
2016 – 2017 Student Handbook



Dr. Ricky Smith - Headmaster
Mr. Randolph Prudent - High School Principal
Mrs. Marinda Smith – Middle School Principal
Mr. Steve Pate – Elementary Principal
Mrs. Susan Walker – Early Education Director

Motto: *Teaching the Whole Child the Whole Truth*
Scripture: **Ephesians 6:10-20**
Colors: **Green and Black**
Team Name: **Calvary Knights**
Website: www.calvaryknights.com

CALVARY CHRISTIAN SCHOOL

A Ministry of Calvary Baptist Church

7556 Old Moon Road • Columbus, Georgia 31909

CALVARY CHRISTIAN SCHOOL MISSION STATEMENT

Calvary Christian School exists to encourage students to accept Jesus Christ as Savior and Lord, develop a Biblical worldview, attain their individual academic excellence, and fulfill their God-given responsibilities in the home, church, and community.

CALVARY CHRISTIAN SCHOOL CORE VALUES

- Calvary Christian School is a service-based ministry that recognizes families as clients and works to meet their needs. (Genesis 1:26-27, Exodus 20:12, Ephesians 5:20-33, Proverbs 22:6)
- Calvary Christian School exists to lead students to seek, know, love and serve Jesus Christ. (John 21:15-17, Romans 10:9-10, Ephesians 2:8-22, Hebrews 2:1-3)
- The culture of Calvary Christian School results in the development of the whole child as is evidenced in their lives as Christian leaders. (Luke 6:31, John 3:30, II Timothy 2:15)
- Unique in the Calvary Christian School experience is a high standard of academic excellence, resulting in the opportunity for each student to reach his/her fullest potential. (Ephesians 4:11-16, Colossians 2:3 & 3:23)
- Calvary Christian School is committed to recruiting and retaining competent teachers and to their continuing personal and professional development. (James 3:1, Titus 2:7-8, Luke 6:40, Ecclesiastes 12:9-10)
- Calvary Christian School fosters the building of relationships that result in effective communication and ongoing accountability. (Galatians 6:1-5, James 5:16, Proverbs 27:17)
- Calvary Christian School will develop Godly leaders who adopt the relevance of a Christian worldview, whose faith and work are inseparable, and who engage their culture and change it. (I Peter 4:11, Romans 12:1-2)

TEACHER PROFILE

The school shall recruit, hire, train, and retain faculty who:

- are Christian servant-leaders of boys and girls as they mature to young men and women;
- engage in teaching that touches lives forever by being a Godly role model to students, colleagues, church, and community;
- constantly seek to improve his or her level of excellence as a Christian educator;
- have the ability to assist each student in fulfilling his or her God-given potential;
- are professionally credentialed and qualified to teach the subjects and students assigned;
- are effective communicators to parents as well as their students;
- present a scholarly, nurturing, and mentoring focus in and outside the classroom, on campus and off;
- adopt personal, professional standards for high performance as an example for students to follow;
- live a life of evangelism and service to others;
- focus on the student's long-term development as framed in the graduate profile as the goal;
- are loyal to the school, to the families it serves, and to a local church;
- carefully measure and consider evangelism and service to others; the effects of actions, words, and discipline on each student; and before acting;
- always answers the key question: "Does this benefit the Christian education of our students?"

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WHAT ARE WE WORKING TOWARD?

THE GRADUATE PROFILE

The school shall place all of its emphasis on the outstanding preparation of its students thereby graduating young men and women who:

- know, love, and serve Jesus Christ;
- have a superior academic preparation for any further education they choose;
- are teachable and exhibit a love for learning;
- are well-read;
- who effectively communicate, both verbally and in writing, and persuasively present their point of view;
- can think critically, work on teams cooperatively, and solve problems;
- experience and foster understanding of the diversity of the human race and are prepared for a life of evangelism, reflecting the grace and truth of Christ to all people;
- commit to a life of loyal servant-leadership in the local church;
- participate in athletics (interscholastic or intramural) that will equip them with a Christian approach to wellness, and who are capable of exhibiting their faith and Christian character in competitive situations;
- apply biblical principles to their family, church, and work;
- develop work ethic, skills, and loyalty that demonstrate that Christians are to be relied on for the integrity of their work and the quality of their thinking;
- display actions that reveal genuine Christian character; and
- live as disciplined, culturally different men and women, and as Christian leaders who engage their world and change it.

ADMISSIONS

The following factors will be considered in approving applications for admission to Calvary Christian School: (1) conduct, attitude, school and pastoral references; (2) absence of previous history of alcohol, tobacco, or other drug use, or a record of truancy or expulsion; (3) an unreserved commitment to the standards and policies of Calvary Christian School; (4) promise of academic success as indicated by school grades, achievement tests, and/or entrance exams; (5) a witness of a personal relationship with Jesus Christ.

Please visit our website at www.CalvaryKnights.com for admissions procedures.

Immunization:

All students entering school are required by state law to present a certificate of immunization and certification verifying vision, hearing and dental exams to be kept on file in the school office. Georgia State Law now requires students entering the 6th grade to have the 2nd dose of MMR vaccine and the chicken pox vaccine or proof that the child has had chicken pox.

Non-Discriminatory Policy:

Calvary Christian School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CCS does not discriminate on the basis of race, color, nationality or ethnic origin in athletic and other school-administered programs.

ACADEMICS

Calvary Christian School believes in upholding the highest academic standards. The school is accredited by the Southern Association of Colleges and Schools (SACS), and the Association of Christian Schools International (ACSI) (K-12). CCS students consistently score well above the national norms on standardized achievement tests.

ACADEMIC GRADING SCALE

A	90-100
B	80-89
C	73-79
D	70-72
F	Below 70

Report Cards:

Report cards will be issued every 9 weeks. In addition, a mid-quarter progress report is emailed at the middle of each grading period. Hard copies of final report cards are provided to early education and elementary parents on the last day of school. Middle and high school report cards are mailed once grades are finalized.

Online Grade Reporting:

Parents may access the student's grades utilizing ParentsWeb. Grades are updated frequently, but final averages are not official until final updates are submitted by the teacher and posted on the report card or transcript.

Honor Roll/Principal's List:

Students earning at least a 'B' average in every subject will be placed on the Honor Roll for each 9 week period. Students earning all A's in every subject will be placed on the Principal's List for each 9 week period.

Testing:

During the spring of each year, all students in grades K-9 will be given standardized achievement tests covering broad subject-matter categories. Results will be delivered to parents with the final report card or once they are received from the testing center.

RECORD REVIEW POLICY

1. The principal, the administrative assistant, and the high school guidance counselor are responsible for maintaining the cumulative records on each student.
2. To secure the student's and the family's rights of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
3. Outside of the school community, the only person(s), usually the parent, who has legal responsibility for the student, may have access to student records. Any parent or adult student desiring to inspect their records shall address the request to the principal in writing.
4. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student.
5. According to the law, the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of the subpoena or court order.

ACADEMIC PROBATION

A student may be placed on academic probation for serious academic problems. This action is intended to give notice to the parents and student so a mutual effort can be made by both home and school to correct the academic deficiency.

A student may be placed on academic probation if one or more of the following stipulations are applicable:

1. Numeric average for the semester falls below a 75.
2. A student fails two courses for the semester.

A student placed on academic probation will not be allowed to participate in extracurricular activities during the probationary period. A letter of notification will be sent to the parents and a conference will be held with the parents, the student, and the guidance counselor, and/or the principal to discuss the deficiencies and ways in which the student may improve performance in the following semester.

The principal will review the academic progress of the student at the end of the following semester to determine follow-up action.

A student may be released from probation if he/she has no "F's" for the semester and the numeric average is above the minimum requirement. A student with one "F" will have his/her status reviewed by Administration and may have his/her probation extended for the following semester. If a student receives two "F's" or a numeric average below 75, the principal will decide if the student will be allowed to remain in school.

After removal from school for academic reasons, a student may apply for re-enrollment only after the student has attended another school for a full semester, carrying a full academic load with no grades below a "C".

Exceptions may be made for students enrolled in the Discovery School program with the recommendation of Administration and the Discovery School Supervisor.

CHAPEL

Chapel at CCS features pastors, CCS staff and students, youth pastors, missionaries, musicians, and guest speakers of special interest to our students. Through these chapel times, we want our students to have a clearer understanding of God's Word, to gain a broader concept of the many facets of individuals in the Lord's work, and to experience spiritual growth and commitment in their lives. Parents are welcome to attend chapel at any time.

ATTENDANCE

The educational program at CCS is primarily based on the teaching activity in the classroom. For this reason, attendance is expected in every class period. Time is built into the school calendar for observing holidays and taking vacation trips. One of the keys to academic success is regular attendance at school. The school represents a commitment to intellectual and personal discipline. Unnecessary absences may encourage the student to take that commitment lightly.

ABSENCES

Students absent from school for the following reasons will be considered excused (AE) if the school receives a note stating the reason for the absence from the parent/guardian in a timely manner; preferably the day the student returns to school.

- a) Illness of student
- b) Death in immediate family
- c) Attending the funeral of a close friend or relative
- d) Doctor/dentist appointment (it is recommended that these appointments be made after school or during school holidays if at all possible.)
- e) Family emergency
- f) Special family/student trips (see explanation below)

If a signed parent note is not received, the absence is considered unexcused (AU).

If a student accumulates more than 10 absences per semester (excused or unexcused) in any class, he/she will receive a failing grade due to absences (FA) in that class. Excessive absences due to extenuating circumstances will be evaluated by administration.

An absence that is initiated by the school such as school-scheduled field trips or activities including sports will not be counted in the student's total absences. This type of absence is recorded as an "Absent Activity" (AA).

Students are responsible for getting assignments and should make up all work missed due to absences. If a student is absent one day, he/she is expected to be prepared when he/she returns to class with homework completed and ready to make-up or take any scheduled tests. Students who miss more than two academic periods must get administrative approval in order to participate in extra-curricular activities that afternoon or evening. The student should contact the teachers of all classes which were missed on the day of the student's return to school. All schoolwork and tests must be made up within the same number of days missed, up to five days. The teacher and administrator will determine an alternate plan if this time needs to be extended. In most instances, a student will be expected to complete work or tests on the day of return. For example, if a teacher announces a test for Tuesday and the student misses school Tuesday, the student will be expected to make up that test on the day they return to class.

Special family/student trips:

Students may be excused from school for special occasions such as:

- a) Church sponsored retreats
- b) Mission trips
- c) Family trips/vacations

Students taking special trips must do the following to receive an excused absence:

- a) Bring a note signed by a parent explaining the trip. This should be done several days in advance of the absence.
- b) Complete all class work in advance, if possible, or make prior arrangements with teachers as to the date it must be turned in.

Administration requests that absences not be preplanned during the first week of school, during exam days or when standardized testing is scheduled.

HOSPITAL/HOMEBOUND POLICY

The hospital/homebound program is designed with the intent to help any student enrolled who has an extreme medical or mental condition which prevents the student from participating in the classroom environment. The condition restricting the student's ability to physically attend school for a well-defined period of time must be verified through a physician's certification. The program is designed to help qualified students keep up with the content of curriculum at domicile by completing the work assignments independently.

Guidelines for Initiating Service:

The parent/guardian must obtain a medical referral form from the office. The form should be signed by the parent/guardian, and the physician who is treating the student and certifying the condition. The physician must specifically certify that the student cannot physically be present at school and needs to be confined to the home environment for a minimum of 10 consecutive school days. The physician must also specify whether or when the student will be able to return to the school environment.

All documentation relating to the condition shall be maintained on file at the school.

A parent requesting hospital/homebound services shall complete the following steps:

- Contact the office to secure an application.
- Have the application completed and signed by the physician.
- Have all forms and documentations returned to the office for approval prior to initiating hospital/homebound services.

Once approved for the hospital/homebound program, a meeting will be held with the student's teachers to inform them of

the student's needs and to make sure they make the work available to the student in a timely fashion. The parent/guardian is responsible for obtaining work from the teachers.

Parent/Guardian Responsibilities:

- Obtain a referral form from the high school office.
- Complete and submit all referral forms for homebound service consideration to the high school office.
- Obtain the required doctor certification requesting homebound services.
- Secure the recommendation, referral, and certification of the physician who is currently treating the student.
- Promptly notify the high school office of any cancellation or necessary changes in scheduled time for test taking or instruction.
- Keep in contact with classroom teachers about lessons and assessments.
- If a student does not return to school as originally projected, a medical extension from the physician is required in order for continuance of services to be considered.
- All work must be completed by the student and submitted to the school by the due date set by the classroom teacher.

