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# **Central Baptist Academy**

**A Ministry of Central Baptist Church Brantford**

## **Parent-Student Handbook**

**2024 -2025**

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### **Organization and Administration**

As a ministry of Central Baptist Church Brantford, Central Baptist Academy (CBA) is owned, operated, and run by Central Baptist Church Brantford. The membership of Central Baptist Church Brantford is responsible for appointing men to give leadership to the operation of the church and all of its programmes. The Deacons appoint several members of the church to form the Central Baptist Academy Committee (CBAC), which is like a Board of Education.

While CBA considers itself to be a Christian school, it is identified by the Ontario Ministry of Education (MOET) as a private school. Although CBA maintains registration with the MOET, it is neither funded nor officially inspected by the government. CBA is a member of the Association of Christian Schools, International (ACSI). This organization provides educational information, professional development, and other benefits to its member schools.

### **Vision, Mission, and Motto**

**OUR VISION:** Central Baptist Academy recognizes our need for Jesus as Lord and Saviour, and we will partner with parents to equip our students to become more like Christ.

**OUR MISSION:** To renew our minds with Christ-centered teaching that engages our hearts through discipleship, equipping students spiritually and academically to serve God.

**OUR MOTTO:** Renewing minds, Engaging hearts, Equipping students

### **Purpose**

Central Baptist Academy began as a ministry of Central Baptist Church Brantford in 1978. Its purpose is to provide a regular academic course of study for students, with instruction from a definite Christian worldview. Central Baptist Church believes that the Holy Bible is the inspired Word of God and thus, that it is eternal, absolute truth. Therefore, Central Baptist Academy seeks to teach and adhere to this fundamental truth throughout its entire practice and instructional programme; it is preeminent over all curricula.

The Word of God reveals that the primary responsibility for the education of children rests with parents (Deuteronomy 4:9; 6:8; Psalm 78:6-8; 1 Samuel 3:13). Central Baptist Academy recognizes that it is part of a threefold, cooperative ministry to the home and the local church. Children are gifts to parents from the Lord (Psalm 127:3) and an awesome responsibility. Thus, it is very important that parents sending their children to Central Baptist Academy realize the major goals by which the school seeks to function.

### ***Central Baptist Academy will:***

1. challenge and attempt to influence each student and family member to accept Jesus Christ as their personal Saviour from sin (Romans 6:23, John 1:12).
2. assist pupils with the development of Christ-like character qualities in their lives (Romans 12:1; Philippians 2:5).
3. provide students with an educational opportunity to develop their spiritual, intellectual, emotional, physical, and social domains to the extent that their abilities and gifts permit, in order that they may be used to glorify God (Proverbs 22:6; Psalm 119:105; Colossians 3:23).
4. emphasize critical thinking that will help students learn how to process information and think critically in the context of a biblical worldview (Isaiah 1:18; Romans 12:2).
5. expect parental education responsibility: parents have the primary responsibility for the

education of their children; the school serves both Christian and pre-Christian homes. Parents should cooperate with and support the school's advancement in both practical and intangible ways (Deuteronomy 11:18-21; 1 Corinthians 1:10).

6. fulfil the Great Commission to evangelize and disciple others by living out the Great Commandment of loving God with our whole beings, locally and globally (Matthew 28:19,20; Mark 12:30,31).
7. integrate biblical principles into every planned learning experience, which is crucial to effective Christian schooling (Daniel 2:20; 2 Corinthians 10:5).
8. be involved in a plan of ongoing assessment and evaluation for continuous improvement and sustainable development through the implementation of research-based best practices and community partnerships (Colossians 3:23; 2 Timothy 2:15).
9. foster an environment of non-discrimination that reflects a Christ-like sensitivity and is relevant to a diverse school community, which is united by Christ (John 13:34-35; 2 Corinthians 12).

### **Statement of Faith**

The basis of Central Baptist Academy and all of their programmes is the inspired and infallible Word of God, the Bible, as interpreted in the Statement of Faith of Central Baptist Church Brantford. A brief summary of the articles follows. We believe:

1. in the Scriptures of the Old and New Testament as verbally inspired of God, and inerrant in the original writings, and that they are of supreme and final authority in faith and life.
2. in one God, eternally existing in three persons, Father, Son, and Holy Spirit
3. that Jesus Christ was begotten by the Holy Spirit, and born of a virgin, and is true God and true man.
4. that man was created in the image of God and that he sinned and thereby incurred not only physical death but also spiritual death which is separation from God, and that all human beings are born with a sinful nature.
5. that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood.
6. in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life here for us as High Priest and Advocate.
7. in the personal and imminent return of our Lord and Saviour, Jesus Christ.
8. that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God.
9. in the prominence of the local and visible church, baptism by immersion for believers, and the ordinance of the Lord's Supper.
10. in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting, conscious punishment of the lost.
11. in the spiritual unity of all believers in the Lord Jesus Christ.

### **Statement of Morals**

As a Ministry of Central Baptist Church Brantford Inc. 1997, Central Baptist Academy's board members, administration, and staff believe that the Bible is the inerrant Word of God and that it provides the behavioural and moral standards for our lives. Based upon our understanding of the Old and New Testaments, we will teach our students that:

- a) we are created in the image of God; therefore, everyone has inherent worth.

- b) the promotion of hatred of any individual or group is completely unacceptable.
- c) human life begins at conception and that an unborn child at any stage of development is a human being and should be treated as such.
- d) sexual intimacy is only morally acceptable within a marriage relationship.
- e) marriage is an exclusively heterosexual institution involving one man and one woman.

### **Gender Statement**

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological/chromosomal sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

We believe that God created people, male and female, in His image. Gender is part of that creation, determined and designed by God and unchanging. An effort to change or reject that part of oneself is a rejection of God's creation and design (Genesis 1:27).

Given the pervasive effects of the fall into sin on all creation, we believe that gender dysphoria is not part of God's original plan for creation, but that it is morally neutral, similar to a physically challenging condition. We do not condone any mistreatment, abuse, or disparaging of individuals who are experiencing gender dysphoria. At the same time, we will encourage those who are experiencing gender dysphoria to accept and respect God's design and creation, even with respect to gender.

We affirm God's love for the people He has created in His image. We believe that each person has inherent human dignity, flowing from creation in God's image and the love of Christ. We will treat each person with respect and grace, acknowledging their human dignity and God's love for them.

For this reason, this school limits access to washrooms and changerooms to persons having the biological/chromosomal sex associated with the facility in question. For greater clarity, and for example, access to the ladies' washroom and changeroom is limited to biological & chromosomal females having female reproductive organs while access to men's washroom and changeroom is limited to biological & chromosomal males having male reproductive organs.

### **Logo and School Colours**



The previous logo was designed by Mrs. Dorothy Arkell in April 1983. Our current logo was redesigned in August 2022 and is being used as the official Academy logo. The design is circular, significant of the work for eternity that is being done as teachers seek to lead their students to Christ. The acronym of CBA stands for Central Baptist Academy. The cross reminds students of Christ's work on Calvary. The open book/Bible reinforces education that is taught from a biblical worldview. The school colours were adopted by the Central Baptist Academy staff in the early stages of the Academy's development. The colors and their significance are as follows:

**Gold:** Riches that are found in Christ. "This grace was given me: to preach to the Gentiles the unsearchable riches of Christ" (Ephesians 3:8b).

**Blue:** Royalty - We are the children of God, the King of kings! "How great is the love the Father has lavished on us that we should be called children of God! Now we are children of God, and what we will be has not yet been made known. But we know that when He appears, we shall be like Him, for we shall see Him as He is" (1 John 3:1a,2).

**White:** Purity - the Christian's lifestyle. "Everyone who has this hope (*Christ's physical return to earth*) in Him purifies Himself, just as He is pure" (1 John 3:3).

