “Christmas Program Standard” for the dress, and the parents of K-5 students will be given specific guidelines for their graduating student. Parents can consult the school calendar for the date of the event.

## ACTIVITIES

### ACTIVITY TRANSPORTATION

Students may be taken in buses or private cars to program practice, PE, sports related activities, field trips, or special events. Students in grades K4 through 2<sup>nd</sup> grade must be transported in an age appropriate car seat or on the bus. Students in grades 3- 12 may be transported by car or by bus. Students will be taken off campus by bus for activities such as 7<sup>th</sup>-12<sup>th</sup> grade PE, sports events, choir or program practices, or competitions. Parents may be asked to assist in transporting students. Each parent who assists with driving must complete the Parent Volunteer Application prior to driving students to any activity. Questions regarding transportation should be directed to the school office.

### FIELD TRIPS

Field trips are planned by the teacher of each K4-6<sup>th</sup>-grade class as an opportunity for “hands-on” learning, academic enrichment, cultural awareness, or active engagement. K4 and K5 classes go on a minimum of two field trips each school year. Each class in grades 1<sup>st</sup>-6<sup>th</sup> goes on a minimum of three field trips, and grades 7<sup>th</sup>-12<sup>th</sup> each go on two group trips a year. While CBS has taken steps to include the cost of field trips into the tuition, some classes may need assistance to fund the last field trip/party of the year. Should the need arise, parents will be notified in advance and may be asked for additional contributions.

The following field trips are overnight field trips and are scheduled to be taken each spring:

- TEXAS HISTORY OVERNIGHT FIELD TRIP (GRADE 7)
- CREATION MUSEUM OVERNIGHT FIELD TRIP (GRADE 11)
- SENIOR TRIP (GRADE 12)

**\*Students are not allowed to attend field trips for classes other than their own.**

## **VOLUNTEERS APPLICATION**

CBS' insurance policies now require a background check on all prospective parent volunteers, including but not limited to field trip drivers, attendees, overnight trip sponsors, room parents and parent aides. The background check is strictly confidential. CBS will only receive the results as a "pass or fail" with no personal details or explanation in the report. There is no cost involved with the background check or with any other aspect of the volunteer application process. Parents wishing to attend class events must complete the Parent Volunteer Application and return it with a copy of their valid driver's license and a copy of their auto insurance. Upon passing the background check, volunteers will be issued a Volunteer Certification Card. Parent Volunteers may begin the background check by going to [www.calvaryconroe.org](http://www.calvaryconroe.org), choosing Christian School, and picking the Parent Volunteer tab at the top far right. The page includes information about the process, a download of the Parent Volunteer Application and a link to the background check.

*\*Parents and guardians who fail to complete the form prior to a school activity will not be permitted to participate in the event. Therefore, it is recommended that parents complete and submit the form in September for the report to be returned.*

## **VOLUNTEER DRIVERS**

Parents who drive for or attend school related activities or help with parties and projects are asked to uphold school standards. Parents are expected to follow student guidelines in a dress (loose fitting -- shorts to the knee or jeans and a shirt with sleeves). Those who volunteer to drive students are required to:

- Listen and ensure students listen to Christ-honoring music
- Watch and ensure students watch G or PG rated movies only
- Ensure students follow the hands-off rule
- Ensure students follow the electronic device policy
- Ensure students stay in close proximity at all times
- Follow the designated route and stay with other drivers
- Have age appropriate car seats/seat belts for every child

## **ELEMENTARY CLASS PARTIES**

Class parties are planned for Thanksgiving, Christmas, Valentines, and end of the year. Before helping plan a school party, parents should communicate with the teacher to ensure plans are within school guidelines. Items with Halloween symbols, Santa Claus, or the Easter Bunny should be avoided.

### **Holiday and end of school**

- \* Parties must be held the last hour or half hour of the day
- \* The teacher is responsible for organizing and controlling the class
- \* Parents may volunteer to help pay for or plan the party; however, the parent must get teacher approval to verify plans follow school guidelines.

### **Birthday parties**

- \* A parent may bring cupcakes or refreshments for the entire class for lunch or the end of the day.
- \* Parents must notify the teacher the day before bringing food.
- \* Students may not pass out personal party invitations at school unless the entire class is being invited.

## **JUNIOR HIGH AND HIGH SCHOOL PARTIES**

Group parties are planned by the administration for Christmas and for the end of the year. Students will follow the “Dress Down Day” Uniform Standard while attending these parties unless otherwise instructed. The Christmas and end of the year party will take place during school hours. Parents wishing to send items to their student for a special day must call the office and get prior approval 24 hours in advance. This is including, but not limited to flowers, balloons, cake, and food deliveries.

## **PROGRAMS**

Students are required to attend the program at Christmas and Commencement if they are assigned to participate. Exceptions must be cleared with the principal. Please check the current school calendar and reserve these dates.

## **SPIRIT WEEK AND HOMECOMING**

Spirit week is an opportunity for the student body to unite in building school spirit. The cheerleading squad plans the activities for the week, which vary from year to year but end with a school-wide pep rally and the homecoming game. Parents and students receive a schedule of the daily activities in advance, and everyone is invited and encouraged to participate. Unless otherwise noted, students are required to follow the “Dress-Down Day Standard.”