Grades:

- Graded work completed while on hospital/homebound will be the basis for the classroom grade.
- All work must be completed by the deadline assigned by the classroom teacher.
- Late work may receive a grade deduction as determined by the classroom teacher.
- A grade of zero will be entered when work is a week past deadline, if prior arrangement is not made with the classroom teacher.

TARDIES

Tardiness disrupts the entire class, in addition to affecting the tardy student's school routine. Parents are encouraged to assist in making sure that students are prompt in arriving at school.

CHECK IN/OUT

Parents may check out their student through the office for medical appointments or other personal reasons. Students not being checked out by their parent must have a parent note or a school employee must receive emailed permission for specified reasons. All students are to sign out at the receptionist desk before leaving the campus.

OPERATING HOURS

Office Hours:	7:30 am – 4:00 pm (Middle School and High School) 8:00 am – 4:00 pm (Elementary) 8:00 am – 12:30 pm (Pre School)
School Hours:	8:00 am – 3:15 pm (Middle School and High School) 8:15 am – 3:00 pm (Elementary) 8:30 am – 12:00 pm (Pre School)
Summer Hours:	9:00 am – 1:00 pm (Monday – Thursday, Closed Friday)

SEVERE WEATHER CLOSING

Unless previous notice is given, parents may expect CCS to be closed for the day on severe weather days when the Muscogee County School District announces that they are closed. CCS will typically follow Muscogee County's decision as announced by the broadcast media. Any variances to this policy will be communicated through our Parent Alert System.

CHURCH/SCHOOL PROPERTY

Desk, chairs, tables, and all real property of Calvary Christian School belong to Calvary Baptist Church. Students must treat all property inside the church/school building with respect. Students must not lean back in chairs, deface property, or sit on desktops. **STUDENTS WHO ARE RESPONSIBLE FOR DAMAGE OF**

CHURCH PROPERTY WHETHER INTENTIONAL OR ACCIDENTAL WILL BE RESPONSIBLE FOR ALL REPAIRS OR REPLACEMENT. PARENTS MUST BE AWARE THAT VANDALISM CANNOT BE TOLERATED AT CALVARY CHRISTIAN SCHOOL.

COMMUNICATION

Email – Email is the preferred method for “general” communication with parents. Teachers can be reached via email by his/her firstandlastname@calvaryknights.com.

Phone - Phone calls are utilized by teacher and administration when dialogue and immediate exchange of response are necessary. We request issues requiring dialogue be handled by phone and not through emails.

Website – www.calvaryknights.com has a vast array of pertinent and timely information that can be accessed 24 hours a day. Check it frequently.

ParentsWeb – This is student record management in real time. Students and parents alike are able to see classroom grades, attendance, student assignments, and homework. Parents are also able to see family demographic, billing, and account information.

Parent Alert – Communication will be delivered via SMS, phone or email from school administration to parents regarding information that needs to be provided immediately.

Parent Meetings – Parent meetings will be held throughout the school year. Parents are encouraged to attend these meetings to facilitate home/school communication.

Parent/Teacher Conferences – Conferences regarding the student’s academic progress, behavior or attitude may be held at any time. The parent or teacher may initiate these. Parents desiring a conference with the teacher should contact the teacher by email in advance to make an appointment. Conferences should be scheduled before or after school hours. Teachers are never free to spend time with individual parents during class instruction time.

FACULTY

Every faculty member is dedicated to helping each student reach his/her full potential in an atmosphere of Christian love. Elementary through high school teachers have at least a bachelor’s degree and all have or are currently seeking certification through the Association of Christian Schools International.

The key to a successful Christian school is its staff. Calvary Christian School is grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

RESOLVING CONFLICTS BY MATTHEW 18 PRINCIPLES

(MATTHEW 18:15-16)

The Scriptures have a definite pattern to follow in the area of solving interpersonal problems. If a problem arises between a parent and teacher, parent and administrator, or parent and parent, it needs to be dealt with quickly and prayerfully with love, patience, and forgiveness. Open communication and Christ-like relationships are two keys to developing a school that is positive, mature and glorifying to God. Negative or critical attitudes, a grumbling spirit and/or the inappropriate handling of concerns are unacceptable for any member of the Christian family. All who perceive such behavior should assume the Biblical responsibility to confront in a loving way those demonstrating such behavior.

Classroom problems should be handled primarily between parent and teacher in a prayerful and discreet manner. If resolution is not found, the next step should involve both parties and the principal. Continued unresolved conflict would then be taken to the headmaster.

Problems with school policy or procedure should be taken up with the principal. If no solution is found, then all parties should bring the matter to the headmaster for consideration.

Parent-to-parent problems should be solved between the persons involved, without the involvement of teachers, administration or other parents.

If fault is found with any member of our school family, please prayerfully consider how to deal with the situation. It is all too easy to fall prey to Satan and begin “gossip sessions” with others instead of dealing with the problem in the correct manner. This starts rumors and, instead of solving the problem, compounds it.

APPEARANCE POLICY

Calvary Christian School does not intend to dictate the quality or style of clothing worn but rather honor God, and encourage good habits and acceptable group behavior. CCS students are expected to follow Biblical exhortations and common practices of modesty, cleanliness and neatness. Student dress and personal appearance should reflect dignity and pride in oneself and in the school. A student shall not dress, groom, wear, or use emblems, insignias, badges or other symbols where the effect is to unreasonably distract the attention of other students or otherwise cause disruption or interference with the operations of the school.

Acceptable appearance will include:

- Shirts – t-shirts, crewneck, v-neck, scoop-neck, collared, or turtleneck. Ladies may also wear sleeveless with shoulder straps at least 2 inches in width, sheer tops with sleeveless undershirt that is at least 2 inches in width
- Pants – jeans, business casual pants, dress pants that are not oversized or undersized
- Shorts, Dresses, Skirts – can be no shorter than 3 inches above the top of the kneecap (leggings are allowed under dresses or skirts that are the appropriate length; Note: leggings are considered hosiery and are not allowed alone as pants or with a short top)
- Shoes – dress and casual shoes, athletic shoes, or sandals
- Outerwear – sweaters, blazers, vests, jackets, hoodies or sweatshirts
- Grooming – clean shaven and hair must be off the collar and above the eyebrows for male students.

Acceptable appearance for special occasions will include:

Dress Down Days – These will be announced periodically throughout the year for exams and special occasions. Students will be allowed to wear athletic pants or shorts no shorter than 3 inches above the kneecap. Yoga pants, leggings, and pajamas are not allowed on Dress Down Days.

Dress Up Days – These will be announced periodically throughout the year for special occasions. Students will be required to wear business casual or dress pants, dresses or skirts. All pants, dresses and skirts worn on Dress Up Days must follow the daily appearance policy.

School-Sponsored, Athletic, After-School, or Retreat Activities – Any regular appearance policy school clothing, warm-ups, sweats, or other recreational wear are acceptable. Males must wear shirts and females’ tops must follow the acceptable appearance policy. Yoga pants and leggings are not acceptable.

Semi-Formal Occasions – Males should wear an open collar shirt with a sports jacket. Female dresses must completely cover the bust line and midriff, and not extend below mid-back. Dresses are to be no shorter than 5 inches above the kneecap, and must not rise higher than mid-thigh when student is seated. Slits are not to exceed 5 inches above the top of the kneecap, and must not rise higher than mid-thigh when student is seated.

Formal Occasions – Males should wear a button up shirt, coat and tie or a tuxedo. Female dresses must completely cover the bust line and midriff, and not extend below mid-back. Dresses are to be no shorter than 5 inches above the kneecap, and must not rise higher than mid-thigh when student is seated. Slits are not to exceed 5 inches above the top of the kneecap, and must not rise higher than mid-thigh when student is seated.

All elements of this appearance policy should be honored inside the building from 7:00 a.m. to 6:00 p.m. on school days and during any extracurricular activities. Provisions and standards relating to modesty and

decency should be respected by the students and are enforceable by the staff anywhere on campus at all times. The school administration will make the final determination on whether a student's dress conflicts with these guidelines. General Guidelines to follow are: Be Neat, Be Clean, Be Decent, or Be Absent!

Unacceptable appearance will include:

- Items advertising alcoholic beverages, sex, tobacco, racial imagery, obscene, crude or suggestive messages or use of profanity
- Designs or insignias, spikes, jewelry, satanic symbols, gang-related badges, color arrangements, and logos or symbols which denigrate social or ethnic groups
- Clothing with holes or frayed ends
- Oversized and undersized clothing
- Halter tops, racer backs, bare midriff, low cut tops (cleavage shall be covered), off-the-shoulder tops, spaghetti straps, or tank tops (straps less than 2 inches in width)
- Shorts, dresses or skirts that are more than 3 inches above the top of the kneecap
- Visible tattoos or body piercings for male or female students, other than earrings for female students
- Hats in the building for male and female students
- Flip flops, slide sandals, or bedroom shoes
- Athletic shorts or pants (with the exception of Dress Down Days), yoga pants, or leggings with a top less than 3 inches above the kneecap (extremely tight pants shall be considered leggings)
- Hair pins, bands, bandanas, combs, picks or any other objects in the hair for male students
- Extreme haircuts or hair color (administration has final say on what is considered to be extreme)

Clothing must provide adequate coverage at all times. All tops and pants should cover undergarments. If undergarments are showing, the clothing is inappropriate. Students who are dressed unacceptably will be required to change or be sent home, and be subject to disciplinary actions.

CONSEQUENCES OF APPEARANCE POLICY VIOLATIONS

If the violation pertains to girls:

- If student is out of Appearance Policy, student will be pulled from class until appropriate attire is obtained.

If the violation pertains to boys:

- If a boy is not clean shaven, a razor and shaving cream will be provided for student to shave on campus.
- If student is out of Appearance Policy, student will be pulled from class until appropriate attire is obtained.

1st time violations – receive warning:

- The student is not sent home if the items above will resolve the issue.
- If the violation is with pants, student will call the parent to have the issue resolved to include permission to leave campus and return in clothing approved in the appearance policy or parent will bring appropriate pants.

2nd time violations for same offense – detention is issued:

- The student is not sent home if the items above will resolve the issue.
- If the violation is with pants, student will call the parent to have the issue resolved to include permission to leave campus and return in clothing approved in the appearance policy or parent will bring appropriate pants.

Extreme violations or repeat offenders:

- A parent may be called to come and pick student up from school.

Every effort has been made to be clear; however, if an interpretation is to be made, the school administration will have the final say.

TEXTBOOKS

All non-consumable textbooks are the property of Calvary Christian School. At no time is a student to write in, tear, soil, or turn under pages of any textbook. Students must replace textbooks for any damage beyond normal use such as the following: one or more pages of content are missing; has water-soaked pages or swollen cover; physically marked with pencil, pen or crayon; defaced or marred, such as broken, cut, or smeared backs or pages beyond what would be considered normal wear.

The student shall pay for the replacement of any textbooks lost or damaged. Report cards will be held until penalties have been settled. No textbooks will be issued to any student while the payment is outstanding. All textbooks must be returned to the teacher when a student is promoted or transferred.

LOCKERS

Lockers are provided for students in 4th – 12th grades. They are the property of the school. All lockers should be locked at all times with a lock brought by the student. Lockers should be kept neat and clean at all times. There should be NO writing or stickers of any kind on the inside or outside of the locker. Pictures or personal notes may be taped to the locker but must be removed at scheduled times when lockers are cleaned. Food should never be kept in the locker overnight. Any item deemed inappropriate by the school administration may be confiscated from a locker at any time. Students are not permitted to use one another's lockers.

There should be room in lockers for students to store their athletic bag/gear. If not, students are to obtain permission to store these items in a teacher's room. No items are to be left on the floor or on top of lockers in the hallway.

SCHOOL SEARCH POLICY

To maintain school security and protect the safety and welfare of students, school personnel, and visitors, the School has adopted search policies as set forth in this handbook. School personnel may search a student, student lockers, or automobiles and may seize any unauthorized, contraband, or illegal materials discovered as a part of the search. All school facilities and property (including work stations, lockers, etc.) are all considered school property and any student's personal property on school premises are subject to inspection without notice and upon request. Parents and students enrolling in the school or entering school property agree to and consent to be searched and there is no expectation of privacy for items brought or stored on school facilities or property.

Search of Students - If the School has a reasonable suspicion that a student has prohibited items or evidence of a violation of the student conduct standards or contraband items on his person, book bag or other similar item, the student, and any bags or personal effects may be searched. There is no expectation of privacy for items of personal property brought onto school or to any school related function or activity. Any suspicious or unattended bag may be searched at any time.