## ***ENROLMENT***

### ***Student/Parent Requirements for Application and Enrolment***

1. Students applying to Central Baptist Academy will be admitted on the condition that they are capable of maintaining the spiritual and academic standards of their programme. The school will seek to address minimal educational challenges but is not able to deal with special education at either extreme of ability. Parents may request that their child be considered for some extra help by talking to the child's classroom teacher.
2. Students must have a reputation for being of good character, having appropriate attitudes, and capable of relating with others. Gross misbehaviour or continual misconduct is unacceptable. It is expected that the parents will wholly support the school on these issues.
3. Since Central Baptist Academy is a private school, both students and parents must understand that it is a privilege for the student to attend, not a right.
4. Parents are to be in agreement with the educational purposes and students must comply with all practices and procedures adopted by the school, as delineated in the Central Baptist Academy *Parent/Student Handbook*. Parents and students who fail to operate according to this agreement may be asked to withdraw from CBA.
5. Junior Kindergarten: A student must be four years of age on or before December 31, of the school year in which the child will be enrolled.
6. Kindergarten: Age: A student must be five years of age on or before December 31, of the school year in which the child will be enrolled.
7. Acceptance of an application may be conditional upon Central Baptist Academy's entrance testing which will be completed by a designated teacher. Other conditions to enrolment may apply based on individual student needs.
8. Enrolment at Central Baptist Academy is voluntary and parents agree to complete the online registration process and submit all documents requested. Required documents will include but not be limited to birth certificates, individual education plans (where needed), relevant custody or guardian documents.

## ***FEES AND TUITION***

### ***Tuition Rates***

As a private school in Ontario, this school does not receive government funding. Thus, all costs are the responsibility of the Academy. Yet, it is the desire of the leadership of Central Baptist Academy that fees and tuition are maintained at a manageable level. This is accomplished by the following:

1. Central Baptist Academy is a ministry of Central Baptist Church Brantford. As such, from the school's inception, the membership of the church has continued to give monies through offerings, gifts, and estates to assist in this ministry.
2. Central Baptist Church Brantford owns all buildings that are used by Central Baptist Academy classes. The church does not charge the school for their usage.
3. Employed faculty and staff are paid salaries that are less than those paid by the publicly funded school system.
4. Usually, during school concerts, an offering is taken. All gifts of \$10 or greater can be tax receipted, if requested, for income tax purposes.
5. Volunteers provide gratis man-hours to the Academy.

6. Transportation and entrance fees for curricular field trips may be supplemented by school fees.
7. Transportation and participation fees are levied on the children who participate in special activities (e.g., CAASO sports events, ACSI academic competitions).
8. Parent-Supplied September School Supplies: Before classes begin in September, all parents will receive information about school supplies. Unless a specific brand name is indicated, generic brands will be fine.

### **Withdrawals and Dismissals**

If a parent decides to withdraw an enrolled student from beginning classes at the Academy in September, the school must be informed *in writing*, and all the tuition cheques must be requested to be returned before July 31 of the school year in which the child is enrolled. Otherwise, the August tuition cheque is forfeited and only the remaining cheques are returned.

If for any reason parents find that they must withdraw a student during the school year, they are asked to terminate their child's enrolment in the following manner:

1. One month's written notice, (email will suffice), before the student is withdrawn.
2. An exit interview may be scheduled with the Principal to discuss the reasons for withdrawal.
3. Library books and all other school materials must be turned in to the school office.
4. All accounts must be cleared with the office before withdrawal. School fees must be paid by the last day of attendance for records to be transferred.

If a student is withdrawn from CBA in the middle of a calendar month, the tuition for the whole month is forfeited plus the following month. Upon written notice of withdrawal, tuition refunds will only be given for the remaining months of the current school year.

### **Unpaid Accounts**

Since CBA is dependent upon student tuition to cover many of the operating costs, it is imperative that tuition commitments are received promptly on accounts. The CBA Committee has been assigned the mandate to have a stringent policy relative to Accounts Receivable. Therefore, if a family's account is not up to date and satisfactory arrangements have not been made to pay the account, report cards, diplomas, or other certificates may be withheld. Should there be a financial difficulty, or you are in need of assistance, please call the Academy Office, 519-754-4806, as soon as possible to coordinate with the secretary to resolve the matter. It is our desire that your child's education will continue unaffected.

The school policy for handling overdue accounts is as follows:

30 days overdue—interest will be added to the account retroactive to the date the account became past due at a rate of 1% per month.

45 days overdue—written past due notice issued from CBA Office.

60 days overdue—the parents may be required to remove their child(ren) from CBA until the account is brought current.

### **NSF Cheques**

Any cheque returned to CBA from the bank will require that the person be billed a \$30 fee.

### **Student Assistance Programme**

A limited amount of money is available from a student assistance programme for parents who may require some financial assistance. If you are interested in applying, please contact the CBA office for the application forms. Contributions to this fund are always appreciated.

**Severe Allergies**

Children with severe allergies, please complete a *Severe Allergy Alert Form* (available in the office). If applicable, parents must provide the office with an epi-pen for anaphylaxis reactions.

**Administration of Medication**

All medications, prescription or over the counter, should be given to students outside of school hours. However, if medication must be dispensed during school hours, it must be through the school office. The “Authorization to Administer Medication Form” (available in the office), must be completed and returned to the school before school staff may administer any such medication.

**Head Lice**

A child with live head lice, will be sent home immediately (during the school day, the pupil will wait in the office for a ride home). A notification will be provided with information concerning treatment. Before your child may return to classes at CBA, all nits are to be removed from his/her head and the office must clear them to return.

**Infectious Diseases**

A child with an infectious condition, needs to remain at home until the contagious period is past. We ask to please be informed of the condition so that we may alert staff and parents, if necessary.

**COVID/Virus**

Students who test positive for COVID and/or have cold symptoms, but do not have a fever, and have improving symptoms for 24 hours, may return to school. Students with vomiting and diarrhea must wait 48 hours before returning to school. Students are encouraged to wear a mask for 10 days after symptoms occur.

**Pets at School**

Students are not to bring pets to school with them unless arrangements for their presence have been made with the classroom teacher. These pets must be up to date on required vaccinations.

**Accidents, & Notification**

The school is prepared to deal with minor incidents. If the problem appears to be an emergency, students will be taken directly to the emergency department at the Brantford General Hospital with a staff member and parents will be phoned and told to meet their child there.

If a student receives a head injury, a parent/guardian will be notified by phone.

**Concussion Protocol**

Every precaution is taken for safety and good health at Central Baptist Academy. Some sports and activities carry with them the inherent risk of personal injury beyond the risks associated with the usual activities at CBA. Parents understand and accept the risks associated with some activities at CBA (including recess), and the possibility of personal injury that may occur. Parents acknowledge and understand that if their child should receive a jarring impact to the head, face, neck, or elsewhere on the body that is observed by or reported to a coach/teacher/staff, the child will be removed from the activity or sport until after 24 hours of no



concussion symptoms appearing. If concussion symptoms are present, the return to sport and return to learning protocol will be implemented which requires medical clearance from a doctor for the student to return to full participation at school. Further concussion information can be obtained from the OPHEA website: <https://safety.ophea.net/concussions>.

### **Snacks and Lunchtime**

It is easier for students to focus on learning when they have eaten properly. Students are to bring their own healthy snacks and lunches. Please send them to school with nutritious foods. There is an opportunity to eat at two break periods in the day. Please do not send food that requires the use of a microwave. **Please do not send any foods or snacks with nuts or that may have come in contact with nuts.** We want to eliminate a potential hazard for students with allergies.

### **Fire Drills**

When a fire alarm sounds all students are required to stop their activity and walk, single file, down a predetermined exit route to an assembly point outdoors. It is important that students do not run, crowd, push, or talk. The first person to the door will hold it open and close it when the last person is out. After the class has left the room, the teacher will check that no students remain and then join his/her students. Students in the washroom will exit through the nearest door and find their class outside.

Silence is necessary for both drills and actual emergencies so that everyone can hear instructions being given. Upon arriving at the assigned area outside, students will line up by class where the teacher will do a roll call and confirm to administration that all are in attendance.

### **Lock Down**

During the school year, we practise fire drills to make sure that students are safe in case of a fire in the school. We also practise a “Lockdown Procedure”. Students must be familiar with the plan and respond quickly to the directions of staff during a crisis situation. They must also share any information they may have prior to, during, or after an incident.

There are different types of Lockdowns. They are coded to indicate the severity of the threat.