## **SPRING FORMAL BANQUET (GRADES 7-12)**

Each March, the seniors and senior parents host the Spring Formal Banquet. Grades 7 – 12 are invited and encouraged to attend. The banquet offers an opportunity for students to dress in formal attire and gain experience in a formal social setting. Tickets are available for purchase through the school office approximately 2 - 4 weeks before the date of the event. Students are required to follow the “Formal Banquet Standard” for dress. **Junior high** students may not bring dates. **High school** students must request permission to bring a date who is not a student of CBS. Students are responsible to inform non-student friends and dates of school dress code and rules. All guests are subject to the same guidelines as CBS students, which means that female guests must have their dresses approved 1 week prior to the event. Guests may not attend the event unless they agree to abide by school rules of dress and behavior.

## **STUDENT ORGANIZATIONS (GRADES 7 – 12)**

Participation in student organizations at CBS is a privilege, not a right. Because students engaging in organizations at CBS represent the school in public or otherwise hold positions of high visibility among their peers, students engaging in these activities are held to a higher standard for their school related and private conduct than other non-participating students. As such, CBS reserves the right to remove a student from any activity if, in its sole discretion, the best interests of the school would be served by the student’s removal.

These organizations include but are not limited to:

Ministry Arts- Yearbook- Choir- Athletics

## **EXTRA-CURRICULAR COMPETITIONS**

Calvary Baptist School is committed to educating the whole child—spirit, soul, and body—and is privileged to provide students with a wide range of opportunities to use and develop their God-given gifts and talents. Through academics, fine arts, and athletics, CBS strives to provide a setting for students to develop and display Christ-like character in all situations. The faculty and staff are dedicated to helping students develop Christian character and lifetime skills through practice and competition, so students can learn what it means to be Christ-honoring in competition. Life skills and character learned in student organizations helps provide students with another necessary tool needed to live fruitful and victorious Christian lives.

Parental support of Eagle academics, arts, and athletics is encouraged and appreciated. The parents are expected to assist the teachers and coaches in helping their child learn Christ-honoring character. Therefore, parents are expected to respect and teach their children to respect the decisions of the teachers, coaches, officials, and judges. This means that parents and students will refrain from criticizing, complaining, or disagreeing with authorities making decisions. Additionally, the students and parents are expected to be an example of Christian testimony to the schools with which CBS competes. While competition can be a catalyst for achieving success, it can also become a catalyst for contention and division. It is the goal of Calvary Baptist School to do all things in excellence, to maintain integrity in competition, to foster an environment of peace, and to challenge students to become Christ-honoring in victory and loss. Parents, students, teachers, and coaches are required to refrain from criticizing other schools or engaging opposing participants, fans, parents, coaches, judges, etc., in any conversation or behavior that is not Christ-honoring. While excellence may not always show up on the scoreboard or in the final tally, students will be challenged to set personal goals and to strive for success in achieving those goals.

Calvary Baptist School is a member of ACSI, TAPPS, and TCAL.

## **ACSI COMPETITIONS**

As a member of the Association of Christian Schools International, the student body is provided with opportunities to compete with other member schools. Students must qualify to compete. These competitions are a privilege



and often require extra time for preparation outside of class time. Students who place at the regional or district competitions are recognized by ACSI and honored by the school.

## **JUNIOR HIGH AND HIGH SCHOOL SPORTS**

Students involved in Eagle Athletics must pay an athletic fee, acquire and read the CBS Athletic Handbook, and follow the guidelines in it.

In order to participate in athletics, students must have a D or above in each class at each three week and six week report, have fewer than twenty-five demerits and have their athletic fees current. High school students may receive a PE credit by participating in athletics if they meet certain guidelines.

While CBS encourages all students to support Eagle Athletics, during games and practices the coaches cannot be responsible for students who are not on the team. Therefore, students may not attend team practice unless they are on the team. A student may not ride the bus to practice or games unless he is on the team or unless special permission has been given by the principal. All students must stay visible to faculty and parents in the stadium and in the gym. Electronic devices are not allowed at the games or on the buses, and cell phone usage should be limited to parent contact. Students must follow the “Dress Down Day Uniform Standard” if they change from their school uniform.

Cheerleaders and mascot (8—12 only) must be in the school for a year, demonstrate excellence in academics and behavior, and maintain a godly testimony with students and teachers in addition to the standards listed for other athletic teams. Cheerleaders and the mascot will be re-evaluated each year. for additional information, parents and students should consult the CBS [Athletic Handbook](#) which can be found at <http://www.calvaryconre.org>, choose Christian School, then click on the Athletic section.

## **CONDUCT**

### **CONDUCT**

Students of Calvary Baptist School are to reflect the character of Christ and to honor God, their parents, and the school 24/7/365 days a year. As representatives of Calvary Baptist School, students are expected to maintain the

highest standard of behavior whether on or off campus. Students who violate school rules and bring dishonor to God, parents and their school will be subject to disciplinary action even if the infraction is off-campus or occurred when school was not in session. Disciplinary action will be based on the discipline policy found in the discipline section of this handbook and will be at the discretion of the administration.

Cooperation is expected in the following:

- |                                      |                             |
|--------------------------------------|-----------------------------|
| * Reverence for God and His Word     | * Good school spirit        |
| * Neat and clean in person and work  | * Positive attitude         |
| * Respect for the property of others | * Respect for authority     |
| * Regular church attendance          | * Total participation       |
| * Avoiding all appearance of evil    | * Sincere respect for rules |

**Students of Calvary Baptist School who willfully and deliberately jeopardize the testimony and welfare of the school will automatically be removed from the student body.**

## **CAMPUS CONDUCT**

- CBS is a closed campus. Students must stay on the school grounds from the time they arrive until they go home unless special permission is granted from the principal.
- Students are to remain inside the fenced areas and may not go into the parking area.
- The school will not assume responsibility for any student arriving before 7:30 a.m. or remaining after 3:15 p.m.
- Teachers are at liberty to give homework for drill, practice, remedial needs, or special projects. Students are expected to complete all homework assignments.
- Cheating or class cutting is strictly prohibited.
- All students must finish their lunches in the lunch area and clean up before they leave.