Depending on the particular facts and circumstances, the school reserves the right to by-pass any step of its general process in an effort to enforce student conduct standards or provide a safe learning environment. However, generally, a school administrator, along with at least one other school employee of the same gender as the student, may ask a student to remove their outer garments (coats, hats, gloves, shoes, belts, etc.) empty his/her pockets, purse, book-bag and/or to take off their shoes and socks. A metal detection wand may also be used. The school may also use a drug sniffing or weapon sniffing K9. Students wearing multiple layers may be asked to remove outer layers. School personnel of the same gender, with another school employee present, may conduct a pat down search of the student's person but only with the authorization of a school administrator or a school administrator's designee.

If the student is unwilling to cooperate in the search, an administrator may contact a parent/guardian. If the student is still unwilling to cooperate, after having spoken with his/her parent/guardian, and the parent/guardian is unwilling to do so, then parents and students agree that the school shall assume that the student has the prohibited material or has engaged in the conduct alleged and proceed to take appropriate disciplinary action, which may include suspension or expulsion from the school.

If emergency conditions require a more intrusive search or there is a reasonable suspicion that the student has illegal or contraband or prohibited materials which pose a danger to the student or others or which are designed to give the appearance of such contraband, the school may by-pass this general process of contacting the parent/guardian, and instead proceed with immediately searching any bags and personal effects and a pat-down search, as necessary. Parents and students consent to and agree to this procedure and agree that there is no expectation of privacy for any items brought onto school property or school functions or events.

Periodic “locker checks” may be held unannounced in order to determine that lockers are being appropriately used. If a student is found violating locker rules, locker privileges may be withdrawn from the student. Lockers will be cleaned out at the end of the year.

VISITORS

All visitors, including parents, must sign in at the departmental office to receive a visitor’s pass. Parent visits are encouraged and welcomed after the first few weeks of school and before the last few weeks of school. Arrangements to visit classrooms should be made through the principal’s office. Parents are also welcome to have lunch with their student.

Students not enrolled at CCS may not visit classrooms or lunch unless permission from the principal is obtained. Classroom visits must be prearranged. Student visitors must remain with their assigned CCS student or teacher at all times. A visitor’s pass must be worn while on campus.

AFTER SCHOOL CARE

In order to ensure safety for all students after school care is provided. Students who stay for after school care will have time available for them to work on homework or study as well as play in the gym or outside. Parents will be charged for each day the student is in attendance. Middle school students found unsupervised on campus after 3:45 pm will meet with the middle school principal, and the parent will be notified. If the incident occurs again, disciplinary action may be taken.

LUNCHES

While every attempt will be made to maintain low prices, increasing costs may be required from year to year. Students will **NOT BE ALLOWED** to charge a lunch.

Seniors may leave campus for lunch two days a week (as selected by the senior class), if they have a signed permission slip filed in the office.

No students may check out for lunch except with their parents or family on special occasions. Students **may not** check out with other students for lunch parties. All students must return in time for class after lunch.

MEDICATIONS

Students are not to have medications in their possession at any time. This includes aspirin, cough syrup, and vitamins. If students require medication during the school hours, parents must take it to the nurse’s office. Such medications should be clearly labeled with the child’s name and the instructions regarding times of day and dosages to be administered. The school nurse cannot administer medications unless they are handled in this manner. Any exceptions, including inhalers, must be cleared with the school nurse and administration.

COMMUNICABLE DISEASES

Any child who is diagnosed, either by appropriate laboratory testing or through the diagnosis of any licensed health care provider, as having an infectious communicable disease will be evaluated for suitability to remain in the classroom. This determination shall be based on whether or not the individual is otherwise qualified to remain in the classroom and whether or not he/she presents a health danger to himself/herself or an increased risk to others with whom there may be contact. The administration will assess the need and availability of other educational alternatives if it is determined that the individual should be removed from the classroom. The administration will respect the confidentiality of all individuals suspected of or diagnosed as having an infectious communicable disease.

All administrative deliberations and records will be kept confidential. The number of personnel who will be advised of an individual's condition will be kept to the minimum needed to assure proper care and/or to detect situations where the potential for transmission of an infectious disease may increase. Decisions regarding the type of educational and/or general care provided will be based on behavior, neurological development, physical condition, and the type of interaction with others expected in the particular relevant setting. The risk and benefits to both the infected individual and others will be weighed in this process.

SUPPLIES

All students are responsible for purchasing some of their own supplies. A supply list will be furnished for special supplies needed for each class. Additional items may be requested throughout the school year.

TELEPHONE CALLS

If the need arises for a student to make a call during school hours, explanation should be given to someone in the office, and permission granted for use of the school phone. Students will not be dismissed from class for personal phone calls. The office will make every effort to get phone messages to students.

No cell phones are to be used. Cell phones are to be turned off and kept out of sight. Teachers may collect them.

ELECTRONICS

No electronic devices such as iPods, iPads, laptops, reader devices, etc. are allowed to be used before and during school hours. Teachers may allow exception during their class period only. Electronic devices of any kind are not allowed in Extended Care. **NOTE: Devices used will be confiscated and given to the principal and will be returned only to the parents.**

Exceptions to this policy may be made in accordance with the Bring Your Own Technology Policy.

SCHOOL DISCIPLINE

Ephesians 4:22 – 24

²²You were taught, with regard to your former way of life, to put off your old self, which is being corrupted by its deceitful desires; ²³to be made new in the attitude of your minds; ²⁴and to put on the new self, created to be like God in true righteousness and holiness.

It is our prayer to see our students mature adequately in the areas of self-discipline and personal accountability. For CCS to accomplish all that is possible in the lives of its students there must be several essentials established:

1. Respect for authority, which leads to
2. Obedience to rules/regulations
3. Clear boundaries for acceptable behavior and
4. Definite consequences for violation of standards

5. Unconditional forgiveness for genuine repentance

It is expected that students will respond positively to Biblical teaching regarding good behavior and any discipline they may be assigned. In classroom and school activity situations students will answer to the teacher or staff member in charge for behavior and attitude.

EXPULSION

At the discretion of the Administration, a student who has demonstrated consistent discipline problems and will not respond to school authority may be expelled or asked to withdraw based on the severity of the offense. A student who is dismissed from CCS or another school for disciplinary reasons may not be considered for enrollment for a period of one year from the date of dismissal. During the expulsion period, the student is restricted from the school property. Special privilege to attend certain functions that would include a sibling (i.e., graduation ceremonies, need to drive a sibling to and from school) may be granted by Administration and will be decided on a case by case basis. A discipline council will be formed to review if expulsion is necessary.

WITHDRAWAL PROCEDURES

Any parent/guardian desiring to withdraw a student from the school must notify the admissions office in writing prior to the withdrawal date. Parents are requested to meet with the administration for an exit interview before a student is withdrawn from Calvary Christian School.

Transcripts cannot be forwarded to another school until all financial obligations have been met. This, of course, includes charges for remaining tuition, library, lunchroom, extended care, music lessons, late payment charges, lost books, etc.

School transcripts and records will be sent upon request of other schools after the student is withdrawn. Official school records are always sent to other schools through the mail; they cannot be released to individuals.

ANTI-BULLYING POLICY

The administration of Calvary Christian School believes that all students have a right to a safe and healthy school environment. CCS and the community have an obligation to promote mutual respect and acceptance.

The administration of Calvary Christian School will not allow conducts that encroach on the security of any student. A student must not threaten, harass, or bully any other student. This includes but not limited to words or actions expressed in person or over the internet. Students should refrain from the following: hitting or pushing; verbal attacks, such as mocking or name-calling, coercing, or any form of cyber bullying.

The administration of Calvary Christian School expects students and/or staff to immediately report incidents of bullying to a teacher, a section leader, the dean of students, any office personnel or the principal. Faculty and staff who witness such acts must take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Additionally, activity away from school could prompt action by school administration in accordance with the school discipline policy.

In order to minimize the likelihood of bullying taking root on campus, the administration of Calvary Christian School provides training to teachers in bullying prevention and how to help students cultivate a Christ-like character.

Teachers will review this policy with their students in an effort to help them feel safe to talk to an adult if they feel they are being bullied by a peer. Teachers will also help students understand that those who exhibit behaviors characterized as bullying will be in violation of this policy and will be subject to disciplinary action.

Please be aware of the following consequences:

- Any student who is involved in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to report cases of bullying to a teacher, a section leader, the dean of students, any office personnel or the principal.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- All staff, students, and their parents will receive a copy of this policy at the beginning of the school year.
- The school will make reasonable efforts to keep all reports of bullying and the results of any investigation confidential.
- It is expected that any staff member who witnesses acts of bullying, to take immediate steps to intervene.

WEAPONS POLICY

Calvary Christian School is required by law to implement a weapons policy. It is imperative that parents and students understand the policy. The existence of this policy does not infer that CCS has a history of weapon problems.

Parents and students who enjoy the freedom to possess weapons must be aware that Georgia State Law mandates this policy. **Therefore, students who own or have access to weapons of any kind must abide by this weapons policy.**

I. Introduction

The school considers student possession of weapons or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat."

II. Student Action

Students who possess a weapon or who carry, exhibit, display, draw, or threaten with any of these items are apparently capable of producing bodily harm. These actions, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

III. Definition

"Possession" includes, but is not limited to, having a weapon within school safety zones within one thousand feet of school property, on school property, or at a school-sponsored event located:

- a) in a space assigned to a student such as a locker or desk
- b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag)
- c) under the student's control or is accessible or available, such as hidden by the student
- d) in a student vehicle

"Threat" includes, but is not limited to:

- a) a statement of personal bodily harm with a weapon
- b) a statement indicating friends or acquaintances with weapons who will commit bodily harm
- c) a statement of possessing a weapon at school or a school function

A "weapon" includes, but is not limited to:

- a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive;
- b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, paintball, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns;
- c) a sling shot, which is a forked piece of wood, metal, plastic, or similar substance, having an elastic band fastened to the prongs for shooting small stones and pebbles;
- d) a device commonly known as "throwing stars", multi-pointed metal objects designed to embed upon impact;

- e) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle;
- f) a dirk, which a type of dagger; or any type of dagger
- g) any device commonly known as “nun chuck sticks” consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- h) a stun gun;
- i) any explosive device including fireworks;
- j) any bludgeon type weapon, which includes a bat (outside of athletic use and under adult supervision), club, or blackjack;
- k) Any of the following: straight-edge razor, spring stick, or darts.

IV. Incident Reporting and Action

Any faculty member, staff member, or administrator with knowledge of “possession,” “threat,” or “use of weapons” as described above shall immediately report to the building principal/director/designee, who may (a) determine if a report needs to be submitted to the appropriate jurisdiction police authority, (b) submit the report if appropriate, and (c) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

V. Limitation of Policy

This policy does not apply to adults over 21 years of age, teachers, and other school personnel who are authorized to possess or carry weapons as long as the weapon is in a locked compartment of a motor vehicle or one which is in a locked container or in a locked firearms rack which is on a motor vehicle. In accordance with the School Safety Addendum, school authorized trained and qualified personnel are allowed to carry specific weapons on campus and to school events.

VI. Georgia State Law

1. See state laws for crimes and offenses, pg. 172-173, code section 16-11-1271.
2. Also, see state laws regarding elementary, secondary, and adult education, pg. 409, code section 20-2-1184.

KNIGHT'S HONOR CODE

History teaches that Knights were honorable people. They lived by an honor code which included the following qualities: COURTESY, HONESTY, VALOR, GENEROSITY, EXCELLENCE, COURAGE, LOYALTY, WISDOM, and JUSTICE. The Word of God also teaches us that honor is undoubtedly one of the many virtues expected from the regenerated individual. Someone once asked Jesus to state, from among all the commandments, which one is the greatest. Jesus answered as follows, "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself'" (Matthew 22:36-39). Embedded in the answer Jesus provided is the command to honor the Lord and to honor others. In fact, the word of God speaks extensively about the word honor: 1 Peter 3:15; Colossians 3:17; Exodus 20:12; Numbers 30:2; 1 Corinthians 10:31; 1 Samuel 2:30 and Proverbs 3:9 are just a few examples. Consequently, all students of Calvary Christian School are expected to operate at all times in ways which honor the Lord, honor their peers and honor the authority God places over them. All students are expected to operate within the boundaries of the student handbook and by any other directive issued by members of the administration and the staff of CCS.

The Honor Code of CCS is summarized as follow:

Honor God and Godly Authority

My relationship to God requires reverence for God and respect for any authority God places over me (Exodus 20:7; Romans 13:1-7; I Peter 2:17). I will not use the name of the Lord in vain nor get involved in behavior that could bring dishonor to God. I will operate within the guidelines of the CCS handbook.

Honor Yourself

I will honor the Lord and myself by speaking the truth in all situations (Proverbs 12:17; Ephesians 4:25). My responses to questions concerning behavior, academic, or anything else will be completely truthful. Lying is a violation of this honor code.