1. **Hold and Secure**: This happens when there is an ongoing situation outside but not related to the school. In this situation the school continues to operate normally, with the exterior doors being locked, and no student is allowed to leave the building until the situation near the school is resolved. The office will announce - All Clear - when the situation is over.
2. **Shelter In Place**: This happens when there is a weather related or environmental situation, (chemical spill, explosion, extreme weather). All students must remain in the school and may not go outside for any reason.
3. **High Threat Lockdown Procedure**: This signals a serious and dangerous situation that requires students going to the nearest, predetermined, safe area, with a teacher. This area can be locked, and all people are required to sit down on the floor away from doors and windows and remain there until further instructions are given. Anyone in the hall should go to the nearest classroom with a teacher. Students in the washroom should go to a stall, and sit there with feet up on the door of the washroom stall until “All Clear” is announced. Brantford police will give the “All Clear” and approval to end the lockdown. Police officers with staff will unlock classroom doors.

### **Parent-Teacher Contact**

Teachers are willing to discuss matters that relate to your children whenever necessary. Email is the preferred method of initial contact because it does not disrupt the teaching-learning process. Staff at CBA also use the Remind app to allow for secure, quick ‘text-like’ communication with parents. Parents may also write a note in your child’s agenda requesting contact from the teacher. Our staff will make every effort to respond to parent communication by the end of the next school day. Even brief or informal meetings should be scheduled in advance with the appropriate staff member(s). After school meetings usually work best. We would ask that parents do not contact teachers at home or church unless it requires immediate attention. Each fall, interviews are required of all parents after the progress report. All other interviews are by request.

### **Phone Calls**

*Parent to Student:* Except in very important situations, please do not phone the Academy office to have a message given to your child.

*Student to Parent:* Students will be permitted to use the school phone for important matters. Students should always seek permission to use personal electronic devices when on school property or during school events such as field trips. Students’ cell phones, if brought to school, must remain in the students backpack, turned off. CBA does not assume any responsibility for theft or damage to students' cell phones.

### **School Communication to Families**

Any hard copies of general information from the school will be sent home with the youngest child in the family who attends the Academy. Forms for field trips and the like will be sent home with the specific child to whom it pertains. Please be sure to request and look for these items.

### **Home Room and School Information**

Each teacher is responsible for communicating their specific classroom information to parents. Early in the school year, parents will hear from teachers concerning routines and student expectations. Teachers will regularly post monthly calendars and/or homework on their Google Classroom. Regular newsletters from the Principal will be emailed to families.

### **Student Agendas/Home Folders**

Each student should bring home an agenda or home sharing folder every night. Teachers may request that a parent sign these each day. Regardless, it is helpful if parents check these daily in order to help students develop important organization skills and fulfil their responsibilities. Teachers may also send home notes, assignments, and forms in the agendas or folders.

## ***ATTENDANCE AND SCHOOL HOURS***

### **School Hours**

Classroom Hours: 8:40 am - 3:20 pm

Office Hours: 8:00 am - 4:00 pm

#### ***CBA Bell Times***

7:30 – 8:20 *Before and After School Club - (as registration permits)*

8:20 - 8:35 *Arrival supervision*

8:35 - 8:40 *Bell and Entry Procedures*

8:40 – 9:25 *Morning Procedures & Period One*

9:25 - 10:10 *Period Two*

10:10-10:30 *Outdoor Break #1*

10:30-10:50 *Food Break #1*

10:50-11:35 *Period Three*

11:35-12:20 *Period Four*

12:20-1:05 *Period Five*

1:05-1:25 *Food Break #2*

1:25 - 1:45 *Outdoor Break #2*

1:45 - 2:30 *Period 6*

2:30-3:15 *Period 7*

3:15 – 3:20 *Homeroom Clean Up/Dismissal*

3:20-3:40 *Dismissal*

3:30 – 5:30 *Before and After School Club (any students remaining after 3:40 join BASC)*

### **BASC (Before and After School Care)**

Parents may sign their children up for before and after school club. Contact the school office to register and more information about pricing. BASC runs for the following time periods:

Before School: 7:30 - 8:20 am

After School: 3:30 - 5:30 pm

\*\*\*If a student, who is not ordinarily in BASC, is not picked up by 3:40 pm, he or she is put into the BASC program until he is picked up. His or her family will be charged the daily rate for the after school club.

\*\*\*Families that do not pick up their child(ren) by 5:30 pm, will be charged for each 15-minute time segment past 5:30 pm.

\*\*\* A minimum registration of 3 students is needed for before or after school care to run.

### **Arrivals and Departures**

Classes begin at 8:30 a.m. and conclude at 3:20 p.m. Students should aim to arrive at CBA in the morning between 8:15 and 8:25 am. The school is not responsible for students who arrive before 8:15 a.m. unless they have been registered and signed in with the Before School Programme or directed by a coach or teacher to arrive early for a practice or another school activity. For the safety of the children, parents should not leave them without supervision before 8:15 a.m.

At 8:25 the first bell rings, and the rear doors are shut/locked by 8:30. Students who arrive at school later than 8:30 should be dropped off at the front Academy entrance to be admitted by the school secretary. Students arriving through the front entrance by the secretary will be marked late.

Students will be dismissed at 3:20 from their class with all their take home items and will come to the pick up zone. All students should be picked up between 3:20 and 3:40 p.m. unless they have permission to stay longer. Students remaining for extra help or extra-curricular activities are expected to go directly to these rooms unless otherwise instructed and have arranged, in advance, appropriate transportation home. Students in after school supervision or an extracurricular activity should be picked up at the pavement yard; i.e. the south side of the building.

### **Absences**

Regular attendance is expected and required by law. If students are absent or ill, and away from school for any period of time, a note, phone call, or email is required from parents indicating the reason for such leave. Absences will be recorded for either whole days or half days. Please communicate planned absences (dentist and doctor appointments, etc.) in advance. It is the students' responsibility to meet with each teacher to arrange for missed homework, quizzes, or tests. Every effort should be made for students to attend for tests, presentations, or final evaluations and will be re-scheduled according to the teacher's availability.

#### ***Please Note:***

1. If students are unable to participate in P.E. due to an injury or illness, they must provide their P.E. teacher with a note/email from parents giving the reason. Injuries requiring an absence from P.E. for five (5) or more days require a doctor's note.
2. The school will not excuse students from going outside for recess without a doctor's note for certain conditions. Generally, if a student is not well enough to go outside, they are not well enough to be at school.

### **Leaving the School Grounds**

Between the hours of 8:30 a.m. and 3:20 p.m. students are not to leave the school grounds. Parents are asked to drop off materials or lunches at the school office. Parents will provide notification to the office when a child is leaving early for appointments or activities. The student will wait for pick up in the school office. If a student becomes ill during the day, he/she must check with the school office before phoning home. Teachers are not authorized to give students permission to leave the school early. For safety reasons, staff members need to know where a student is at all times. The office will need to be notified in writing if students are walking or biking home from school.

### **Family Vacations and Trips During the School Year**

We encourage families to take holidays or extended trips at times other than during regular school days; however, families may not be able to schedule vacations during school holidays. Parents are asked to inform the main office and homeroom teacher of any planned extended absence due to trips. Please note that teachers are under no obligation to prepare work for students if they are away from school for extra holidays or trips. It is the students' responsibility to complete all schoolwork and missed tests.

### **School Closings**

If the Academy should be cancelled for the day due to inclement weather, etc., teachers will send a message through the Remind app and a notice will also be posted on the school Facebook page. This decision is usually made by 6:30am. If an extracurricular activity (e.g., CAASO event) has been scheduled for that day, CBA's participation will also be cancelled. Generally, if the Grand Erie School Board is closed, CBA will also be closed.

### ***Drop off and Pick up Procedures***

For the safety and well-being of all members of the CBA community, please follow these steps when dropping off or picking up your children each day.

1. Drive in one direction only, as indicated by the arrows on the tarmac, even after having left a parking space. There are two options for dropping off and picking up.
2. **Option #1:** Using the drop off or pick up lane. Drive through the parking lot using directional arrows and enter the car line up to approach the drop off/pick up zone marked with pylons. Please watch for direction from staff to move forward and pull up as far forward as possible in the drop off/pickup zone. Once stopped, your child may exit or enter your vehicle and you can pull away once it is safe. If your child is not in the pick-up zone waiting to be picked up, please do not park in the driving/pick up lane to wait, but circle the lot to make another attempt at pick up. This keeps the pickup lane flowing and students can be safely picked up. Please unload and pick up your child/ren as quickly as possible. Parents with students needing help with car seats should not attempt this drop off or pick up option.
3. **Option #2:** Park and escort your child to or from the crosswalk. Please park in a designated parking area, walk to the crosswalk area and wait in the parking spaces marked with pylons. Your child will be directed to cross safely with the help of staff. Everyone's cooperation is imperative in order to ensure the safety of all CBA community members.
4. Children are not permitted to leave the supervised area beside the church to go to your car unless you are there to supervise them.
5. Please be careful when passing the cars in line. Children are not easily seen when they move into the parking lot. Safety is our concern. Please practise patience.
- 6..There is no stopping or parking in the fire lane at the front of the church.
7. Please do not exit your vehicle unless you are parked in a proper parking space.
8. Please park in such a way that you do not need to reverse out of the parking space. This allows for greater safety and efficiency.