- Students may not borrow school equipment without the permission of the administration.
- Students may not borrow money from other students without permission.
- Eating or drinking in carpeted areas is strictly forbidden.
- Each student is responsible to keep the campus neat and clean.
- Throwing objects or intentionally injuring another student will be dealt with immediately.
- Rowdiness between classes and in the hallways is not allowed.
- The following items will not be allowed on campus: electronic devices (cell phones are allowed but must be turned off), knives, weapons, matches, lighters, cigarettes, pornographic literature, alcoholic beverages, tobacco, drugs, skates, or skate boards.
- All buildings, equipment, and properties must be treated with respect.
- No undue familiarities. CBS has a “hands off” policy.
- No fighting.
- Students are required to respect all adult authority.
- All language should be appropriate and Christ honoring.
- The store next door is off limits at all times unless an adult accompanies the student.

## **ATTITUDES**

All of the staff at CBS seeks to work with each student and parent in an attitude of Christian humility and cooperation. Both the student and the parent should avoid a critical, griping, or uncooperative attitude in reference to the rules of the school and their enforcement. If a parent disagrees with the child’s teacher, he should speak privately with the teacher and refrain from discussing the issue with other parents, students, or teachers. Criticism of the teacher(s) or staff is strongly discouraged since a student cannot be expected to respond respectfully to a teacher of whom the parent is openly critical.

## **COURTESY**

Students are to proceed in an orderly fashion to their classes. Boisterous talking and rude conduct will have no place in CBS. Good conduct is a quality of a Godly Christian. CBS asks that students always be friendly, helpful, and polite to visitors and to each other.

*But the path of the just is as the shining light,  
that shineth more and more unto the perfect day. Proverbs 4:17*

## **DEPARTMENT**

When a regulation is established or instructions are given, each student is expected to carry it out with respect and good will. Students are not given the option of choosing whether or not they will comply with the regulations or instruction.

The goal of CBS is for self-disciplined, well-taught, spiritual individuals who will be assets to God's service and their families and therefore successful in life. Self-discipline comes from being disciplined. A self-disciplined student will be attentive in class, make the highest grades possible, and come to class prepared and ready to learn.

## **CHEATING**

Cheating is a very serious offense at CBS and will result in zeros on that work and other appropriate corrective measures. This includes copying answers on homework.

## **ELECTRONICS RULES**

### **Electronic Device Policy**

This policy includes, but is not limited to cellular phones, tablets, laptops, cameras, cd players, iPod, iPad, or any electronic or digital devices that can connect to the internet, can play music, videos or show pictures. These devices may not be seen or heard, from the time a student arrives on campus until after 4:00 p.m. The only exception to this rule is school-sponsored trips when a teacher gives specific permission to bring a cell phone to be used only at specified times. Any prohibited device that is seen or heard will be confiscated without additional warning.

**DRONES ARE STRICTLY PROHIBITED FROM THE PROPERTY OF CALVARY BAPTIST CHURCH & SCHOOL.**

**First Offense - the Electronic** device is confiscated, and the student is given ten demerits. The parent may reclaim the device by meeting with the principal and signing a copy of the policy to be filed in the student's file.

**Second Offense and following offenses** – Electronic device is confiscated; the student is given ten demerits, and he must pay \$20. The parent must reclaim the device from the principal.

**Parents may contact their child through the school office.**

## **INTERNET INVOLVEMENT**

Students of Calvary Baptist School are responsible to uphold Biblical standards of morality. Their testimony reflects on their family, their church, and the school. Each student is responsible therefore for anything he has placed on the internet on websites, on social media, or in any other public forum. Any student who posts material that reflects or implies involvement in activities that are illegal, illicit, immoral, or clearly inappropriate for a student of this school will be disciplined and may be expelled without additional warning. Parents must remain involved in the media use of their child to provide guidance and boundaries.

## **DISCIPLINE**

### **DISCIPLINE PHILOSOPHY**

The philosophy one holds concerning the nature of mankind will greatly determine the philosophy one holds concerning the discipline of children.

The prophet Jeremiah recorded God's knowledge of man's true condition when He said, *"The heart is deceitful above all things and desperately wicked," Jeremiah 19:7.* God approaches his children like a parent — He loves them too much to allow them to do anything that will hurt their development. That is a reasonable love.

Following God’s example, CBS seeks to fairly and firmly discipline each student to respect the authority of man — whom they can see, that they may learn to obey the commands of God — Whom they cannot see.

CBS asks the full cooperation of each parent in the disciplining of his or her child. Discipline must be a joint effort to be successful. If a parent cannot support the authority of the teacher over his child, he is requested not to enroll the child in Calvary Baptist School.

**DISCIPLINARY OFFENSES**

- \*Lying, cheating, or stealing
- \*Disrespect
- \*Disobedience
- \*Liquor, tobacco, or drugs
- \*Use of inappropriate language
- \*Violation of dress codes
- \*Possession of weapons or knives
- \*Fighting
- \*Chewing gum on campus
- \*Unprepared for class
- \*Disrupting class
- \*Throwing objects
- \*Writing and passing notes
- \*Talking without permission

**CORRECTIVE DISCIPLINARY MEASURES**

- |                    |                     |
|--------------------|---------------------|
| Counseling         | Corporal punishment |
| Extra work         | Probation           |
| Demerits           | Suspension          |
| Loss of privileges | Dismissal           |

Corporal punishment (spanking) is used in grades K-4 through 6<sup>th</sup>. After notifying the parent, the principal deals with the student in the office. Elementary teachers may use some modified forms of in-class discipline (i.e. name on board, move child to a different area, miss part of recess, etc.)