Honor Your Peers

I will honor my peers by treating each one with respect and by not engaging in any behavior that is abusive to them, whether face to face or online. Abusive behavior includes but is not limited to the following: verbal, sexual, and/or physical harassment or intimidation of another student (Matthew 7:12; Romans 13:10). Such things are violations of this honor code.

Honor The Work of Others

I will treat the property of others with respect (Exodus 20:15; Ephesians 4:28). I will not damage, vandalize or take any person's property without their consent. This includes plagiarism and cheating in any form.

Personal Pledge

As a student at Calvary Christian School, I pledge to operate with reverence for God and with respect for others and the property of others. I am therefore committing to act with trustworthiness, academic integrity, and to display great sportsman-like conduct while I am a student at Calvary Christian School.

I, therefore, commit myself to the leadership of Calvary Christian School and to the Code of Conduct as stated in the Handbook. I am in support of the philosophy of Calvary Christian School, which is to: Teach the whole child the whole truth.

My signature below is evidence of my commitment to the Calvary Christian School Honor Code. (Students should sign for 6th through 12th grades. A parent should sign for students in K3 – 5th grades)

Student Signature

Grade

Date

Parent Signature

Grade

Date

APPENDIX A

HIGH SCHOOL

ACADEMICS

Course Changes:

Students will have one week at the beginning of each semester to make necessary course changes. **(2 weeks for Honors and AP courses.) Parental Approval is required.** Students may drop or be dropped from any honors course at the end of the semester.

Homework Policy:

Homework for high school students represents an integral part of the instructional strategy of CCS. Homework can assist students in their quest to acquire basic knowledge and develop critical and analytical thinking skills. It helps them prepare for work done in class and provides practice to achieve mastery of concepts taught in class. In addition, it allows students to apply practices and principles in problem solving. Homework helps to develop the perspective that not all learning is teacher oriented.

All homework assignments are expected to be completed accurately, neatly, and on time. High school students will have an average of 1-2 hours of homework per night. Additional work can be expected in honors, advanced placement courses or when studying for tests and quizzes in regular academic courses. Homework will not be assigned over school holidays; (i.e., Thanksgiving, Christmas, and Spring breaks).

NOTE: Homework is not assigned on Wednesday in order to encourage participation in mid-week church activities. However, previously announced tests and quizzes may be scheduled on Thursdays. Parents should encourage preparation for such assignments earlier in the week.

GPA WEIGHTING

<u>REGULAR COURSES</u>	<u>HONORS/ DUAL ENROLMENT</u>	<u>AP</u>
4.0	4.5	5.0
3.0	3.5	4.0
2.0	2.5	3.0
1.0	1.5	2.0
.0	.0	.0

National Honor Society:

This is a prestigious national organization, for which membership is considered a significant honor. For membership eligibility, students must maintain a 3.6 GPA or higher, display leadership skills, as well as Christian character, and a desire to serve others. They must also have been enrolled for one full semester to be considered eligible. Students must be nominated by a faculty member, which is then voted on by teachers and administration before being invited to formally join NHS. Sophomores can be inducted in the second semester with a 3.7 GPA.

National Beta Club:

The National Beta Club is the largest independent, non-profit, educational youth organization in America. For more than 80 years, it has prepared today's students to be tomorrow's leaders. The National Beta Club was created to promote the principles of academic achievement, character, service, and leadership among elementary and secondary school students.

ACHIEVEMENT - Recognizing and honoring high academic achievement

CHARACTER - Preparing young people for life and empowering them to be successful

LEADERSHIP - Developing the leaders of tomorrow

SERVICE - Demonstrating our motto: *Let Us Lead by Serving Others*

Students are invited to formally join Beta Club. To be considered for students must meet the following criteria:

- (a) High school student in grades 10-12
- (b) Worthy, moral and ethical character (no disciplinary issues or records)
- (c) Good mentality
- (d) Creditable academic achievement (GPA of 3.75 or higher)

FBLA (Future Business Leaders of America):

Future Business Leaders of America is a nonprofit educational association for middle school and high school students who are interested in learning more about the free enterprise system. FBLA is a nationally recognized club. Students compete among the best in the United States and U.S. territories including Puerto Rico, the Virgin Islands, Bermuda and the Dodd's school in Europe.

The purpose of FBLA is to prepare members for careers in business and to assist them by becoming better employees and citizens. FBLA helps students develop leadership abilities, prepares them for entry into business-related occupations, and offers a setting where members compete at regional, state and national levels in business and technology curriculum.

Other Clubs:

In addition to the fore mentioned, we also have the following clubs and organizations: Student Government Association (SGA), Key Club, Foreign Language Club, Spanish Club, Chess Club, High School Praise Team, Teen Advisors, and Yearbook.

TESTING

COMPASS Placement - The COMPASS (Computer-Adaptive College Placement) will be offered at the end of the sophomore year to every sophomore student who aspires to take dual enrollment courses. The test helps both the high school and the college staff to:

1. Quickly evaluate students' proficiency levels in reading, writing, and Mathematics.
2. Efficiently assess the student's readiness for college level work.
3. Place students in appropriate college courses
4. Connect students with the resources they need to attain academic success

This test is required of every student who opts to participate in the dual enrollment program, but has not yet taken the SAT or ACT.

In October of every year, the PSAT is administered to all 10th and 11th grade students. The PSAT is the preparation test for the SAT, a college entrance exam. The PSAT is normed for juniors only; however, sophomores benefit from taking it in preparation for their junior year. The PSAT tests Critical Reading, Math, and Writing skills. Results are received within 4-6 weeks. The guidance counselor distributes these scores and discusses results with the students.

In April of every year the Stanford Achievement Test is administered to all 9th grade students.

Promotion Requirements:

To be promoted to:

10th – Students must have earned 6.5 credits

11th – Students must have earned 13 credits

12th – Students must have earned 19.5 credits including 3 English and 3 Math

Graduation requires: 24 credits for General Academic Diploma*

26 credits for College Prep Diploma*

Honors Academic Diploma:

In order for a graduate to earn an Honors Academic Diploma, the student must have completed the following: 26 credits, including the completion of at least 2 AP classes and 2 honors classes or dual Enrollment courses with a minimum of a 90 cumulative numeric average in these classes and a cumulative GPA of 3.7 or higher.

Credit Requirements for Seniors:

All seniors must register for 6 courses including a minimum of 4 core courses. Other courses may include electives such as art, choir, literary arts, personal/business finance, weight training, yearbook, Geography, or teacher/office assistant. Seniors who hold a job and work after school may register for five (5) courses instead of six (6) as long as their graduation requirements are met and the school has a work permit on file. Seniors enrolled in dual credit courses may also be considered as an exception and allowed to register for only five (5) courses if they need to leave school early to attend classes.

GRADUATION REQUIREMENTS

Academic Diploma		General Diploma	
English	4.0 credits	English	4.0 credits
Math	4.0 credits	Math	3.0 credits
Science	4.0 credits	Science	4.0 credits
Social Studies	3.0 credits	Social Studies	3.0 credits
Bible	4.0 credits	Bible	4.0 credits
Health/P.E.	1.0 credit	Health/P.E.	1.0 credit
Communications	0.5 credit	Communications	0.5 credit
Computer App.	0.5 credit	Electives	4.0 credits
Foreign Language	2.0 credits	Computer App.	<u>0.5 credit</u>
Electives	<u>3.0 credit</u>		24.0 credits
	26.0 credits		

Please note: In order to be awarded a diploma, a student must have completed the required number of credits required for graduation before the date of graduation. However, a student may still participate in the graduation ceremony as long as he/she lacks no more than 1.0 credit. In the case of this extenuating circumstance, the student will not be awarded the diploma until the requirement has been met.

Summer School/On-Line Credit Policy:

* Principal/Guidance approval is required before an online course is taken for credit.

* All credit must be earned from an approved institution.

* Approval to take a course will be granted for the following:

- a) To repeat a course after earning a failing grade
- b) Taking a course to catch up with grade level requirements
- c) Taking a course not offered by CCS (taken for elective credit only)
- d) To resolve a schedule conflict (usually for a non-core elective)

Students may not take core courses in summer or night school in order to get ahead or graduate early.

Note: Transfer students entering 10th or 11th grade will be required to earn three units of Bible (two units for entering seniors) to meet graduation requirements. Multiple units may be accomplished through various options approved by the principal. However, the student is still required to complete the proper number of credits for graduation.

Valedictorian/Salutatorian Determination Policy:

The determination of valedictorian and salutatorian of each graduating class at CCS will be made using the following criteria:

1. The students must have attended CCS for at least two years immediately before the determination of valedictorian or salutatorian is made. Students who transfer into CCS after the first semester of the junior year has been completed will not qualify to be selected as either valedictorian or salutatorian.
2. The candidates must have taken the track required for an advanced academic high school diploma that includes honors and/or AP courses. The required track encompasses the requirements outlined in the handbook for honors academic diploma: 26 credits, including 2 AP classes and 4 Honors classes (one year of college credit may be substituted for an Honors class).
3. The valedictorian and salutatorian will be determined by calculating the weighted GPA to as many decimal places as possible until a distinguishing value is reached that separates the highest ranking student (valedictorian) to the second highest ranking student (salutatorian). In case of equal GPAs, the honor of valedictorian or salutatorian will be given to the student with the higher SAT and/or ACT scores. In the event of equivalence between the students' weighted GPAs and SAT scores, more than one valedictorian and/or salutatorian may be named.
4. The highest weighted grade point average shall be determined by calculating semester grades in each course taken from first semester grade 9 through first semester grade 12. Transfer grades not accepted for credit will be omitted from the computation. In addition, in calculating the weighted GPA, no electives such as PE, Health, and Teacher's Aid (TA) will be considered.
5. If a student transfers into CCS with letter grades, it will be the student's responsibility to have the school(s) from which they have transferred to submit numerical grades for each course. If

the school from which the student transferred is not able to provide numerical grades for the letter grades, CCS will convert grades to the low-point of the grading scale (e.g. an A will be converted to 90, B will be 80, C will be 70).

6. Classes retaken in order to improve overall weighted GPA will not be used in the GPA calculation.
7. The determination of valedictorian and salutatorian will be made no earlier than **the end of the third quarter of the senior year** (please note that this means the end of the third quarter, which is in March). Once that determination is made, no further grades will be considered.

Qualifications for Class Officers:

In order for a student to serve as a class officer, he/she must have at least 3.0 GPA with no failing grades; positive reputation and Christian testimony among students and teachers. He/she should be committed to the responsibility to carry out duties assigned to the office and class as a whole.

Final Exam Exemption Policy:

Juniors and seniors now have the privilege to exempt up to 4 final exams each semester. The final course grade, after exemption, will be determined from the average of the two nine-week grading periods for all half-credit and full credit courses. Please note the following:

- All courses will have a final exam for the fall semester, instead of a midterm. This makes each semester independent.
- The spring final exam will not contain any material from the fall semester.

In order to exempt from a midterm/final exam at the end of a grading period, juniors and seniors must meet the following criteria:

- Have an overall course average of 90 or higher
- Have no discipline issues leading to ISS or higher consequence. Please note: this is for discipline violations, not tardies.

Dual Enrollment:

Program Description

Dual Enrollment programs make the transition from high school to college less difficult. It offers an early start to the college experience as well as a richer academic experience to qualified students. The program is designed to help increase the number of high school graduates who are both college and career ready. Through the Dual Enrollment Program, qualified Calvary Christian School juniors and seniors have the opportunity to earn credits toward their college degrees while earning their high school diploma at CCS. While this is a great opportunity, it does require dedication and hard work on the part of the students. Students can dual enroll in a variety of courses including Math and English.

The Benefits of Dual Enrollment

- Courses taken with dual enrollment satisfy high school graduation requirements and are also approved college credits.
- Dual enrollment courses do not have any standardized testing requirement as do Advanced Placement (AP) courses.
- Courses are fully accredited and accepted as transferable to colleges and universities as college credits.

- Most dual enrollment courses are taught on our campus by CCS certified staff. Some courses may be available online.
- Dual enrollment courses are semester long courses.

Important Program Information

- Students are required to have their own technology (please see our BYOT policy).
- The high school administration in conjunction with the counseling office will assist with the admission requirements and the registration process.
- Students and parents are responsible for completing all required paperwork in a timely manner in order to meet all deadlines.
- All course selections must be approved by the high school counselor and principal.
- Dual enrollment is only available to currently enrolled CCS students.

Dual Enrollment Student Requirements

To participate in the dual enrollment program, the student must meet the following criteria:

- Be an 11th or 12th grade student who is enrolled at CCS.
- Have parental permission to dual enroll.
- Have a minimum academic GPA of 3.0 (or parent waiver).
- Have a grade of 85 or better in any pre-requisite course work (or parent waiver).
- Must have taken the PSAT, SAT, or ACT.
- Be in agreement with the academic policies and procedures of the dual enrollment college

While dual enrollment is a wonderful privilege for our students, please keep in mind the rigorous expectations of a college course as you consider registering.