**Note:** Please notify the school if you wish your child to leave with someone other than your regular driver. If possible, please put these instructions in writing. All students should say "Good-bye" to the staff members on duty and should indicate who is picking them up so that those staff members can monitor who is leaving with whom.

### ***Parking During School Hours***

If you need to leave your vehicle, please park it in the marked areas to the west of the building. The parking spaces at the main Academy entrance are intended for quick deliveries (i.e. parking times of no more than five minutes).

### ***School Trips***

The CBA Committee has instructed the school that its only involvement with student transportation is to be the renting of a bus. Central Baptist Academy will not request that you drive other children in your vehicle nor will Academy personnel drive your children. If there are occasions when it is not financially feasible for the Academy to take a bus, parents will be required to take the responsibility for transporting their child to the event. If the parent is unable to do so, the student will not be able to attend. Car pools will not be arranged by the Academy. Should parents choose to use this method, it is their decision and responsibility.

## DRESS CODE AND UNIFORM POLICY

### ***Personal Grooming***

It is expected that students will come to school with a clean, neat appearance. Only natural makeup is allowed. Uniforms must be neat and tidy, in good repair, and worn correctly.

### ***Hair & Hats***

Students at the Academy are expected to have clean, well-groomed hair, that is out of their eyes, at all times. Students are not allowed to wear hats inside the school building.

### ***Jewellery***

Studs and earrings are restricted to the ears. Jewellery may not be worn during P.E. classes or sporting events. This is a health and safety issue.

### ***Temporary “Tattoos”***

These should not be visible because of their distracting nature.

### ***Uniforms***

Our students are all required to wear a school uniform at all times unless they are having a non-uniform day. The benefits of wearing a uniform contributes to the overall appearance of the school. All uniforms must be neat, tidy and worn properly.

***Uniform Supplier*** R J McCarthy, 125 Nebo Road, Hamilton L8W 2E1 [www.rjmccarthy.com](http://www.rjmccarthy.com)

### ***Basic Uniform - day-to-day wear uniform***

*The following items **must be purchased** from R J McCarthy on our CBA web page. You will need to set up a free account on the McCarthy website. Alternatively, uniforms can also be purchased from the school “closet”. Please be sure to **label all clothing** with your child’s name so that it is easily identifiable.*

**Pants:** navy - See McCarthy/CBA page for approved pants (may wear solid-coloured black belt)

- New Performance Day pants only for girls JK - 3

**Shorts\*:** Navy walking shorts

**Shirts:** Blue or Grey crested Golf Shirt or White dress shirt\*\*

**Sweaters:** - Crested zip-up sweatshirt

- crested classic comfort sweater - button up, V neck or crew styles only
- CBA hooded sweatshirts - sold as a special purchase annually through RJ McCarthy

**Jumpers and Skorts\*:** navy - girls gr. JK-4 only - *must be worn with biker shorts*

**Kilt/Skirt\*:** girls Grade 4-8 only - *Must be worn with tights, leggings or leotards past the knee*

*\*Jumpers/Skorts/Kilts/Skirts/Shorts - measured past longest fingertip of the student with straight arm reaching down (longer is preferred).*

**Special Events Uniform:** All students will be required to wear the grey crested polo and navy pants for chapel and other special events as announced by the staff. **Please ensure your child has these two pieces of uniform.** Girls may wear a skort/jumper (JK-4), or kilt/skirt (if grade 4+) with grey crested polo. Navy shorts and hoodies may be allowed for events as announced.

***Gym Uniform (also purchased from McCarthy or ‘closet’)*** – All students are required to wear running shoes (non-marking soles) for PE class. Gym shoes should only be used indoors unless otherwise instructed by a teacher. Students in grades 3 to 8 are required to wear the grey Academy t-shirt and blue Academy shorts for PE class, intramurals, and CAASO practices and events. CBA crested athletic pants and jackets may also be worn.

**The following items do not have to be purchased from R J McCarthy:**

**\*\*White Dress Shirt/Blouse:** long or short sleeved, must be fully buttoned, Oxford style with a collar, no visible logos, labels or designs

**Socks:** solid coloured: navy, black, grey or white only

**Tights/leggings:** girls may wear solid colour, solid material tights: navy, black, grey or white only and leggings to be accompanied by same coloured socks

**Shoes:** dark blue (navy/uniform blue) or black with same colour laces; indoor shoes should be as solidly coloured as possible (no lights, sparkles, or patterns), minimal to no accent

- *Velcro shoes preferred for J.K./S.K/gr1 students or those who cannot tie laces*
- classroom shoes may not go outside or home during the school year
- indoor shoes may be worn for PE class provided they are non-marking athletic shoes
- Sandals are not permitted because of safety issues

### **Uniform Reminders**

1. Torn clothing must be repaired. Neat, preferably invisible patches are allowed on pants.
2. Clothing should be properly fitted and worn (e.g. skort/jumper/kilt length).
3. Golf shirts may remain untucked if they are fitted properly and are worn tidily.
4. If you wish to wear a t-shirt under your shirt, it must be plain white, navy blue, or grey.
5. In most cases, students will be required to wear their school or P.E. uniforms on field trips. Some field trips warrant proper casual attire. Teachers will outline the dress code for trips.
6. The school reserves the right to ask any student to modify his/her dress and/or appearance. Non-compliance may result in the student being sent home from school.
7. Students are expected to leave school wearing their uniform (except dress down days).
8. JK- grade 1 students require an extra change of clothes to be kept in their back pack.

***Recess Clothing*** - Students may be outside for 1.5 hours every day. Appropriate outdoor wear is required. Students will be expected to be outside – rain or shine - for dismissal.

***Non-Uniform Days*** - There will usually be one non-uniform day per month. These are not simply casual/dress-down days but an opportunity to show school spirit. Some days will have special themes.

At activities where the students do not have to dress in their uniforms, **appropriate and modest age-level clothing is required**. This means that revealing tops or bottoms, spaghetti straps and tank tops or muscle shirts are not appropriate. The clothes must be in good repair and shirts should not display inappropriate advertisements, designs, or suggestive messages. If it would offend someone, it is inappropriate. Posted guidelines will give specific details for the day. Any shorts and skirts must be longer than the longest fingertip of students straight arm. Students may be asked to change into their gym uniform if they arrive at school dressed inappropriately.

***Personal Property*** – It is important that students properly label or identify those articles used at school that are their personal property, including uniform pieces due to everyone having the same items.

***Lost and Found*** - Please see the school secretary for lost items.

***Uniform Closet*** – Current CBA families have the option of reselling or donating approved uniforms that their children have outgrown in the uniform closet. When families graduate or leave the school for any reason, they may donate their uniforms to the uniform closet.

**Grade Sizes and Deployment:**

There are guidelines in place to ensure good teacher to student ratios in each division. It is the goal of CBA to have class sizes between 17 and 20 students but no larger than 25 students. Exceeding this number is done very carefully and cautiously. As well, there may be occasions when it is deemed necessary to group grades together because of enrollment constraints. Such action is also taken with the greatest of care to ensure that students in those situations are not at any academic disadvantage.

**Curriculum**

The Bible forms the foundation upon which all curricula are judged. Central Baptist Academy will remain current and informed with respect to Ontario Ministry of Education and Training guidelines and will seek to appropriately use that which is best for the overall curriculum at the Academy. All textbooks and materials will be selected based on their suitability to achieve the school's educational goals. Basic academics, life skills, and the building of Christian character will be emphasized in all subjects. Textbooks are a resource, and therefore, students may not cover all topics or assignments in a book assigned to them for the year.