The demerit system is used for junior high through high school students. A current demerit system will be issued annually. New students are accepted with certain restrictions on grades and demerits for their first year. New or former students on probation (demerit or grade trouble) will have their records reviewed and parents contacted when necessary. If in the opinion of the school administration, the demerits are indicative of an unwillingness to cooperate, the student will be asked to withdraw from school, and no money will be refunded.

## **DEMERITS FOR JUNIOR HIGH AND HIGH SCHOOL ONLY**

Teachers will fill out demerit slips to be turned in to the office each Friday. The demerit secretary will assign the appropriate number of demerits and post the list each week. If a student receives five or more demerits in one week, his parents will be mailed a list of all demerits and the reason they were given. Students will be required to stay after school on specified Fridays from 1 to 5 for each 25 demerits. Parents should contact the teacher immediately if there are questions regarding earned demerits.

### **EXPLANATION OF THE DEMERIT SYSTEM**

**DISRUPTING CLASS (2 demerits)** These include talking, singing, humming, writing or passing notes, interrupting the class discussion, playing with objects, doing homework for another class, or distracting another student.

**GENERAL RULE BREAKING (2 demerits)** These involve acting silly, eating in class, dress code violations, disrupting the class, leaving the room or chair without permission, rowdiness, or making a mess.

**SCHOLASTIC VIOLATIONS (5 demerits)** These infractions are detrimental to the student's scholastic performance. They do not hurt others as much as they waste the student's time and the parent's money. These include: being tardy to class, unexcused absence, not doing homework or not being prepared for class, refusing to participate in class, sleeping in class, or not being dressed out for P.E.

**DESTRUCTIVE DEEDS (10 demerits)** These include defacing school property (which includes chewing gum), throwing objects, harming other students, and any other behavior that is dangerous to students or property.

**SOCIAL VIOLATIONS (10 demerits)** These regard behavior and interaction with others. Offenses include disobedience or disrespect toward teachers, fighting, breaking the hands-off rule, use of profane language, being expelled from class, or any cell phone or social media usage at school.

### **CUTTING CLASS OR LEAVING SCHOOL WITHOUT PERMISSION**

(25 demerits)

**LYING, CHEATING, OR STEALING (25 demerits)**

**CRIMINAL OFFENSES PROBABLE EXPULSION** Bringing a weapon to school or involvement with drugs, tobacco, or liquor on or off of campus.

Punishment for demerits will be as follows:

25 demerits – Detention - Parent will be notified about the day.

50 demerits – 2<sup>nd</sup> Friday detention

75 demerits – 3<sup>rd</sup> Friday detention

100 demerits – Probable expulsion

**The charge for each detention will be \$30 due on or before the scheduled day.**

All slates will be wiped clean at the end of each six weeks. Teachers may also use other forms of discipline in addition to demerits when it is deemed necessary and approved by the principal.

**Students must have less than 25 demerits and no grades lower than 70 to participate in sports.**

## **DRESS CODE**

### **GROOMING GUIDELINES**

- All students' hair should be appropriately cleaned and groomed.
- All students' hair must be out of the eyes and groomed, not messy.
- Elementary students may not have dyed, highlighted, bleached, or tipped hair.
- Junior high/high school students' hair may be dyed a shade lighter or darker than the natural color and not be obvious or dramatic. It must be natural looking.
- No distracting hair coloration or bleaching, patterns cut into the hair or styled upward taller than one inch.
- Boys' hair must be trimmed above the collar and ears.
- Hairstyles that have hair lengths which cause the student to wet, clip, tie or gel back hair in order to gain compliance are not allowed.
- Boys must be clean-shaven with sideburns only to the middle of the ear.
- Makeup is only permitted on girls, grades 7-12 and must be moderate, understated, and natural looking.
- No black nail polish, lipstick, or heavy eyeliner.
- No tattoos or piercing or body writing of any kind.



## **MODESTY GUIDELINES**

- Garments should fit appropriately - not tight fitting or over-sized
- All shorts, jumpers, skirts must touch the knee cap.
- The top shirt button is the only button that can be unbuttoned.
- Undergarments must be appropriate and cannot be visible regardless of posture or position except for the neck of undershirts.

## **GENERAL GUIDELINES**

- All clothing must fit loosely but not be oversized or baggy.
- All clothing must be in good repair, not faded, wrinkled, frayed, or have holes or tears and must be clean and free of markings.
- Pants must not be form fitting. No cargo pants. No ankle pants.
- Pocket flaps must be ironed or stitched flat.
- Pants must be worn near the waist, and pant hem must not touch the floor.
- Shoes must always be worn.
- Clothing designed with belt loops requires a belt.
- No visible layering.
- Shirts must be tucked in during school hours.
- Undershirts must be solid in color and not visible through the uniform shirt.
- No piercings except girls' ears and no more than one pair of earrings. Cartilage rings are not permitted.
- Necklaces, watches, rings, bracelets, and belt buckles must be appropriate for school.
- Accessories should be modest in size and style and should not be distracting.
- Pocket chains and large neck chains are prohibited
- Hooded sweatshirts are not allowed.
- Hats, hoods, and head scarves are not permitted in the building.