TRANSFER CREDIT POLICY

Credits from Accredited Schools:

Core curricular credits are applied toward Calvary's graduation requirements. Credits that are earned, but are not graduation requirements for Calvary, are counted toward elective credits.

Credits from Non-Accredited Schools:

Credits will not be considered as transferable without documentation from the organization (grades and credits earned) as well as curriculum information. The department head in the respective area will review the curriculum and make a suggestion to the high school principal in regard to the validity of the material and how it compares to Calvary's curriculum. The principal will then make a final decision as to the transfer of that particular credit.

Credit will not be awarded until an official transcript is received directly from the previous organization. The transcript must have grades and credits earned for each course taken.

Credits from Homeschool:

Calvary requests a copy of the curriculum used for all homeschool courses. Credits from Bob Jones and/or ABEKA curriculum are accepted, as Calvary uses curriculum from these two companies. Other curriculum will be reviewed by the guidance counselor or respective department head who will then make a recommendation to the principal in regard to the validity of the material and how it compares to Calvary's curriculum. The principal then makes a final decision as to the transfer of the particular credit.

High School Retreat:

Calvary Christian School is focused on making disciples for Jesus Christ. One of the tools used in this effort is our High School Retreat. It is a two and a half day spiritual retreat that involves the entire high school. Students are transported and housed at a camp site for the retreat. The retreat usually takes place towards the end of September or early October. The cost for the retreat depends on a number of factors and is determined at the beginning of the school year.

The goal of High School Retreat is to train students to focus on God and their relationship with Him. This is also a great opportunity for students to make new friendships while supporting one another. The schedule for each day is not only rich with spiritual exercises, but also consists of plenty of time reserved for recreation and bonding.

Please note: High School Retreat days are regularly scheduled school days since the retreat complements the curriculum. Upon return from the retreat, students are expected to complete a report assignment for Bible class. Then retreat days are not opportunities to stay home. All students are expected to attend. (If students do not attend the retreat, they are expected to attend school during the time frame of high school retreat)

ABSENCES

A student will be counted absent if 20 minutes or more of a class are missed. These count toward total absences and may or may not be counted as excused.

If a student accumulates more than 10 absences per semester (excused or unexcused) in any class/subject, he/she will receive an FA in that class/subject. Excessive absences due to extenuating circumstances will be evaluated by administration.

College Visits:

Juniors and seniors are each permitted two (2) days in the year to visit colleges. A College Day Form must be signed by all teachers, parent(s), and student and turned in to the Guidance counselor **PRIOR** to the visit in order for the absence not to be counted against total absences. A College Visit absence is recorded as an Absent Activity (AA).

TARDIES

Tardiness disrupts the entire class, in addition to affecting the tardy student's school routine. Parents are encouraged to assist in making sure that students are prompt in arriving at school. Three (3) tardies will be allowed each quarter with no consequence (these tardies would include, but are not limited to: power outage, sibling/parent made student late, dead car battery, flat tire, slow traffic, etc.). On the fourth tardy, a detention will be issued. For every second tardy thereafter an additional detention will be issued (i.e. tardies 4, 6, 8, etc.). Because of the three "free" tardies, exceptions will be considered in only extreme situations when a written detailed explanation is submitted to the high school principal by the parent. Tardies due to doctor or dental appointments are always excused when accompanied by a note from the respective office. Students checking in any time during the day (after 8:00 am) must report to the office for an admit slip to enter class. ***Excessive detentions due to tardies will escalate the severity of consequences.***

BELL SCHEDULE

Daily		Chapel Schedule		Early Release	
7:58	Warning Bell	7:58	Warning Bell	7:58	Warning Bell
8:00-9:00	1 st Period	8:00-8:45	1 st Period	8:00-8:35	1 st Period
9:05-9:55	2 nd Period	8:50-9:30	2 nd Period	8:40-9:10	2 nd Period
9:55-10:07	Break	9:35-10:20	Chapel	9:15-9:45	3 rd Period
10:10-11:00	3 rd Period	10:20-10:33	Break	9:45-10:00	Break
11:05-11:55	4 th Period	10:35-11:15	3 rd Period	10:00-10:30	4 th Period
12:00-12:50	5 th Period	11:20-12:00	4 th Period	10:35-11:05	5 th Period
12:50-1:25	Lunch	12:05-12:50	5 th Period	11:10-11:40	6 th Period
1:30-2:20	6 th Period	12:50-1:25	Lunch	11:45-12:15	7 th Period
2:25-3:15	7 th Period	1:30-2:20	6 th Period		
		2:25-3:15	7 th Period		

STUDENT DRIVERS

High school students who desire to drive on campus must have a valid driver's license and park in assigned student parking spaces. Driving to school and parking on the premises of the School is a privilege and not a right. Each student driving to school must sign appropriate registration forms along with their parents/guardians. Students and parents do not have any expectation of privacy to vehicles parked on the premises of the school. Calvary reserves the right, at any time, to inspect any student parked vehicles, including the trunk, and any purses, backpacks, or other bags located within the vehicle in order to protect the health, safety and welfare of students and the school, or if the school has a reasonable suspicion of a violation of expected student conduct standards, possession of contraband items, or a violation of the law. This includes the use of drug and gunpowder sniffing K9 dogs.

Students must adhere to the 5 mph speed limit while on campus. Students who drive must understand that it is a privilege to drive on campus and that the privilege may be revoked by the school administration for any inappropriate driving, violation of student conduct standards, or other illegal or prohibited conduct. Once a student arrives, he is to exit his vehicle and move away from the student parking lot. **THERE WILL BE NO LOITERING IN THE STUDENT PARKING LOT.** Driving privileges may be revoked for loud music from the car and/or loitering. Students are required to register their car and will be assigned a designated parking space.

SPECIAL EVENTS GUIDELINES

Calvary Christian School strives to provide a positive environment in which students can gather together for special events such as the Homecoming Banquet and Prom. The following guidelines will help to promote an appropriate environment in which students can gather to enjoy each other's company. In order to purchase event tickets, students must agree to abide by the "Student Special Event Agreement" that is listed below.

GENERAL GUIDELINES:

- CCS students may be permitted to invite student guests to special events.
- All guests must be a high school student or under 21 years of age.
- Middle school students may not attend high school special events.
- Calvary students and their guests must complete the Event Agreement Form and are required to abide by all school rules and the terms of the agreement.
- Only guests that have obtained approval will be allowed at the event.
- Pre-approved guests must arrive and leave the event with their Calvary student host.
- Calvary students who elect to bring an outside guest will be responsible for their guest's behavior.
- All guests must be prepared to present a picture ID or driver's license to be admitted into the event.
- Any CCS students on suspension will not be able to participate in the event.

BRING YOUR OWN TECHNOLOGY POLICY

Research has provided convincing data illustrating the benefits of the use of technology in classroom instruction. For that reason, many schools, including ours, have put in place different technology initiatives to explore or maximize the benefits of using technology to facilitate instruction. The BYOT program is quite beneficial to our students and provides them the opportunity to extend their learning. We are committed to investing more resources each year in order to reap even more benefits from our Bring Your Own Technology (BYOT) program. The following is our policy regulating the BYOT program.

The BYOT program no longer applies to cell phones; please see cell phone policy below.

- 1) Parents and students understand that Calvary Christian School cannot guarantee the security of any student devices. CCS will not be held liable for any damaged, lost, or stolen devices.
- 2) Students acknowledge that it is their responsibility to safeguard their devices.
- 3) Students agree not to use devices to cheat on any assignment at school or at home. Please read the handbook policy on cheating.
- 4) Devices must never be used in any other ways (e.g. to make phone calls, to text, to play games, etc.) except those deemed appropriate by the classroom instructor.
- 5) Students agree to promptly put away or turn off their device at the request of the teacher or personnel in charge.
- 6) Students agree not to get involved in activities that are unauthorized or that could harm the school's network and/or resources. These include but not limited to viruses, spying software of any kind, hacking, altering of platform in any way, bypassing network security protocols, logging onto unauthorized networks, etc.
- 7) By bringing their own devices for use on the school's network and resources, students and parents agree that CCS may examine any device suspected as participating in network problems of virus infestation.
- 8) Students agree to refrain from using their devices in manners that are against state or federal laws. These include but are not limited to texting of inappropriate pictures, accessing or transmitting adult material, and the unauthorized use of copyrighted material.
- 9) Using the device to purchase any illegal items while on campus network.
- 10) Using anonymous email addresses or site to spam or spread spyware or viruses.
- 11) Students agree to not attempt to change or alter any information on the CCS network.
- 12) Students must not use their device to attack, harass, or bully any other individual.
- 13) Students agree to not access any social networking sites (including Facebook, Reddit, Twitter, Instagram, etc.) during the school day. Doing so will be a violation of the cell phone/device policy.
- 14) Students agree to not use the school network to stream or download movies. These include but not limited to the use of Netflix, Amazon Prime Instant Videos, Crackle, Hulu, etc.
- 15) All devices should be charged before school starts.

- 16) Students agree to adhere by any other policy as deemed relevant by the classroom instructor, school administration or technology specialist.

CCS STUDENT CELL PHONE AND ELECTRONIC DEVICE POLICY

The Calvary Christian School policy regulating cell phone use by students during the instructional day and certain school sponsored functions is intended to make sure that teaching and learning will not be hindered by students' use of cell phones. The classroom teacher does have the freedom to authorize students to use their phone for class activities only, as outlined in the *Bring Your Own Technology* program. The policy is as follows:

- 1) Students are allowed to use their cell phones only before the first bell of the day and after the final bell of the day.
- 2) Students are prohibited from using cell phones for any purpose (including making of calls, text messaging, playing games, and other functions) during the course of the school day.
- 3) All cell phones must be turned off and stored out of sight immediately after the first morning bell. Students should store their cell phones in their vehicle, pocket, purse, locker, backpack, etc.
- 4) Cell phones cannot be set on silent or vibrate modes; they must be turned completely off during the school day.
- 5) The use of camera phones to take pictures in private areas including but not limited to locker rooms, washrooms, bathrooms, dressing areas, classrooms, and offices is strictly prohibited at all times.
Please note: camera phone violations may be treated as Level C offenses and may also be in violation of criminal codes of the State of Georgia.
- 6) Any student who needs to make a call during the course of the school day must use a school telephone after obtaining permission from office personnel. Parents are encouraged to call the school for any emergency situation instead of their child's cell phone.
- 7) The school will not be responsible for lost/stolen cell phones.
- 8) Earphones are not allowed at any time before and during classes.

CONSEQUENCES

For the purpose of this policy, the following will also be considered as using the cell phone: any student whose phone rings, vibrates, buzzes (or makes any other sound) during the course of the school day, will be considered in violation of the cell phone use policy. When a violation occurs, the phone will be taken up and turned into the main office.

First Violation – The Dean of students, the principal or designee will issue a warning to the student and the cell phone will be returned to the student at the end of the school day.

Second Violation – Cell phone will be confiscated and stored in the main office. The phone can be retrieved **the next school day** only by a parent or guardian of the student after paying a fine of \$25. Subsequent violations will result in more fines and may also trigger other disciplinary actions such as Saturday school and suspension.

SCHOOL DISCIPLINE

Discipline Guidelines:

Ephesians 4:22 – 24

²²You were taught, with regard to your former way of life, to put off your old self, which is being corrupted by its deceitful desires; ²³to be made new in the attitude of your minds; ²⁴and to put on the new self, created to be like God in true righteousness and holiness.

It is our prayer to see our students mature adequately in the areas of self-discipline and personal accountability. For CCS to accomplish all that is possible in the lives of its students there must be several essentials established:

1. Respect for authority, which leads to
2. Obedience to rules/regulations
3. Clear boundaries for acceptable behavior and
4. Definite consequences for violation of standards
5. Unconditional forgiveness for genuine repentance

It is expected that students will respond positively to Biblical teaching regarding good behavior and any discipline they may be assigned. In classroom and school activity situations students will answer to the teacher or staff member in charge for behavior and attitude.

Discipline Guidelines – Violations fall into three categories: A, B, and C. Each category is not all-inclusive. Consequences may vary due to circumstances. These guidelines apply to students on campus, on a school bus or van, and at all school related functions. However, when serious offenses outside of school limits occur and become public, and impact the reputation of the school, disciplinary measures by the school may also be warranted.