**Curriculum Goals**

CBA is committed to teaching to the head, heart, and hands. The following curriculum summaries explain how our curriculum is distinctly Christian and endeavours to teach the whole child.

***Bible:*** Bible is the cornerstone of our curriculum. The Bible is God's love letter to us, our map book through our journey, our record of His faithful promises, and our handbook for right living. We have an awesome opportunity to freely learn how to study, interpret, and apply the truth of God's Word to life. Knowing what God's Word says and applying this knowledge and its principles to all subject areas, we are able to make sense of this world and godly choices in all things. We trust that the Holy Spirit reveals the truths of Scripture, but we are also invited to reason together. Our responsibility is to receive, reflect upon, and respond to God's message of salvation. Weekly school chapels will also be included.

***Language Arts:*** Language Arts is the academic heart of the curriculum, because the abilities to read, understand, and communicate effectively are used in every subject. Language is a gift from God. He gives us the means to relate to Him and to one another. Language is a vehicle of spiritual and truthful worship. Language is an essential tool that enables us to unfold, explore, praise, celebrate, admonish, and correct. It allows us to read and understand God's Word for ourselves. Language is an opportunity to bless or to curse, to create or to destroy, to encourage or to hinder, to respond or to ignore, to proclaim or to remain silent. Language is a responsibility to be held accountable by the Lord's commands to continually work together in community to effectively communicate the Gospel, a Christian worldview, and Christ-likeness. Language is a discipline that we integrate into our call to responsive discipleship. We are called to practice discernment and to view all information in the light of God's Word. His Word gives us direction through the various components of language – listening, reading, writing, oral expression, and media literacy – to discover His will for our lives.

***Math:*** We observe and marvel at God's purposeful design through the study of mathematics. Math is not just about number facts, but it is a discovery of mathematical principles that govern the universe. Math points to the God of order, who planned and established these principles. Math also demonstrates His constancy; the patterns found in creation demonstrate His faithfulness. Math is a reflection of God's character. A proper study of math should lead us to marvel at God's goodness. We also develop skills to solve real world problems. When we learn how to connect and apply math appropriately to daily living, we are able to practice wise stewardship; therefore, math is an extremely relevant and practical subject.



**Science & Technology:** We are able to better understand the world around us and the universe beyond based on what we discover through observation and testing. Through scientific discovery, we understand the laws that govern the universe and get a glimpse of God’s glory and handiwork as reflected in His creation. We are then able to apply this understanding to benefit mankind, to be a blessing to others, and to fulfil our creation mandate to be wise stewards of our Father’s world. God’s Word is not separate from science, but the lens through which we interpret the results. Therefore, our conclusions should reflect awe and reverence for God the Creator and lead us to worship Him. Technology allows us to live easier, more comfortable, more efficient lives. Like language, we can use technology for great good or evil. There is, therefore, an incredible responsibility to be wise and discerning about the information coming to us and being sent from us. We learn how to use powerful tools to serve God, communicate His truth with others, to discover more about His wonderful creation, and to transform the world for Christ. We study to understand the potentials and limitations of technology and the need to act ethically.

**Social Studies:** God’s people have a story, and we are part of that story today. There is a connection between the physical and human events in this world and God’s plan of salvation. Through social studies, we observe how God is actively working to accomplish His plans for creation. We also see mankind’s responses to Him, to those plans, and to one another. We have a responsibility as Christians to discern our actions, interactions, and reactions to our present culture as well as past, current, and future events. We ought to develop God-honouring relationships in our families, churches, communities, nation, and world. This then leads us to live lives of obedience to Christ, which are characterized by compassion, mission, service to others, and stewardship.

**The Arts:** As image bearers of the Almighty, we have the joy and privilege to worship a creative God and to bless Him and others with every aspect of our beings. Through a study of the arts, we are able to discover, explore, and develop our God-given and unique talents. Although we have different strengths and abilities in drama, dance, music, and visual arts, we do our best to celebrate and praise the Lord. We also learn to appreciate the diverse gifts and forms of expression of others.

**Physical and Health Education:** A Christian physical education program starts with an understanding that our bodies are temples of the Holy Spirit; therefore, we must use them to glorify Him. This involves maintaining a healthy lifestyle and godly habits. We learn to take care of ourselves through exercise, nutrition, hygiene, safety, and rest. We also develop self-discipline in order to overcome obstacles and endurance in order to carry out our service to God and others. Physical education helps us to more effectively fulfil His call on our lives.

### **Graduate Profile**

When a student leaves Central Baptist Academy upon graduation, it is our hope and prayer that he/she will continue to serve the Lord in high school and beyond, through a life that is fruitful, God-honouring, and full of the joy of the Lord. These things should be evident in his/her **heart, head, and hands**.

#### **Heart:** (Knowing Why)

- a. be a faithful witness for the Lord – an ambassador of Christ; have passion for Christ
- b. “walk the walk”; faith that provides strength as it is applied to real life
- c. care and respect for his/her own body and belongings and those of others
- d. be an active steward of God's creation
- e. be an active, contributing participant in life of the school and of the church
- f. be compassionate – looking to the needs of others; able to extend grace to others

#### **Head:** (Knowing What)

- a. obtain solid biblical knowledge (“talk the talk”); understand God's word and apply it;
- b. articulate his/her faith commitment

- c. develop good study habits
- d. know that his/her worth is from God, not peers
- e. possess good general knowledge
- f. be industrious, self-motivated, hard-working

**Hands: (Knowing How)**

- a. share his/her personal faith
- b. become appropriately socially connected with others
- c. use the talents he/she has been given to the best of his/her ability
- d. be an effective member of his/her family, community, country, and world
- e. maintain good study habits; ready to be a life-long learner

**Student Evaluation and Assessment**

Some methods to assess student progress may include: quizzes, tests, projects, written and oral reports, group work, independent work, time-on-task, skill development, knowledge and use of equipment, ability to explain a concept to others, homework completion, field trip participation and assignments, etc.

When evaluating student assignments, the teachers do so based upon the grade-level expectations. Parents may help students by providing materials and discussion as needed; however, children should have the freedom to do their work themselves. It is also helpful in setting goals for improvement because students learn to take greater ownership of their work.

**Marking System (check with report card)**

*The Achievement Chart CBA*

<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Level 4</i>
<i>A passable level of achievement. Achievement is below the provincial standard.</i>	<i>A moderate level of achievement. Achievement is below but approaching the provincial standard.</i>	<i>A high level of achievement. Achievement is at the provincial standard.</i>	<i>A very high level of achievement. Achievement is above the provincial standard.</i>
<i>D+ = 57-59.9%</i> <i>D = 53-56.9%</i> <i>D- = 50-52.9%</i>	<i>C+ = 67-69.9%</i> <i>C = 63-66.9%</i> <i>C- = 60-62.9%</i>	<i>B+ = 77-79.9%</i> <i>B = 73-76.9%</i> <i>B- = 70-72.9%</i>	<i>A+ = 95-100%</i> <i>A = 87-94.9%</i> <i>A- = 80-86.9%</i>

**Reporting**

Parents will receive reports at four points during the year: November, January, April, and June. Check the school calendar for the exact dates that reports will be issued. We encourage all parents to set up a time to discuss the report with their child's teacher(s). Please note that teachers can only comment about the subjects they teach.

**Homework**

If students use class time effectively, they will not be burdened with heavy homework loads. Work brought home from school in Grades 1 - 8 will usually be unfinished seat work; however, students may occasionally have some homework assigned. Should the student be bringing excessive, daily work home, the classroom teacher should be informed. During the students' journeys through these grades, they will be stretched and prepared for their intermediate years where homework will be more regular. To help your child(ren), please develop a definite time and quiet area for them to complete work.

### **Late Assignments**

Assignments are expected to be handed in on time according to the timetable given by the teacher. If students do not submit their assignments or projects when they are due there may be academic penalties, to be determined by the teacher. Teachers will inform parents about late assignment policies in advance. It is important to remember that teachers are working for the students' success; however, it is essential for students to take ownership of their work. If there are extenuating circumstances that may prevent students from meeting an important deadline, it is up to them to communicate with their teacher(s) in advance and to work out a plan.

### **Field Trips**

Field trips are designed for the educational benefit of the student. They are opportunities to participate in memorable and enriching "hands-on" experiences. Teachers may request that some parents come on a field trip to assist with supervision. If a parent is asked to help with a grade in which their child is enrolled, they are to function as a supervisor on the trip.