## **DURATION and ENFORCEMENT**

The dress code is in effect any time a student is on campus and will be enforced from the time the student arrives on campus until he leaves campus. Dress code will be checked throughout the day.

The general requirement for CBS students who attend school activities and games is to follow the "Dress-Down Day Standards" unless otherwise noted.

## **JACKETS/SWEATERS (BOYS AND GIRLS: ALL GRADES)**

- May be solid or have a stripe, contrast trim, or all over print.
- No words or pictures, peace signs, camouflage, dragons, snakes, skulls, etc.
- Pullover sweaters must not completely cover the uniform.
- No sweat-jackets or turtlenecks or pullover jackets.
- Students may not wear visibly layered clothing.

## **DAILY UNIFORM STANDARD**

### **BOYS**

- Pants/\*Shorts: black, navy, or khaki (cotton twill/school uniform/Docker style)

\*Elementary may wear uniform shorts

\*K-4 and Kindergarten may wear uniform shorts/pants with elastic waists.

\*Grades 7-12: No shorts.

- Shirts: oxford or polo in any solid color
- Shoes: Elementary- tennis shoes are required; Jr. high/high school - closed toe shoes, including tennis shoes are permitted
- Belts: required if pants/shorts have beltloops
- Socks: solid color
- Jewelry: Rings and watches and simple chains are allowed.

### **GIRLS**

- Pants/Skirts/\*Shorts/\*Skorts/\*Jumpers: black, navy, or khaki (cotton twill/school uniform/Docker style)

\*Elementary may wear uniform shorts, skorts, jumpers, pants, or skirts.

\*K-4 and Kindergarten may wear uniform shorts/pants with elastic waists.

\*Grades 7-12 may wear uniform skirts or pants. Skirts must touch the kneecap when standing. Straight skirts must be below the knee and walking slits must begin at the knee.

- Shirts: loose-fitting button up blouse with sleeves and collar or polo in any solid color. Sleeves must be at least halfway from elbow to shoulder.
- Shoes: Elementary - tennis shoes are required; Jr. high/high school- tennis shoes, sandals with a heel strap.
- Belts: required if pants/shorts/skirts have beltloops
- Socks: Solid colored socks, tights or knee socks are allowed. No leggings.

## **CHAPEL UNIFORM STANDARD (GRADES 7-12)**

### **BOYS**

- Pants: Navy or black uniform pants
- Shirts: White oxford shirt
- Undershirt: Must be solid white
- Tie: Required
- Shoes: Dress shoes are required (No tennis shoes).
- Belts: Belt required

### **GIRLS**

- Skirts: Navy or black uniform style knee-length (or longer) skirt, full or straight, straight hem and loose fitting
- Shirt: Loose-fitting white dress blouse, buttoned down the front, with sleeves and a collar, cotton blend, not see through
- Undershirt: White camisole or tank top is required.
- Shoes: Dress shoes are required, no tennis shoes. Grades 7-8 may wear up to a 1-inch heel; grades 9-12 may wear heels no taller than 2 inches.
- Belt: Belt is required if the skirt is designed with belt loops.

## **P.E. UNIFORM STANDARD (BOYS AND GIRLS: GRADES 7-12)**

- Shorts: Black or navy knee-length athletic shorts (may be ordered through the school)
- Shirts: Uniform t-shirts must be ordered through the school. For cooler weather, loose-fitting sweatshirts and sweat jackets may be worn over the PE shirt. (No holes, words, or pictures).
- Shoes: Tennis shoes are required.
- Socks: Athletic socks are required.
- Pants: Black or navy loose wind pants or sweatpants may be worn in cooler weather.
- Caps, gloves, sunglasses, etc. may be worn at the discretion of the PE teacher.

## **“DRESS-DOWN DAY” STANDARD (BOYS AND GIRLS: GRADES 7-12)**

- Pants: Loose fitting, full length jeans (not frayed or with holes)
- Shirt: Print or stripes without words or pictures (No peace signs, camouflage, dragons, snakes, skulls, etc.)
- Shoes: Tennis shoes (Flip flops are permitted)

### **FIELD TRIP UNIFORM STANDARD (BOYS AND GIRLS: ALL GRADES)**

- Pants: Uniform or loose-fitting jeans (full length, not frayed, no holes)
- Shirt: Field trip/travel shirt
- Shoes: Tennis shoes

### **SCHOOL PROGRAM UNIFORM STANDARD (GRADES 7-12)**

#### **BOYS**

- Pants: Uniform style (no jeans)
- Shirt: Dress shirt
- Shoes: Dress shoes (no tennis shoes)
- Belt: Required

#### **GIRLS**

- Skirts: loose-fitting, knee-length or longer (no pants)
- Shirt: blouse with sleeves and a tank top or camisole
- Shoes: dress shoes (no flip flops, tennis shoes, or stilettos)

\*Girls may wear dresses that follow the same skirt/shirt guidelines.

### **CHRISTMAS PROGRAM UNIFORM STANDARD (GRADES K-4 – 6)**

#### **BOYS**

- Pants: Like new navy or black uniform pants (no shorts)
- Shirt: Dress shirt, solid color
- Shoes: Dark dress shoes (no tennis shoes)

#### **GIRLS**

- Skirt: Dressy skirt knee-length or longer (no pants)
- Shirt: Blouse with sleeves, not see through
- Shoes: Dress shoes without heels (no tennis shoes or flip flops)

\*Girls may wear dresses that follow the same skirt/shirt guidelines.

### **KINDERGARTEN GRADUATION (GRADES K4-K5)**

- K4-Students will follow the “Christmas Program Uniform Standard”
- K5-Students graduating will be given specific uniform guidelines.