“A” VIOLATIONS

1. Gum chewing in classrooms
2. Food, candy, or drinks in any carpeted classrooms
3. Running in the building/hallway
4. Horseplay/disruptive behavior/passing notes
5. Littering
6. Indiscreet behavior or language
7. Casual display of affection
8. Being in a restricted area without permission
9. Failure to sign in or out at the office upon late arrival or early departure
10. Parking violation
11. General disobedience
12. Tardy to homeroom or class - Tardies accumulate per quarter. Upon the 4th tardy and every second tardy thereafter – weekday morning detention.
13. Appearance Policy Violations – please see page 21 for details.

TYPICAL CONSEQUENCES FOR ‘A’ VIOLATIONS

Warning, parent notification, and/or administrative detention

Detention – Students will be notified in advance of the time and place to report for administrative detention. During this teacher-supervised time, students will be required to copy work assigned by the detention teacher. If over 5 minutes late, the student will not be admitted and administrative detention is listed as a “No Show.” The **“No show” to administrative detention results in the student being issued an additional 2nd administrative detention to serve. Further “No Shows” will result in an In School Suspension (ISS).**

Excessive Administrative Detentions

Students who have accumulated more than 3 detentions will be assigned to ISS.

Excessive administrative detentions can also lead to multiple days of suspension, disciplinary probation, or withdrawal/expulsion.

“B” VIOLATIONS

1. Cutting class (absent without specific permission)
2. Copying/cheating on homework (**zero issued plus the consequence outlined below**)
3. Plagiarism (copying another’s writings and presenting them as your own) – **zero issued; disciplinary action determined at the discretion of the Administration**
4. Profanity (general, not directed at anyone)
5. Disrespect/rudeness to any faculty, staff, or adult
6. Lying to a teacher (intentional deception)
7. “Borrowing” without specific permission
8. Careless driving/speeding (may result in suspension of campus driving privilege)
9. Taunting, badgering, or provoking another student (including athletic events)
10. Excessive or egregious “A” Violation(s)
11. Cell phones - These and other communication and listening devices must be turned off. ***These devices may not be visible in any way once the school day begins.*** Students found in violation of the cell phone policy will have the phone taken up. The phone will be returned only to a parent.

TYPICAL CONSEQUENCES FOR ‘B’ VIOLATIONS

1st Offense – In-school suspension (ISS) (1-2 days)

2nd Offense – Out of school Suspension (1 day) with academic penalty

(Excessive violations could result in suspension or withdrawal from Calvary)

In-School Suspension:

All work will be assigned and must be completed independently by the student while separated from the normal class routine.

Out of School Suspension:

All daily work must be completed for each class period missed. Supportive parental discipline will be expected.

Each day of out of school suspension carries an academic penalty.

1. Academic penalty – 15 points will be deducted from each assignment.
2. Daily work for that day must still be completed or made up (so the student will not fall behind).
3. Tests/major projects due on the day of suspension – must be made up and/or given to the teacher when they return to class.

Probation Policy – Probation gives a student the opportunity to correct a serious academic or disciplinary problem in order to remain enrolled at Calvary Christian School.

Reasons for Probation:

- Insufficient academic progress
- Continued, deliberate disobedience
- A continued negative attitude and bad influence upon other students
- Committing a serious infraction inside or outside of school which has an adverse effect upon the testimony of the school
- Failure of the parents to support the disciplinary standards of the school

Steps to Invoking Probation:

1. When the principal believes that a student requires probation, a conference will be scheduled by the principal to include the student, the parents, and the Guidance counselor. The concerns of the school will

be discussed. Following the conference, the specific reasons and terms of probation will be put in writing and mailed home.

2. The administration will later review improvement by the student. If the terms have been met, probation will be lifted. If not, the student may be asked to withdraw.

“C” VIOLATIONS

1. Cheating on a test – **zero on the test and ISS/teacher recommendation.**
2. Cheating on final exam – **course failure for semester**
3. Truancy – **Suspension/Expulsion**
4. Illegal drug use, sale, consumption, or possession – **Expulsion**
5. Alcohol/Tobacco use, sale, consumption, or possession – 1st offense (**Suspension or Expulsion**); 2nd offense (**Expulsion**)
6. Present in the situation above but not participating in drug, alcohol, or tobacco use - **Suspension or Expulsion. NOTE:** Tobacco use includes chewing tobacco, snuff, etc.
7. Sexual Immorality/Fornication/Promiscuity/Obscenity – **Suspension or Expulsion**
8. Sexual Harassment (verbal or physical) – **Suspension or Expulsion**
9. Pregnancy or responsibility for – **Expulsion**
10. Abortion or responsibility for – **Expulsion**
11. Possession of deadly weapons (fire arms, knives, explosives) – **Expulsion** (Muscogee County Sheriff’s Department will be notified).
12. Profanity or continued disrespect directed to any faculty, staff, or adult – **Suspension or Expulsion**
13. Skipping class/school – **Suspension** with academic penalty
14. Vandalism – materials to repair damage and labor costs will be reimbursed plus **1-5 days suspension or expulsion**, depending on the damage – (Muscogee County Sheriff’s Department will be notified)
15. Fighting – **Suspension or Expulsion**
16. Profanity (directed at someone) - **Suspension**
17. Premeditated stealing/theft – **Suspension or Expulsion**
18. Threats or malicious actions either physical or verbal made to or against others or self that would be considered harmful in any way – **Suspension/Expulsion**
19. Improper postings on any social network, tweets, text, etc. *We have no desire to monitor student behavior outside the classroom or online; however, we have, on occasion, had to deal with discipline issues related to what a student has written or posted to social networks.-* **Suspension (1 to 3 days)**
20. Inappropriate text messages or **“Sexting” (see explanation below)**
21. Any other act of misconduct which, in the opinion of the Administration, is found to be inexcusable, and/or brings dishonor to one’s personal testimony or Calvary Christian School will receive discipline.

“Sexting” Policy - In keeping with the school’s responsibility to provide a safe learning environment for all students, the following policy regarding the issue of “sexting” has become necessary. *Sexting* is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. **Students engaged in such activities are subject to state laws and school discipline.** The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy; a violation that will result in disciplinary actions up to and including Expulsion. Muscogee County law enforcement may be informed in certain cases. Students are required to immediately report any such activities to a teacher or a school administrator.

APPENDIX B

MIDDLE SCHOOL

ACADEMICS

Homework Policy:

Homework for Middle school students represents an integral part of the instructional strategy of CCS. Homework can assist students in their quest to acquire basic knowledge and develop critical and analytical thinking skills. It helps them prepare for work done in class and provides practice to achieve mastery of concepts taught in class. In addition, it allows students to apply practices and principles in problem solving. Homework helps to develop the perspective that not all learning is teacher oriented.

All homework assignments are expected to be completed accurately, neatly, and on time. Teachers are encouraged to provide time for students to start homework in class. Late homework will not be accepted for credit but must be completed. Major projects will be accepted late but the grade will be dropped one letter grade for each day it is late. Parents need to make sure that their children are prepared to come to school with necessary materials, proper rest, completed homework, and prepared to take tests and quizzes. NOTE: No homework will be assigned on Wednesday to encourage participation in mid-week church activities. However, previously announced tests and quizzes may be scheduled on Thursdays. Parents should encourage participation for such assignments earlier in the week.

ABSENCES

A student will be counted absent if 20 minutes or more of a class are missed. These count toward total absences and may or may not be counted as excused.

If a student accumulates more than 10 absences per semester (excused or unexcused) in any class/subject, he/she will receive an FA in that class/subject. Excessive absences due to extenuating circumstances will be evaluated by administration.

Students are responsible to get assignments and should make up all work missed due to absences. If a student is absent one day, he/she is expected to be prepared when he/she returns to class with homework completed and ready to make-up or take any scheduled tests. Students who miss more than two academic periods must get administrative approval in order to participate in extracurricular activities that afternoon or evening. The student should contact the teachers of all classes which were missed on the day of the student's return to school. All schoolwork and tests must be made up within the same number of days missed, up to five days. The teacher and administrator will determine an alternate plan if this time needs to be extended. In most instances, a student will be expected to complete work or tests on the day of return. For example, if a teacher announces a test for Tuesday and the student misses school Tuesday, the student will be expected to make up that test on the day they return to class.

TARDIES

In addition to affecting the late arriver's school routine, tardiness disrupts the entire class,. Parents are encouraged to assist in making sure that students are prompt in arriving to school. Four (4) tardies will be allowed without penalty. An email will be sent to the parent on the 4th tardy to inform the student and parents that the next tardy will result in a detention. **A detention will be issued for the 5th tardy. Students not in the classroom when the class period begins will be marked tardy by the teacher.** Students arriving late to school must report to the office for a pass to class. Work missed due to an excused tardy must be made up no later than the end of the day that the tardy occurred or as directed by the teacher. Excessive detentions due to tardies will escalate the severity of consequences.

Excused Tardies – Tardies because of doctor and dentist appointments are the only excused tardies. A note from the doctor/dentist must be given to the office in order for it to count as excused. If at all possible, please schedule these appointments after school or on a school holiday.

BELL SCHEDULE

Daily		Chapel Schedule		Early Release	
7:58	Warning Bell	7:58	Warning Bell	7:58	Warning Bell
8:00-9:00	1 st Period	8:00-8:45	1 st Period	8:00-8:35	1 st Period
9:05-9:55	2 nd Period	8:50-9:30	2 nd Period	8:40-9:10	2 nd Period
9:55-10:07	Break	9:35-10:20	Chapel	9:15-9:45	3 rd Period
10:10-11:00	3 rd Period	10:20-10:33	Break	9:45-10:00	Break
11:05-11:55	4 th Period	10:35-11:15	3 rd Period	10:00-10:30	4 th Period
12:00-12:50	Lunch	11:20-12:00	4 th Period	10:35-11:05	5 th Period
12:50-1:25	5 th Period	12:05-12:50	Lunch	11:10-11:40	6 th Period
1:30-2:20	6 th Period	12:50-1:25	5 th Period	11:45-12:15	7 th Period
2:25-3:15	7 th Period	1:30-2:20	6 th Period		
		2:25-3:15	7 th Period		

CCS STUDENT CELL PHONE AND ELECTRONIC DEVICE POLICY

The Calvary Christian School policy regulating cell phone use by students during the instructional day and certain school sponsored functions is intended to make sure that teaching and learning will not be hindered by students' use of cell phones. The classroom teacher does have the freedom to authorize students to use their phone for class activities only, as outlined in the *Bring Your Own Technology* program. The policy is as follows:

- 1) Students are allowed to use their cell phones only before the first bell of the day and after the final bell of the day.
- 2) Students are prohibited from using cell phones for any purpose (including making of calls, text messaging, playing games, and other functions) during the course of the school day.
- 3) All cell phones must be turned off and stored out of sight immediately after the first morning bell. Students should store their cell phones in their vehicle, pocket, purse, locker, backpack, etc.
- 4) Cell phones cannot be set on silent or vibrate modes; they must be turned completely off during the school day.
- 5) The use of camera phones to take pictures in private areas including but not limited to locker rooms, washrooms, bathrooms, dressing areas, classrooms, and offices is strictly prohibited at all times.
Please note: camera phone violations may be treated as Level C offenses and may also be in violation of criminal codes of the State of Georgia.
- 6) Any student who needs to make a call during the course of the school day must use a school telephone after obtaining permission from office personnel. Parents are encouraged to call the school for any emergency situation instead of their child's cell phone.
- 7) The school will not be responsible for lost/stolen cell phones.
- 8) Earphones are not allowed at any time before and during classes.

Consequences

For the purpose of this policy, the following will also be considered as using the cell phone: any student whose phone rings, vibrates, buzzes (or makes any other sound) during the course of the school day, will be considered in violation of the cell phone use policy. When a violation occurs, the phone will be taken up and turned in to the main office.

First Violation – The Dean of Students, the principal or designee will issue a warning to the student and the cell phone will be returned to the student at the end of the school day.

Second Violation – Cell phone will be confiscated and stored in the main office. The phone can be retrieved **the next school day** only by a parent or guardian of the student after paying a fine of \$25.

Subsequent violations will result in more fines and may also trigger other disciplinary actions such as Saturday school and suspension.

SCHOOL DISCIPLINE

Checkmark System:

At Calvary, we have very high behavior expectations. When students do not meet those expectations, teachers will give a verbal or written warning (teacher discretion). If behaviors continue after a warning is given, then the teacher will assign a checkmark. Checkmarks are assigned by individual teachers, yet they are recorded cumulatively among all teachers of the student. If a student receives 3 checkmarks from any teacher(s) within a month, they are assigned a detention. Checkmarks are erased on the last day of the month, but they are held in documentation for 1 year.

First offense – Verbal or written warning

First checkmark – Parent notification

Second checkmark – Parent notification

Third checkmark – Parent notification of after-school detention

*Checkmarks given after the third mark will be accumulated for a second detention or in-school suspension at the principal's discretion. Major offenses will be handled according to the below policy.