Students must abide by the same behavioural standards that apply at school, and must avoid conduct that would warrant further correction or discipline. When riding school buses and/or participating in a field trip or event off school property, students are representatives of Christ, the school, and their families, and they must therefore conduct themselves in a respectful manner. By doing so, students will bring honour to those they are representing and continue to enjoy the privilege of field trips. Students who fail to meet CBA standards during a field trip will result in parents being called to pick up their child from the trip and taken home.

### **Private Music Lessons**

CBA may sometimes allow the opportunity for private guitar, piano, violin, or voice lessons, depending on the availability of lesson time, taught by a competent teacher. Please call the office for information.

### **Library**

The use of the library at Central Baptist Academy is a privilege that may be revoked if abused. The library times are assigned as per classroom timetables. Books can be signed out for a specific period and may be renewed as necessary. Books will be signed out by indicating name, grade, and date.

### **Use of Technology in the Classroom/Personal Devices**

Students in grades 1- 8 will have a Chromebook assigned to them to use for educational purposes throughout the school year. All students that receive a Chromebook will be required to sign a Student Technology/Internet Use Agreement, along with their parents. The student's use of the school's access to the Internet is a privilege conditional on the students abiding to this agreement. No student may use the school's access to the Internet unless the student and his/her parent or guardian have read and signed the agreement.

Chromebook use is teacher monitored. Students will not be permitted to engage the internet independently and all software will be school-approved. Students are held responsible for Christ-like appropriate behaviour on the school's internet network just as they are in the classroom or on the sports field. All messages created, sent, or retrieved over the internet are the property of the school and may be regarded as public information. Central Baptist Academy reserves the right to access the contents of any messages if it is deemed necessary by the staff. Use of the internet and the Chromebooks is a privilege that can be revoked if abused. Communications, including text and images, may be disclosed to law enforcement without prior consent of the sender or the receiver.

Included in the Technology/Internet Use Agreement, students understand and agree that personal electronic devices and cell phones will be kept in their backpacks and turned off. If a student brings a cell phone into the classroom or on the playground without permission from the teacher, the teacher will confiscate the phone and return it to the student at the end of the day. If the student does this a second time, the teacher will confiscate the phone and hold it until a parent can personally pick it up. If the student does this a third time, a meeting will be arranged to discuss an appropriate consequence.

## **ATHLETICS**

### **Three Aspects of the Sports Programme**

1. *Physical Education*: all students participate in weekly classes.
2. *Intramural Sports*: students in most grades have the option to participate in various planned sports activities throughout the year. These usually occur at lunchtime and are organized by grades. This is for safety for younger children and competitive levels for older children.
3. *Interscholastic Sports*: athletically capable students (usually grade 6-8), who possess a Christ-like attitude, skill, and maintain academic standards may be chosen by the coach to represent CBA in tournaments with other Christian schools in the Christian Athletic Association of South-Western Ontario (CAASO). Try-outs and practices are usually held after school. There is a one-day tournament for each team sport.

### **Safety**

The various sports activities at CBA will have their own unique safety requirements. These are instituted to ensure that the students may maximize their enjoyment of activities. All students skating at CBA-sponsored activities must wear CSA approved helmets in order to be permitted on the rink. Students with hair covering their eyes or in their face will be asked to tie back their hair to maintain safety during P.E. classes and sport tournaments.

### **Concussion Protocol**

Every precaution is taken for safety and good health at Central Baptist Academy. Some sports and activities carry with them the inherent risk of personal injury beyond the risks associated with the usual activities at CBA. By allowing your student to participate in the CBA intramural and interscholastic sports programme, parents understand and accept the risks associated with some sports activities and the possibility of personal injury that may occur. Parents acknowledge and understand that if their child should receive a jarring impact to the head, face, neck, or elsewhere on the body that is observed by or reported to the coach, the child will be removed from the activity or sport until after 24 hours of no concussion symptoms appearing. If concussion symptoms are present, the return to sport protocol will be implemented which requires medical clearance from a doctor for the student to return to full participation in the sport. This may mean that the student cannot participate in the current sport tournament. Further concussion information can be obtained from the OPHEA website: <https://safety.ophea.net/concussions>.

### **Academic Expectations of Athletes**

All students participating in the interscholastic athletic programme at CBA (CAASO) will be expected to demonstrate high Christian character throughout the school day, maintain passing subject marks, and be up-to-date on assignments and homework. Classroom teachers will help students keep track of their

progress; however, the onus is on the students to ensure that they are up to date. Two weeks before a new sport starts, a sign up sheet will be posted. Students must ensure they meet our academic and Christian character standards by the time practice starts to be allowed to try out for that sport. Students will be provided with an extra curricular readiness form each week that will indicate any deficiencies and parents will be required to sign the form, each week, before and during practices for each sport. If a student fails to maintain the above requirements, the student will be placed on athletic probation. Parents will be required to acknowledge this probation by signing the athletic readiness form. While on athletic probation, a student may attend athletic practices but will be required to demonstrate a change in classroom conduct and a desire to get homework and assignments completed. If there is improvement and the principal, teachers, and parents agree, the student may be reinstated to the team and go to the tournament. However, if little or no improvement is seen, then the student may not be allowed to represent the school on the team and may not go to the tournament. The student will also forfeit their chance to try out for further sports teams until their conduct has improved and/or academics are caught up. Please note, there will be no sign up sheet for soccer and cross country as they begin in September. Also, if a student attends a CAASO tournament and misses school the next school day without a doctor's note, he/she may not be able to participate in the next CAASO event.

### ***Athletic Calendar***

September	-	Soccer	February	-	Basketball
October	-	Cross Country	April	-	Floor Hockey
November	-	Volleyball	May	-	Track & Field
January	-	Badminton	June	-	Softball

These events are hosted by several of the schools in the association, normally in their own city. Students are selected, after tryouts and/or practices, to be on the team that represents CBA. It is up to the coach to choose the students who will be on the team. No student is guaranteed a position because of experience, ability, or age. Attitude is a very significant consideration in the selection process. Students on CAASO teams will be charged participation and transportation fees (if a bus is rented). If athletes are provided with special Central Baptist Academy CAASO uniforms, it is their responsibility to ensure their appropriate return.

<b><i>SPECIAL ACTIVITIES</i></b>
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### ***Parental Involvement and Volunteers***

It is the desire of Central Baptist Academy that all families know how important they are to the successful programming of the school. Without the assistance of parents and other volunteers, many of the “extras” that teachers and staff do not have time to prepare would be missing. Over the years, CBA has always had many parents involved at the school during and after school hours. Ways to get involved include coaching, helping with music, drama, or public speaking, etc. Please see the school secretary for more information.

### ***Police Checks***

All CBA staff and volunteers who have any regular contact with CBA students must have completed the volunteer application package, including a current Police Check with Vulnerable Sector, and be on file in CBA's office. Information on applying online for a police check can be found at <https://www.policereliefsolutions.ca/checks/services/brantford>. A letter from CBA is also required for submission with the police check request. Please see our school office to obtain your letter. CBA will reimburse the cost for the police check with your submission of a receipt of payment.

### ***Visitors***

All visitors must report to the main office when arriving at the school during regular hours, no matter how brief the visit.

### **Chapels and Assemblies**

Chapels are an integral part of our learning community at CBA. Sometimes chapels require quite active student participation; sometimes they require quiet reflection.

### **Christmas and Spring Concerts**

The students present their talents in drama and music. Every student is expected to participate in the Christmas and spring Concerts.

### **Special Days/Holidays**

CBA celebrates and educates students on the Christian meanings of the symbols and traditions of Christian holidays. The world's focus on Halloween is de-emphasized at CBA because of its many evil connotations. There are monthly non-uniform days, during which students may wear themed attire. At Christmas, St. Patrick's Day, and Easter, there is no focus made by the Academy on Santa Claus, leprechauns, the Easter Bunny, or any other mythical associations with those holidays. Please refer to the school calendar and website for information on upcoming special days, holidays, and events.

### **School Pictures**

Pictures of all students will be taken early in the year for the school yearbook and personal purchase. Students are required to wear their event uniform. Photo retakes are taken in the fall. Grade 8 graduation photos are taken in early Spring.