### **ELEMENTARY AWARDS PROGRAM UNIFORM STANDARD (GRADES 1 – 5)**

#### **BOYS**

- Pants: Like new navy or black uniform pants (no shorts)
- Shirt: New or like new solid polo
- Shoes: Dark dress shoes (no tennis shoes)

## **GIRLS**

- Skirt: New or like new navy or black uniform skirt (no shorts or pants)
- Shirt: New or like new solid polo
- Shoes: Dark dress shoes (no heels or tennis shoes)

## **SIXTH GRADE GRADUATION UNIFORM STANDARD (GRADE 6)**

### **BOYS**

- Pants: Black dress pants
- Shirt: White oxford shirt
- Undershirt: Solid white undershirt required
- Shoes: Black dress shoes (no tennis shoes)
- Belt: Black belt
- Socks: Black dress socks
- Tie: Required

### **GIRLS**

- Skirt: Loose fitting, knee-length black skirt (Skirt should measure to the bottom of the knee.)
- Shirt: Loose fitting white blouse (not sheer) with collar and sleeves
- Undershirt: White tank top or camisole required
- Shoes: Black dress shoes (no high heels or tennis shoes)

## **SENIOR GRADUATION UNIFORM STANDARDS (GRADE 12)**

Students, grades 7-11, attending graduation are required to follow the guidelines for "School Program Uniform Standards." Students performing in the program will be given specific uniform guidelines.

### **SENIOR BOYS**

- Pants: Black dress pants
- Shirt: Long sleeve solid white dress shirt.
- Undershirt: Solid white undershirt
- Belt: Black belt
- Tie: Required
- Shoes: Black dress shoes
- Socks: Black dress socks

### **SENIOR GIRLS**

- Skirt: Black knee-length, loose-fitting skirt
- Shirt: White blouse with sleeves and collar
- Undershirt: Solid white tank top or camisole

- Shoes: Black dress shoes less than 3 inches high (no stilettos)

## **BANQUET DRESS STANDARD (GRADES 7– 12)**

### **BOYS**

- Pants: Dress pants (no jeans)
- Shirt: Dress shirt
- Shoes: Dress shoes (no tennis shoes)
- Belt: Dress belt required
- Tie: Dress tie required

\*Suits, sports coats, vests or sweaters are encouraged for formal dress.

### **GIRLS**

- Dress: Dressy dresses or formals. Dresses must be modest (not see-through, not low in the front or back, or not above the knees). All dresses must have at least a one-inch strap or a jacket or shawl that is not removed. Dresses must be pre-approved a week prior to banquet so that girls will have time to make alterations if necessary.
- Shoes: Dress shoes (no tennis shoes)

## **STUDENT SPECTATOR STANDARD**

School related events: All students must follow the “Daily Uniform Standard” or “Dress-Down Day Standard” when attending any school related event that does not have a specific dress code. This includes sporting events and practices.

School programs – All students must follow the “School Program Uniform Standard,” even if they are not part of the program, to honor those performing. Students may also be called to the platform unexpectedly to be honored.

## **ADMINISTRATIVE CHOICE**

Administration reserves the right to make the final decision regarding dress code. Because there are many gray areas concerning dress code, parents and students are expected to honor the spirit of the law, not looking for loopholes and recognizing that the guidelines listed in the handbook are not an exhaustive and complete list of what is acceptable and unacceptable.

Students may be asked not to wear clothing, accessories, jewelry, hairstyles, or makeup that is deemed inappropriate for school. This is the decision

of the administration. Students who continue to wear the accessories or styles after they have been asked not to may have their parents called and receive 10 demerits for disobedience.

## GENERAL PROCEDURES

### LUNCHES

Students are encouraged to bring a sack lunch. Drinks and snacks are available for purchase in the snack shack. Hot lunches are provided for students who wish to buy their lunch. Monthly calendars with the lunch schedule and an order form will be distributed to all students to take home. Parents may order the lunches by returning the completed order forms with payment to the financial secretary by the stated deadline. Checks for lunch orders cannot be combined with the tuition payment; therefore, separate checks are required. However, for families with multiple children, the lunch payment may be combined on one check, if a separate lunch form is completed for each child.

### INCLEMENT WEATHER

**When the Conroe schools cancel due to weather related problems, CBS will not have school.** When administration believes it is in the best interest to cancel classes before CISD decides, staff will notify each family via telephone or text.

### BOOK OR PROPERTY DAMAGE

The parents of each child will be financially responsible for any book or property damages incurred by their child (accidental or otherwise). The minimum charge per book is \$10.00. If a book is lost or destroyed, the parent will pay the replacement cost. In the case of more than one student being involved in the damage, the expense is shared.

## **LOST AND FOUND**

Nametags should be placed on coats, sweaters, lunch boxes, P.E. clothing, and school supplies. All found articles are turned in to the school office and may be disposed of if not claimed within thirty days.

Students should not bring large sums of money to school. The school cannot be held responsible for lost or stolen money.

## **SCHEDULE CHANGE REQUESTS**

Students may only change classes in the first two weeks of the year or when the semester changes in January. A student wishing to change classes must have their parent meet with the principal, who will complete a permission form two week before the change. The school secretary will then place a copy of the completed form in both teachers' boxes to show final approval.

## **FUNDRAISING**

The senior class and student organizations plan sales or fundraisers throughout the year in order to raise funds for their respective class or organization. Student and parent participation and support for seniors and other student organizations is appreciated.