Discipline Guidelines:

Violations fall into three categories: A, B, and C. Each category is not all-inclusive. Consequences may vary due to circumstances. These guidelines apply to students on campus, on a school bus or van, and at all school related functions. However, when serious offenses outside of school limits occur and become public, and impact the reputation of the school, disciplinary measures by the school may also be warranted.

"A" VIOLATIONS:

1. Gum chewing in classrooms
2. Food, candy, or drinks in any carpeted classrooms
3. Running in the building/hallway
4. Horseplay/disruptive behavior/passing notes
5. Littering
6. Indiscreet behavior or language
7. Casual display of affection
8. Being in a restricted area without permission
9. Failure to sign in or out at the office upon late arrival or early departure
10. Parking violation
11. General disobedience
12. Tardy to homeroom or class - Tardies accumulate per quarter. Upon the 4th tardy and every second tardy thereafter – weekday morning detention.
13. Appearance Policy violations

TYPICAL PENALTY:

Warning, parent notification, and/or **detention**

Detention:

Students will be notified in advance. It will be held from 3:30pm – 4:30pm each Thursday afternoon in the designated room. During this teacher-supervised time, students will be required to copy work assigned by the detention teacher. If over 5 minutes late, the student will not be admitted and detention is listed as a "No Show." The **"No show" to detention results in the student being issued an additional 2nd detention to serve. Further "No Shows" will result in an In School Suspension (ISS).**

Excessive Administrative Detentions

Students who have accumulated more than 3 detentions will be assigned to ISS.

Excessive administrative detentions can also lead to multiple days of suspension, disciplinary probation, or withdrawal/expulsion.

“B” VIOLATIONS:

1. Cutting class (absent without specific permission)
2. Copying/cheating on homework (**zero issued plus punishment below**)
3. Plagiarism (copying another’s writings and presenting them as your own) – **zero issued; disciplinary action determined at the discretion of the Administration**
4. Profanity (general, not directed at anyone)
5. Disrespect/rudeness to any faculty, staff, or adult
6. Lying to a teacher (intentional deception)
7. “Borrowing” without specific permission
8. Careless driving/speeding may result in suspension of campus driving privilege
9. Taunting, badgering, or provoking another student (including athletic events)
10. Excessive or egregious “A” Violation(s)
11. Cell phones - These and other communication and listening devices must be turned off. ***These devices may not be visible in any way once the school day begins.*** We ask that students leaving school before 3:15 pm refrain from use until after they exit the buildings. Students in violation of the cell phone policy will have the phone taken, to be returned to a parent only.

TYPICAL PENALTY:

- 1st Offense – Suspension (1-2 days) with academic penalty
2nd Offense – Suspension (3-5 days) with academic penalty
(Any excessive violations could result in suspension or withdrawal)

In-School Suspension:

All work will be assigned and completed independently by the student while separated from the normal class routine.

Out of School Suspension:

All daily work must be completed for each class period missed. Supportive parental discipline will be expected.

Each day of suspension carries an academic penalty.

1. Academic penalty – 15 points will be deducted from each assignment.
2. Daily work for that day must still be completed or made up (so student will not fall behind).
3. Tests/major projects due on the day of suspension – must be made up and/or given to the teacher when they return to class.

Probation Policy:

Probation gives a student the opportunity to correct a serious academic or disciplinary problem and remain enrolled at Calvary Christian School.

Reasons for Probation:

- Insufficient academic progress
- Continued, deliberate disobedience
- A continued negative attitude and bad influence upon other students
- Committing a serious infraction inside or outside of school which has an adverse effect upon the testimony of the school
- Failure of the parents to support the disciplinary standards of the school

Steps to Invoking Probation:

1. When the principal believes that a student requires probation, a conference will be scheduled by the principal to include the student, the parents, and the Guidance counselor. The concerns of the school will be discussed. Following the conference the specific reasons and terms of probation will be put in writing and mailed home.
2. The administration will later review improvement by the student. If the terms have been met, probation will be lifted. If not, the student may be asked to withdraw.

“C” VIOLATIONS

1. Cheating on test (including plagiarism) – **zero on test and Suspension/teacher recommendation.**
2. Cheating on final exam – **course failure for semester**
3. Truancy – **Suspension/Expulsion**
4. Illegal drug use, sale, consumption, or possession – **Expulsion**
5. Alcohol/Tobacco use, sale, consumption, or possession – **1st offense (Suspension or Expulsion); 2nd offense (Expulsion)**
6. Present in situation above but not participating in drug, alcohol, or tobacco use - **Suspension or Expulsion. NOTE:** Tobacco use includes chewing tobacco, snuff, etc.
7. Sexual Immorality/Fornication/Promiscuity/Obscenity – **Suspension/Expulsion**
8. Sexual Harassment (verbal or physical) – **Suspension or Expulsion**
9. Pregnancy or responsibility for – **Expulsion**
10. Abortion or responsibility for – **Expulsion**
11. Possession of deadly weapons (fire arms, knives, explosives) – **Expulsion (Muscogee County Sheriff’s Department will be notified).**
12. Continued disrespect or profanity directed to any faculty, staff, or adult – **Suspension or Expulsion**
13. Skipping School – **Suspension with academic penalty**
14. Vandalism – materials to repair damage and labor costs will be reimbursed plus 1-5 days suspension or expulsion, depending on the damage – (Muscogee County Sheriff’s Department will be notified)
15. Fighting – **Suspension or Expulsion**
16. Profanity (directed at someone) - **Suspension**
17. Premeditated stealing/theft – Suspension or Expulsion
18. Threats or malicious actions either physical or verbal made to or against others or self that would be considered harmful in any way – Suspension or Expulsion
19. Improper postings on any social network, tweets, text, etc. *We have no desire to monitor student behavior outside the classroom or online; however, we have, on occasion, had to deal with discipline issues related to what a student has written or posted to these social networks.* – Suspension (1 to 3 days)
20. Inappropriate text messages or **“Sexting” (see explanation below)**
21. Any other act of misconduct which, in the opinion of the Administration, is found to be inexcusable, and/or brings dishonor to one’s personal testimony or Calvary Christian School will receive discipline.

“Sexting” Policy:

In keeping with the school’s responsibility to provide a safe learning environment for all students, the Board has established the following policy regarding the issue of “sexting.” *Sexting* is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. **Students engaged in such activities are subject to state laws and school discipline.** The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy; a violation that will result in school discipline, up to and including Expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

APPENDIX C

ELEMENTARY SCHOOL

SCHEDULE

Elementary School Hours

Grades 1st-2nd 8:15 a.m. – 2:45 p.m.

Grades 3rd-5th 8:15 a.m. – 3:00 p.m.

Early Dismissal

Classes will dismiss at the following times:

Grades 1st-5th 12:00 noon

ACADEMICS

Grade Breakdown:

50% - Test

30% - Quiz

20% - Daily work/Homework

Homework:

Students will be given homework most nights. Written homework will not be assigned on Wednesdays to encourage students to attend mid-week church activities. The faculty expects all homework to be completed accurately and neatly, and to be turned in to the teacher on time.

Tests:

Our curriculum moves at a very rapid pace; therefore, the students are tested often. We strive to give advance notice to the students and parents about test days via the newsletter and ParentsWeb. Due to the "Unexpected", that may change. The test date assigned will NEVER be moved up, but may be extended due to unexpected changes to ensure students perform at their best.

Quiz:

Quizzes are given unannounced for the sole purpose of determining if the students understand the material. It is a check-point for the teacher to determine if the majority of the class understands the material or if teaching the material again needs to take place. A quiz counts for a small percentage more than homework and daily work.

Study Guides:

Good study habits should be reinforced at an early age. Some elementary teachers use study guides for tests, but it is not required that each teacher provide a study guide for all tests. Since listening in class provides the best study guide, students are usually responsible for filling out the guide based on classroom participation. In the event that a study guide is not provided, students are encouraged to read the chapters to be tested on carefully, pay close attention to the bold or italicized words, review all questions and review homework assignments.

Newsletters:

The weekly newsletter is designed for reference during the week. It will contain information about test dates, field trips, reminders, and other important information. The test schedule is NOT concrete. This may be extended due to more teaching needed (see Test section). Homework will not be notated on the newsletter. The newsletter is written the week before, and most homework assignments are given daily or as a needed basis. Check your child's agenda every day and initial. Quizzes will not be listed on the newsletter. They are administered at the discretion of the teacher.

ATTENDANCE

Students in first through fifth grade will be counted present if they are at school a minimum of three and one-half hours for the day on full class days, and for two hours for early dismissal days. Whenever a student returns to school following an absence, a written note from a parent should accompany him/her and be turned in to the homeroom teacher. This note should be dated and should clearly indicate the days that the student was absent and the reason for the absence. Any absence for which the parent takes parental responsibility will be considered an **excused absence**. Schoolwork that is missed during an excused absence must be made up within the same number of days that the child was absent. Any pre-assigned tests or homework should accompany the child when he returns to school or be made up immediately. All work missed during an unexcused absence (no written parental communication) cannot be accepted for a grade.

Anytime a student is absent for sickness, a parent may obtain homework/class work assignments for the child by notifying the school office early in the morning, so the teacher will have sufficient time to prepare the information. Such assignments should be picked up in the office that afternoon. **Please, do not feel pressure to do this.** If your child is sick, let them give all their energy to healing. They will have plenty of time to make up any important work upon returning. Students who are absent excessively (more than 20 days) may be retained if, in the view of the administration, this would be for the child's best academic welfare.

TARDIES

All elementary students are expected to be in their classroom, at their desk, and ready to begin the day at 8:30. Students who arrive after the stated time will be considered tardy. Students who are tardy more than 10 times for the year will not be eligible for the Perfect Attendance Certificate. In addition, your child will receive 1 unexcused absence after 10 tardies.

CLASSROOM RULES

The following rules are designed to assist the students in maintaining a helpful learning environment, and in developing the kind of character that will please the Lord. All rules are based on Biblical principles.

1. Talk only with permission.

"Make it your ambition to lead a quiet life, to mind your own business, and to work with your hands..." 1 Thessalonians 4:11

2. Be orderly.

- A. Sit properly.
- B. Get permission to get up.
- C. Do not disrupt.

"Everything should be done in a fitting and orderly way." 1 Corinthians 14:40

3. Obey teachers and school policies.

"Obey your leaders and submit to their authority." Hebrews 13:17

4. Be kind and respectful.

- A. Keep hands, feet, and objects to yourself.
- B. Use kind, true, and acceptable words.

"Be kind and compassionate to one another." Ephesians 4:32

5. Be responsible.

- A. Bring books and supplies to class.
- B. Return notes, signed papers and signed agenda.
- C. Bring completed homework to class.

"Now it is required that those who have been given a trust must prove faithful." 1 Corinthians 4:2

6. Listen and follow directions.

"Apply your hearts to instruction and your ears to words of knowledge." Proverbs 23:12

If a student is suspended, 15 points will be deducted from all assignments for each day of suspension in all subjects.

APPENDIX D

EARLY EDUCATION/EXTENDED CARE

PURPOSE

The primary purpose of the Early Education program of Calvary Christian School is to offer children educational opportunities that will ultimately encourage them to have a saving knowledge of Jesus Christ.

The Early Education program is based on the Word of God as the source of all truth. We strive to provide an environment for the whole child – including spiritual, mental, physical, and social development. The goal is that each child might become “conformed to the image of His Son.” (Romans 8:29)

Our program includes reading readiness, number recognition, social awareness, fine and gross motor skills development, music and art activities, Bible instruction and Scripture memorization.

We believe that God has created each child with a unique personality and a specific purpose. We work to provide an environment that is exciting and challenging, yet without pressure in order for each child to reach his/her potential.

POLICIES

Maximum class size for each grade level with one teacher is as follows:

1. K3 – 10 students
2. K4 – 16 students
3. K5 – 16 students

ADMISSIONS

A referral is requested for all students coming from a daycare or school.

ARRIVAL AND DEPARTURE

It is imperative that you follow the *traffic plan* for the safety of your child. Thank you for your full cooperation in this matter.

Time of Arrival	Early Ed classes begin promptly at 8:30 a.m.
Time of Departure	Classes dismiss at 12:00 p.m. except as noted on special days. Advance notice will be given anytime there is a change from the regular schedule.

To protect your child, we ask that you send a written notice to the teacher before we approve any change in the regular pick-up procedure for your child.

If it is necessary for a student to be at school before 8:00 am, early morning care is available from 7:00 am – 8:00 am for a fee.

REST

Adequate rest is necessary to facilitate the proper growth and development of children. *Please* see that your child gets enough sleep (8-10 hours) to be alert and at their best each day.