### **Service Team**

We believe that the behaviour of students should improve with time, guidance, and interventions. Therefore, we expect our oldest students to be role models to each other and to the younger students as well. To build up this maturity, the staff will present opportunities for older students to take on extra responsibilities and leadership within the school. This may be by helping Kinderkids, assisting the school secretary, giving morning announcements, and other service opportunities that arise.

### **Extracurricular Activities**

Clubs and other groups may form from time to time to encourage collaboration and build skills among our students. Some of these activities may include chess club, band, math club and off-site conferences. These students may be required to complete the Extracurricular Activity Readiness Form in order to be eligible to participate. See Athletics for more information about this form.

## **DISCIPLINE**

### **Overview**

In most instances, CBA teachers will use email or the Remind app on a regular basis for communication with parents. It is important that parents provide the school with confidential and reliable contact information. While the content of some email messages may relate to reporting academic concerns, others will involve informing parents of student behavioural concerns.

Central Baptist Academy wants to be characterized as a place of teaching and learning excellence. This must result in the shaping of a "way of life" in service to Jesus Christ for the child, as well as preparing a child for his or her calling in life. For this to happen, there must be a school character that sets us apart. This involves such things as making the best use of the time we've been given (e.g. being ready to start on time),

showing concern for others (e.g.: walking quietly down the right side of the halls), being aware of proper stewardship (e.g.: using materials wisely and efficiently), dressing properly for school, and being obedient servants of Jesus Christ. We expect Christian behaviour of students, teachers, and parents. This expectation of appropriate behaviour provides security and stability for students, teachers, and parents.

For students to make responsible choices at school, we believe that their teachers must teach what is expected. Our approach to school discipline is based on clear expectations, effective teaching of the desired behaviours, and consistent support from all adults. We invite and encourage parents to partner with us in the process of teaching children to become respectful, responsible, and considerate individuals. Practice grows good habits, which help to form good character.

The staff will attempt to deal with discipline matters in the same manner as a judicious, responsible parent; i.e.: staff will do so in an attitude of love and concern for the student's well-being and with the desire for each to learn and achieve to his/her potential. The goal of our discipline policies and procedures is to create disciples – wilful followers of what is right and true. Students will receive ample reminders and warnings concerning infractions against school rules. In most instances, the homeroom teacher will assume responsibility for dealing with the child. In more persistent or severe discipline cases, the principal will become more involved and the parents will be notified if problems persist. A student may be suspended if this is deemed to be helpful and/or necessary by school staff to preserve the school atmosphere, restore relationships, and retrain the student in proper discipleship. We will endeavour to use all resources at our disposal to ensure the success of each student.

### **Standards of Conduct**

Central Baptist Academy has been established on the belief that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ. This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life, which fulfills both God's moral law and the high law of love. The result is a life consecrated unto God and separated from the world.

Central Baptist Academy will provide an environment conducive to the spiritual growth and development of young people who may not yet be mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who dwells in us. We are to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and his/her own spiritual, academic, physical and social well-being.

A sense of the need for spiritual growth in the light of these principles has led Central Baptist Academy to adopt the following standards which it believes are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests each student, whether at home, school, or elsewhere:

1. to maintain biblical Christian standards in courtesy, morality, and honesty.
2. to conduct himself or herself in such a manner that would be above reproach.
3. to be dressed modestly and appropriately.
4. to refrain from any excessive or illegal activity that would damage the body, which is the temple of the living God or be detrimental to an effective witness.
5. to respect school regulations and those in authority.

We believe that our school code of conduct represents our highest aspirations for all of our students. Our desire for every student is that he/she will feel his/her responsibility to be a good representative of Jesus Christ and the school throughout his/her entire life. We expect all students of Central Baptist Academy to abide by these standards, as they have been put in place to improve learning and achievement while protecting safety for everyone in our school community. A student may be suspended or expelled if these standards are not kept on school grounds or at school functions since they would be deemed injurious to the moral tone of the school. It is the reserved right of the administration to determine the penalty handed down.

The school also reserves the right to accept, reject, retain or expel any student at any time during the school year, for the well-being of other students, teachers or the school's reputation as it sees fit, without prior notice. Grounds for expulsion include but are not limited to: use, sale, purchase or possession of illegal substances; any other criminal activity; possession of any sort of a weapon at school (including a knife); physical, verbal, or emotional abuse of school staff or students; malicious damage to property; truancy; use of intoxicating substances at school; theft; vandalism; repeated use of cursing or foul language; cheating.

Additionally, the administration reserves the right to search a student's belongings or desk without prior notice if there is concern for the safety of the school environment or well-being of a school community member, or if there is suspicion of activities that go against standards.

### **General Expectations**

Since our mission is to contribute to the overall development of our students, emphasis is placed on their spiritual, academic, and, by extension, their physical and social development.

*Respect* - is an essential ingredient to our learning environment. Students should always demonstrate respect in word, action, and attitude. Students need to demonstrate respect for peers, for the teaching and non-teaching staff of the school, for the school's facilities and property, and for the school itself. For example: be polite, clean up after snack and lunch break; exercise care, caution, good manners, consideration for others, and control over voice volume. The school operates on a basis of trust, and students must respect the rights and property of others at all times. 1 Peter 2:17

*Honesty* - As a Christian institution, the Academy expects its students to live by biblical standards of conduct. The teaching of the Word of God is quite clear that Christians should be honest and truthful at all times – in action, word, work, and attitude – even when the consequences for being truthful are painful. John 14:6; 16:13; 17:17; Romans 2:8; Ephesians 4:21-25; James 3:14-15.

*Wholesomeness* - Inappropriate language and conversation are unacceptable at all times. All members of the CBA community are expected to use wholesome speech. Speak the truth in love. Ephesians 4:15

*Stewardship* - We are to be good stewards of our facilities. Students have to share in maintaining a neat and clean environment. Care must be taken to properly use all equipment. This includes taking care of textbooks, gym equipment, desks, chairs, tables, etc. For example, students should not mark tables, desk tops, or walls, misuse gym or playground equipment, or misuse washroom facilities. Students will be required to clean and/or pay for repairs to equipment damaged by their misuse. In addition, they must take responsibility for keeping the school clean. Students are required to assist teachers with tidying the room at the end of the day, to clean up after themselves at lunch, and make sure that their garbage is put into a garbage can. Luke 16:10; 1 Cor. 4:1-2

*Courtesy* - In the halls, students should demonstrate courtesy by keeping to the right when negotiating through the crowds, walking and speaking softly, keeping food and drink in designated areas, cleaning up after themselves, and refraining from gum chewing on the school grounds. Students may only have learning materials on their desks during class time. 1 Peter 3:8; 1 Thessalonians 5:15

*Responsibility* - Equipment and supplies are to be used as designed/intended and returned to their proper



place. Care of books and materials and returning them on time is both caring and responsible and permits others in the school to enjoy their use. Books should be kept graffiti free and off the floor. Lost, damaged or defaced books owned by the school are the student's responsibility. These must be paid for or replaced before final report cards are presented. Although replacement costs are high, parents are encouraged to assist their children in developing responsibility by having them pay for damaged items from their own funds. Psalm 24:1

### **Character Education**

In addition to teaching expectations in the classroom, school, and yard, we will also teach the language of respect including respectful body language, respectful facial expressions, respectful tone of voice, respectful self-talk and self-image, using words to solve problems and conflicts, presenting and supporting differing points of view, and honouring and recognizing others. We do so through classroom lessons, character education, individual or small group or classroom meetings, guest speakers, themes, chapel sessions, and assemblies. Staff members are committed to modeling respectful behaviour.

### **Interventions and Supports**

Students learn in different ways. Because the goal of school discipline and classroom discipline is always about learning, the intervention used for inappropriate behaviour will depend upon the individual student. Many students may just need to be reminded of the expectation and be given an opportunity to demonstrate how to meet the expectation in the future. Other students may need to be engaged in the process of problem-solving, restitution, and restorative justice. Some students may require intensive intervention and a detailed plan for success. Depending upon the severity of the problem faced by a student, one or more of the following may be used to get that student "back on track": counselling, after school tutorial, lunchtime study hall, reflection and self-improvement plan, increased supervision, removal from special activities (for safety reasons), school service, restorative justice, contact and co-ordination with parents, relocation to an alternate learning environment, restructuring and/or relocation of break time/lunch, restructuring of the school day, child/youth worker involvement, staff mentoring.