## **STUDENT DRIVERS**

A student with a valid driver license may drive to school as long as the following conditions are met, and the required information is in the school office. Should a student ignore the established guidelines for driving, the privilege may be revoked.

- Vehicles driven by students are to be parked in the area designated for student parking. Parking will be assigned by the administration.
- Students who drive may not loiter around their vehicles. They must leave the parking area and not return until after school.
- Under no circumstances are students to leave school in another student's vehicle without written permission from both parents and permission from the principal.



- The student's file must contain the following: permission to drive-signed by the parent, agreement to follow rules-signed by the student, a photo copy of driver's license and current insurance, the vehicle identification number and a description of the vehicle.
- Students who need to renew their license must get an attendance form from the office. The state of Texas will not issue a driver's license without this form.

## **TRANSCRIPTS**

CBS maintains transcripts to record course work of high school students only. Students must complete one full semester at Calvary Baptist School before a transcript is created. Parents must notify the office one week in advance to request an official copy of the student's transcript. Official transcripts must be mailed in a sealed envelope to the college or institution of the student's choice. Transcripts are available three weeks after the end of a school year.

CBS sends two official transcripts without charge. Each following transcript will incur a fee of \$20.

## **WITHDRAWAL**

When it becomes necessary to withdraw a student, parents must notify the office. Tuition charges will continue until the office has been notified even though the student may have been absent prior to that date.

When a student withdraws, he should return his textbooks; check in his library books; and clear records in the business office. It will take approximately 48 hours for the parent to receive an official copy of withdrawal grades.

Students who are asked to withdraw are not permitted to return for visits to the campus or to attend school events. Should they need to come to the school on business, they should come directly to the office.

## **PARENT-SCHOOL COOPERATION**

### **COMMUNICATION**

In order for each child to develop his greatest potential, communication between the parent and the teacher is essential. Elementary teachers send home weekly correspondence, updates, student work, conduct reports, lunch calendars, event reminders, etc. in the "Monday Folder." Parents are expected to review the contents of the "Monday Folder," sign the conduct report and return it with their child the next day. Parents are encouraged to offer feedback and/or request a conference with the teacher should there be questions or concerns regarding their child's academic progress or conduct. Additionally, parents are expected to respond to necessary communication in a timely manner.

Junior high and high school teachers communicate through three-week reports and six-week report cards. Three-week reports must be signed and returned within two days. Parents are encouraged to contact the teacher directly should questions or concerns arise and to schedule conferences when necessary.

Communication between the parents and school is imperative. Important information, including report cards, demerit sheets, financial correspondence, and parent notifications, is mailed to the parents. Additionally, the principal utilizes the email system to communicate reminders, emergency alerts, and updates. Therefore, it is important that the school have the most current email address of the parents. Often expedient responses from parents are necessary, so parents are encouraged to read their email daily.

### **CONFERENCES**

Conferences with teachers for school problems should be requested through the office and scheduled at least one day in advance. The office will check with the teacher's schedule and plan a time that will work for both parent and teacher.

## **CONTACT HOURS**

Although today's world is one of constant communication, teachers and staff have families and responsibilities of their own. Therefore, parents and students should limit their texting and phone calls to teachers and staff between the hours of 7:00 a.m. and 8:00 p.m. on school days only. Teachers should not be contacted on weekends or holidays unless it is an emergency.

## **HOMEWORK**

Teachers are asked to give homework. The purpose of this is to give students practice and teach them responsibility. Corrective measures will be taken for continued failure to do required homework. Parents are expected to cooperate with their child's teacher by encouraging their child to complete the assigned homework in the allotted time. If the student does not understand the work and needs help, parents are encouraged to offer instructional assistance to their child or send a note to the teacher. Since some students need extra help in certain areas and it is not always possible to give all the help needed during class time, parents are expected to work with teachers to help their child.

## **JUNIOR HIGH AND HIGH SCHOOL PAPERS**

Assigned papers must be typed and printed at home, at a friend's house, or at the public library. Students may not type or print papers on office computers. Students may print a paper in the computer lab no later than **the day before it is due** during computer lab hours only.

## **FINANCIAL POLICIES**

Parents must sign a financial agreement with the financial secretary and submit all registration forms before their child is officially enrolled and can begin classes. Any registration paid is non-refundable. Tuition discounts apply only to siblings or to those children who are under legal guardianship within the same family. Report cards will be held if accounts are not current or if the student owes library, snack shack, sports, uniform, field trip, or event fees. Families who owe registration or more than two month's tuition must contact the financial office to continue their student's enrollment.

## **PARENT OR VISITORS ON CAMPUS**

Parking in the circular drive is prohibited. Campus visitors should park in the front or on the north side of the property. Parents planning to eat lunch on campus with their child must first report to the office for sign-in. Because unscheduled visits interrupt the rhythm of the class, parents are asked to report to the school office when dropping off books, projects, lunches, uniforms, or other items. To get information to a teacher or set up an appointment, parents should call the office or send a note. Parents are expected to follow student guidelines in dress when attending any student activities.

**No one will be allowed on the campus under the influence of alcohol or drugs. This is a smoke-free environment. Tobacco products are prohibited on campus or at school events and activities. Parents or friends should not enter the classroom buildings unless permission is granted from the office. This rule is made for the protection of the student body. CBS must know who is on the property at all times.**

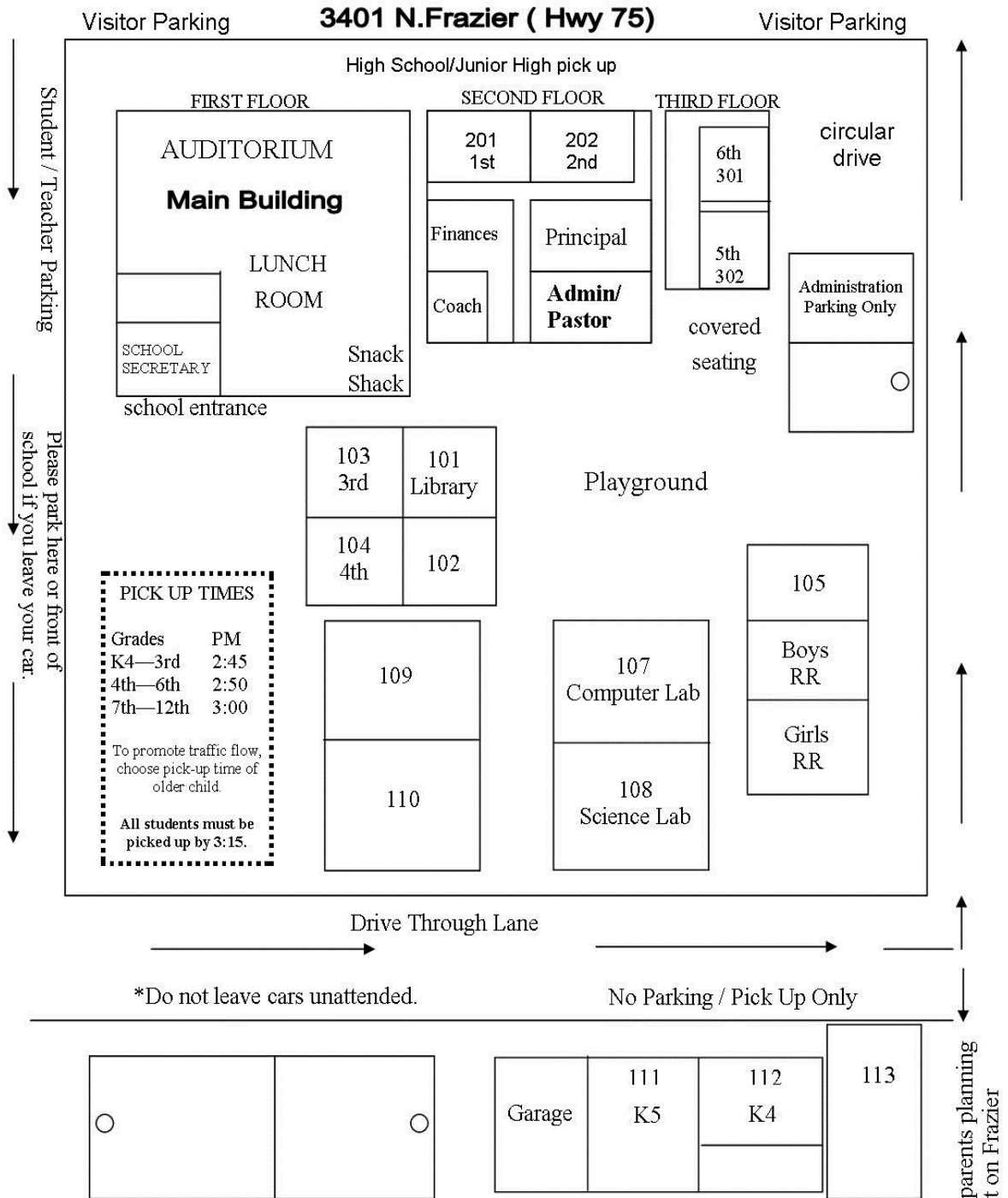
## STUDENT PICK UP PROCEDURES

1. The name card must be taped to the passenger side window or placed on the passenger side dashboard for the first several weeks of school since teachers do not yet recognize parents' cars.
2. Parents are expected to arrive at the school at the dismissal time of the oldest child. Parents who come too early will block the drive and cause traffic flow issues. Following is a list of dismissal times:

GRADES	DISMISSAL TIME
K4 – 2	2:45
3 – 6	2:50
7 – 12	3:00

3. Parents who have children in elementary and junior high or high school should pick-up their elementary student at their dismissal time and drive to the front to pick-up the older child. Parents should communicate the pickup plan with the older child prior to dismissal time.
4. If a wait time is anticipated, parents must pull into the right lane. Faculty traffic directors will assist drivers as they are ready to exit.
5. Parents who have scheduled meetings with teachers must park in the front or on the north side of the building and walk to the back to pick-up their child.
6. **Cell phone use is prohibited in the pick-up/drop-off line.**

# Calvary Baptist School Campus



Student / Teacher Parking

Please park here or front of school if you leave your car.

Administration Parking Only

Option for parents planning to turn right on Frazier

Thank you for your cooperation with these parking and traffic arrangements to maximize safety and speed up pick up time.



## A FINAL WORD TO STUDENTS

Our earnest desire is to lift you to the highest moral and spiritual plane while guiding you to excellence in academics. In so doing, we honor the Lord Jesus Christ and His Word. The scripture is filled with such commands as: “Be courteous,” “Walk worthy of the Lord,” “Be ye holy,” “Be ye kind one to another,” and “Study to show thyself approved unto God.”

You are an individual and possess God-given abilities. We want to cooperate with God and your parents to help you discover your success.

We look forward to having you in our school this year.



*And whatsoever ye do, do it heartily, as to the Lord, and not unto men;  
Knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve  
the Lord Christ. Colossians 3:23-24*

\*Calvary Baptist School reserves the right to change, modify, or add to these standards.