Interventions and consequences may be required for dealing with serious or frequent misbehaviour. These may include: detention, removal of privileges, in-school suspension (with a re-entry plan), out-of-school suspension (with a re-entry plan), involvement of support personnel and agencies, police intervention, expulsion. Professional judgement will be used in this process. Issues of competence, frequency, and deliberateness will be taken into account, along with other mitigating circumstances.

### **Suspensions**

When a student commits a serious offence that might merit a suspension or expulsion, all final decisions, which relate to the student, will be made in consultation with the principal. During periods of suspension, all assignments given must be completed. A student who is suspended from school three times within the school year may not be permitted to return to the school the following year or may be expelled immediately, depending on the circumstances. Serious offences that result in suspension or expulsion may be recorded and kept in the school database as part of a student's permanent record.

### **Revocation of Re-registration Privilege**

The student may be allowed to remain at CBA until the end of the current school year, though the privilege of re-registering for the following school year is revoked. Before a revocation takes place, warnings are issued in writing to the student and parents, indicating the precise nature of the student's problematic behaviour. This communication will also warn the student and parents specifically that the student's opportunity to re-register is in jeopardy and that an immediate and sustained change must be observed in the student's behaviour.

### **Expulsion**

Once expelled, a student is not allowed to attend any school activities for the remainder of the school year. The student is removed from class lists and entered into our computer database as expelled. The principal, teacher, and/or a CBA Committee member will meet with the student and parents to inform them of the decision to expel the student. At this time, the principal will issue an Expulsion Letter to the parents. A copy of this letter will be inserted into the student's Ontario School Record, which would later be sent to the student's new school.

### **Expulsion with Opportunity to Re-apply**

Any student expelled prior to the Christmas Break may be eligible to re-apply for admission for the following academic year (see Re-application Requirements below). A student expelled after Christmas is not eligible for re-admittance until at least one full calendar year has elapsed since the date of the expulsion (see Re-Application Requirements below).

An expelled student may re-apply to attend CBA provided that:

1. The parents are able to provide, in writing, a record of behaviour at the other institution that is exceptionally clean and demonstrates clearly that:
  - a) he or she has not been suspended or expelled,
  - b) he or she has not been disciplined for any school rule violation which would have resulted in expulsion at CBA, and
  - c) he or she has not been disciplined for any school rule violation which would threaten the safety of the staff and/or students at CBA,
2. The student and parents agree to a probationary period of two (2) months beginning at the start of the school year, during which time the principal may withdraw the student's registration because of violations of school rules not ordinarily used as grounds for expulsion. Such violations may include (but are not limited to) defiance to teacher instruction, skipping classes, verbal assault, bullying, cheating, etc.
3. The student willingly attends check-in/mentorship meetings with an appointed staff member weekly during his probationary period and bi-weekly subsequent to his probationary period.

### **Bullying**

The Ontario Ministry of Education provides the following description of bullying:

*Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g., hitting, pushing, tripping), verbal (e.g., name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g., excluding others from a group, spreading gossip or rumours). It may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet websites, or other technology).*

CBA's administration and staff will be very active in the prevention of bullying. Students found to be bullying may be asked to sign an anti-bullying contract and/or receive sensitivity training. If the problem persists, students may be suspended or expelled for bullying at the discretion of the CBA administration.

## **Violence**

*Verbal violence, including profanity and threats:* The first offence may result in a suspension followed by mentorship with a staff member and some form of mediation with the goal of ensuring a safe and nurturing environment. Continued occurrences will lead to expulsion.

*Aggressive Physical Contact:* At the discretion of the school administration, pushing and shoving, wrestling, fighting (including play-fighting), aggressive horseplay, etc. may result in suspension. Because such behaviour - even innocent playing around - often escalates into more serious physical violence, CBA has adopted a “Hands Are for Helping” policy. No aggressive physical contact is acceptable and students engaged in repeated horseplay, etc. can - when deemed appropriate by school administration - be suspended as a result of it.

### **CONFLICT RESOLUTION**

#### ***Matthew 18 Principle***

Should a problem or misunderstanding arise, we would expect those involved – especially professing Christians – to get together to talk and work it out without involving others who are not part of the situation. If, after talking with the person, the problem is not resolved, then you need to get someone else to go back with you and talk about it again with that person. Students are encouraged to follow this method of conflict resolution with their peers. Most issues can be resolved amicably by following this principle.

Below are the steps for resolution of a school incident for parents to follow at CBA:

- 1) If parents have a question or concern about an incident that occurred at school, parents are to contact the classroom teacher first to attempt to resolve the issue. The goal is to extend and receive forgiveness with a desire to move forward and break a negative habit.
- 2) If the concern is not resolved the parent or teacher may consult with the principal to work with all involved for reconciliation and resolution in a fair and amicable manner.
- 3) Continued unresolved concerns or issues may then be escalated to the CBA Committee Chairperson, in writing, who will establish a three-person Dispute Resolution Committee to provide a final hearing that is fair and impartial to parents and staff. The ultimate goal is to provide healing and restoration to all with the intention of preventing families from believing they have no recourse but to leave Central Baptist Academy.

Within the school community, it is our mandate to provide an excellent academic experience so that all our students will have every opportunity for success, and also to do this within our Christian values and community. The Christian community at CBA is striving to teach and model several characteristics, including a commitment to excellence, within an environment of care, compassion for others, love and respect. If we strive towards these goals, we will necessarily grow children who are able to have a strong sense of self-worth and self-confidence, with the capacity to enter the world as responsible adults.

### **SUMMARY**

This handbook contains procedures, suggestions and ideas which are specifically designed for parents and students to assist students in daily life at school. Students are expected to be aware of the contents of the handbook and to follow the guidelines established. If students become involved in a situation not covered in the handbook, they should consult a teacher or the principal.

Students will find that time passes rapidly. They should make profitable use of every available moment in order to ensure a successful year. May God richly bless you during this school year!

**This Affirmation and Pledge has been written in the first person from the student’s point of view. Students are asked to show their agreement with it by signing the pledge at the beginning of the school year following the two-week CBA training camp. Parents are also asked to sign, or attest in the online registration, the affirmation and pledge to indicate their agreement to work within the school's policies and procedures and to ensure that their child(ren) is/are aware of them and will maintain them.**

I understand that Central Baptist Academy is a biblically-based, religious organization that supports families who choose to give their children a Christian education based on the Christian worldview and moral convictions expressed in the schools’ Statement of Faith, Statement of Core Family Values, and Gender Statement. The school also welcomes students from families that do not hold these beliefs under the clear understanding that:

- a) Every student will be taught all aspects of the school curriculum including the beliefs outlined in the school Statement of Faith and Core Family Values.
- b) No family will actively seek to alter or undermine the teachings of the school.
- c) All students will be encouraged to receive Jesus Christ as Lord and Saviour, but no student will be compelled to do so.

I understand that Central Baptist Academy respects all parents, including those whose beliefs are different than the school’s beliefs; however, those who oppose the beliefs and values taught at the school are encouraged to seek a form of education for their children that is in keeping with their own convictions.

I affirm that I have read the school’s Statement of Faith and Statement of Core Family Values. I agree to the teaching of these beliefs, and I agree to not actively oppose the convictions in these statements.

*Additionally, I support Central Baptist Academy's pledge to maintain an atmosphere demonstrating respect for authority and high moral standing that encourages personal growth and excellence in education. I understand that the school's purpose is rooted in the Bible, which establishes basic principles for Christian character and behaviour:*

*I recognize that the following principles are essentials of the Christian life and should remain the desire of all those who affiliate with Central Baptist Academy:*

- 1. Living a life of faith in obedience to Biblical moral teaching, reflecting honesty and integrity.*
- 2. Loving God with our whole being and loving our neighbours as ourselves.*
- 3. Pursuing right living and practising justice and mercy to everyone.*

*It is my goal to be a positive, responsible member of Central Baptist Academy. I will follow the standards of conduct of Central Baptist Academy knowing that they are for my personal well-being and the benefit of the student body. I know that Central Baptist Academy strives to educate the whole person: spiritually, academically, physically, emotionally, and socially.*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent(s)/Guardian(s) Signature(s) (may be attested in online registration)      Date*