LUNCH

Students have the option of purchasing a hot lunch provided through our lunch program or they may bring a lunch from home. K3 children who stay in Extended Care will eat in the classroom where they will have their rest time. K4 and K5 children will eat lunch in the cafeteria.

If you choose to send a lunch from home, please send a nutritious lunch. We ask that you *do not* send any carbonated drinks. Milk may be purchased. Candy bars or excessive sweets are not recommended as desserts due to the stimulating effects on most preschool children. Microwaves are not available for heating up preschool lunches.

BATHROOM POLICY

Students should be completely potty-trained (***pull-ups are not allowed***) and able to use the restroom without assistance, including self-clean-up. Please send an extra set of clothing (underwear, pants, and socks) to have on hand in the event of an accident.

CLOTHES

Please dress your child in comfortable, washable clothes that the child may manage on their own. Please mark their name in coats, sweaters, and any other clothes, that your child may wear throughout the day. Flip-flops or other backless shoes are not permitted.

Clothing, decorations, backpacks or lunch boxes with characters relating to anti-Christian values, bullying behavior, sorcery or witchcraft and characters related to promoting violence will not be allowed.

SNACK

A snack is provided each morning for early education students. We have a variety of snacks that are rotated and served. The school nurse, as well as the teacher, should be notified of all food allergies.

BIRTHDAYS

We are happy to have your child observe his/her birthday at school by sharing *a special snack such as cookies, brownies or cupcakes*. Please check with your child's teacher for suggestions.

CLASS PARTIES

Seasonal parties are meant to provide the children with enjoyment and enrichment experiences. Our Early Education department encourages approved parties on a number of occasions during the school year.

The teacher or room mother will invite parents to assist in providing food for approved parties: Thanksgiving Feast, Christmas, Valentine's Day, Resurrection Celebration and end of the year. Occasionally, we have parties related to a unit of study.

DISCIPLINE

All misbehavior will be dealt with immediately. It will be discussed, handled, forgiven and forgotten. All children will be handled with love and firmness.

Discipline will be handled in a step-by-step process. There will be ample time for the teacher and parents to address the inappropriate behavior before more drastic measures will be implemented. The teacher will discuss the steps with the parents.

CONDUCT PLAN

Rationale

God's Word teaches that students are human beings created in the image of God. It also teaches that adults who are charged with responsibility for children are to discipline them lovingly, firmly, and consistently. Teachers are expected to maintain a high class standard of behavior while showing kindness and fairness to individual students.

Conduct Program

Parents are a vital part of the process of working toward improving student conduct and will be included in the action plan. Discipline will not come from the point of view that it is punishment; rather, it will be considered an opportunity to assist the family with the task of raising their child in a godly manner.

Violations to be handled by the teacher in the classroom:

1. Clowning around, acting out
2. Excessive talking
3. Hall disruptions
4. Name calling (other than profanity)
5. Possession of unauthorized objects such as toys, games, gum, etc.
6. Major disruptive behavior such as fighting
7. Lying
8. Obscene or inappropriate language, gestures, or acts
9. Fighting with pushing (physical violence goes to the office for first offense)
10. Insubordination, disrespect

The teacher will use appropriate corrective measures based on the individual needs of the child. They may include any or all of the following:

- Verbal warnings/time-out/loss of recess
- Private conference with the teacher/student
- Phone call/conference/written communication with the parents from the teacher only. Note sent to the office for filing. **(Red note)**

ITEMS FROM HOME

Students are not allowed to bring items from home unless specifically requested by the teacher. This helps to prevent lost or broken “treasures.” CCS cannot be responsible for damaged or misplaced items.

PARENT/TEACHER CONFERENCES

Teachers are available for a conference before or after school. Please be mindful of the teacher's time. Her place of responsibility at 7:45 am is either in a devotional/prayer time or getting her classroom ready. Please call for an appointment if you need to speak at length about an issue. If you are unable to contact the teacher directly, please call the Early Education Office at 706-323-0467, ext. 307 to leave a message. Calls will be returned within 24 hours.

ACTIVITIES

Each day there will be opportunities for rest time, play time, and various art activities. Each day is carefully planned to contribute to the development of the children.

EXTENDED CARE

Calvary offers Early Morning and After School Care for children enrolled in our school from Early Education through the 8th grade. Teachers should be provided with a schedule for your student to stay in Extended Care. If the schedule changes, please be sure to send in a note each week, or on that day, for the teacher to know the student's plans.

Hours:

Early morning care: 7:00 am–8:00 am

Early Education after-school care: 12:00 pm–6:00 pm

1st – 2nd Grade after-school care: 2:45 pm–6:00 pm

Fees:

\$4.50 per day (if using after-school on same day, price is included in after-school fee)

\$11.00 per day

\$8.50 per day

3 rd – 5 th Grade after-school care: 3:00 p.m. – 6:00 p.m.	\$8.50 per day
Middle School After-school Care: 3:15 p.m. – 6:00 p.m.	\$4.50 per day

Children need to be at school by 10:30 a.m. each day in order to attend extended care that day. Exceptions will be made in the case of a doctor's appointment, family emergency, etc.

Payment:

Statements are emailed in the first week of the month, and payment is due by the 15th of that month. Extended Care charges are not auto-drafted. You may pay these charges in the Extended Care office, business office, or online through ParentsWeb.

Pick-up Procedure:

Parking for parents to pick-up during Extended Care hours is at the back of the school by the covered drive. Each day you will need to come into the Extended Care office to check your student out. Once you or someone on the approved pick-up list signs your student out, a card with the student's name will be provided to give to the extended care teacher. You will give the card to your student's Extended Care teacher, letting them know that you are authorized to pick your student up. Please know until we learn who you or anyone from your pick-up list is, we will ask to see ID. This is to ensure the safety of your student.

Nap Time:

Your preschool student will have a time for napping/resting each day. Nap time is between 1:00 p.m. and 2:30 p.m. daily. Every child is required to lie down and be quiet during this time, even if they do not go to sleep. Children may be allowed to quietly read a book, etc., if it does not cause a disturbance to the rest of the students. Every child will need a nap mat and a cover for the mat and themselves. Mats are required to be 2" thick, no wider than 19" and fold in order to fit into the lockers. Mats, as well as all-in-one nappers will be available for purchase on Parent Orientation night. The optional napper takes the place of the separate covers. If you choose to provide a fitted crib sheet and blanket, please place them in a drawstring bag. Pillows are not allowed, and only 1 small stuffed animal per child is allowed for nap time.

Homework Time:

Each elementary after-school class has a 30 minute time period set aside for homework each day. If it is your desire for your student not to do homework at school, please send a note into the Extended Care office. Please know students are required to read or do a quiet activity during homework time while others are working on homework.

APPENDIX E

ATHLETIC DEPARTMENT

INTRODUCTION

Calvary Christian School recognizes the importance of offering a comprehensive, balanced extracurricular program for all students attending Calvary Christian School. The school approves the offering of such activities subject to reasonable rules and regulations concerning eligibility to participate and subject to the provision that participation does not interfere with the academic achievements of participating students.

Students are encouraged to participate in extracurricular activities because this participation enhances the school experience and fosters school pride. A strong and successful athletics program offers a multitude of opportunities for all. Throughout the year, our students will learn through hard work what it means to be a team player and how to be successful. Parental support and involvement in the Calvary Christian Booster Club is encouraged.

Extracurricular participation is subject to the policies of one or more of the following: GICAA, Calvary Christian School Board, Calvary Christian School, Extracurricular program coach or sponsor. Any student participating in extracurricular activities must follow all policies established by the above policy-making organizations. Failure to follow any of these policies can result in disciplinary action by the coach/sponsor, the school, or other agencies.

Participation in extracurricular activities is a privilege; therefore, all participants will be expected to demonstrate exemplary conduct on and off the school campus. Student/athletes who choose to be involved in illegal and inappropriate behavior or actions will be subject to disciplinary action that could result in suspension or removal from the team or organization.

PHILOSOPHY

The athletic program at CCS is student-centered and an integral part of the student's total educational experience. The program is designed to provide positive learning opportunities for each student who participates. Students benefit from the development of physical fitness, leadership, teamwork, social skills, self-discipline, and integrity. Decision-making skills, good citizenship, good sportsmanship, and promotion of individual maturity should also result from athletic participation. These characteristics assist in the development of individual and team attitudes that are beneficial for a successful season and for future life.

CCS provides a well-rounded program of interscholastic athletics for all its students. Opportunities for participation vary according to the sport and the level of competition.

At the middle school and junior varsity levels the emphasis is on skill development and participation, as well as team success. However, the school does not adhere to an "all players get equal playing time" policy even at these levels. At the varsity level, team success and performance become more primary objectives.

PURPOSE

The purpose of athletics at CCS is:

A) To provide our students:

1. An opportunity to seek, know, love, and to serve Jesus Christ
2. An opportunity to develop physical strength, endurance, and neuromuscular skills
3. An opportunity to develop skills of budgeting time to meet the demands of family, church, school, community, and social aspects of their life
4. A desirable competitive experience
5. An opportunity to develop social patterns and group behavior to successfully live in today's society

- B) To provide the school, church, and community:
1. A program with which they can identify and of which they can be proud
 2. An atmosphere of loyalty, good morale, and school spirit

STUDENT-ATHLETES AND ACADEMIC PRIORITIES

Student-athletes attend CCS for a quality Christian education. Nothing should interfere with this objective. Athletics are a part of education, requiring student-athletes to use discipline and demonstrate good work habits in organizing a study schedule which will help lead to educational success.

A student's grades should not suffer because of athletics. However, academic difficulties can occur because of a student's inability to organize their workload adequately. Participation in athletics requires a great deal of personal commitment from the student-athlete. Each student-athlete is expected to organize and discipline him/herself so that educational and athletic endeavors do not conflict.

CALVARY CHRISTIAN SCHOOL ELIGIBILITY RULES

Every student-athlete representing Calvary Christian School must realize the importance of maintaining at least the minimum academic standards. Standards for participating are:

- A) To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 2.5 credits counting towards graduation the semester immediately preceding participation.

Exception 1: First semester 6th and 9th grade students.

Exception 2: Any athlete who is academically ineligible for the spring semester may try out if he/she is passing ALL classes at the time of the tryout. The window of opportunity to try out under these conditions is available only during the ten (10) days set aside for tryouts that the school chooses.

- (a) Passing is a grade of seventy (70).
 - (b) Students participating in junior varsity or "B" team competition must meet all scholastic requirements.
 - (c) For schools offering courses with yearlong grading, eligibility must be computed for each semester.
 - (1) At the end of the first semester, the school must determine that the student has a grade of 70% or higher in classes carrying at least 2.5 Units.
 - (2) The second semester grade will be the grade given for the entire course and shall include the end-of-course test grade.
- B) Students gain or lose eligibility on the first day of the subsequent semester. The first day of the Fall semester shall be interpreted as the first date of practice for the first sport.
- (a) Exception: Students who successfully complete summer school to maintain eligibility become eligible the last day of summer school.
 - (1) Summer school is an extension of the previous semester and courses may be:
 - a. remedial in nature where a previously-taken course is repeated in its entirety with a new grade being given.
 - b. enrichment in nature where a new course is taken that results in new credit being earned.
 - (2) A maximum of two (2) unit credits earned in summer school may be counted for eligibility purposes. NOTE: Additional credits may be earned in credit recovery programs or make-up programs.
 - (3) Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility. Accreditation recognized under the rule shall be from the Georgia Accrediting Commission (GAC) or a regional accreditation agency (such as SACS) or the Georgia Private School Accreditation Council (GAPSAC).

- (4) An independent study course taken in summer school must be regionally accredited and accepted by the school system for graduation credit.
- (b) Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester. Example: night school classes, correspondence courses, etc.

Students must **accumulate units towards** graduation according to the following criteria:

- (a) **First-year students** (entering 9th grade) are eligible academically. Second semester **first-year students** must have **passed courses carrying at least 2.5 units** the previous semester in order to participate.
- (b) **Second-year students** must have **accumulated five (5) total units** in the first year, **AND passed courses carrying at least 2.5 units** in the previous semester.
- (c) **Third-year students** must have **accumulated eleven (11) units** in the first and second years, **AND passed courses carrying at least 2.5 units** in the previous semester.
- (d) **Fourth-year students** must have **accumulated seventeen (17) units** in the first three years, **AND passed courses carrying at least 2.5 units** in the previous semester.
- (e) Students may accumulate the required units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

DEPARTMENT GOALS

The primary goal of the Calvary Christian School athletic program is to enhance the development of the whole student and to attain a personal level of excellence in the areas of faith, fitness, team commitment, and sportsmanship.

When a student chooses to become a member of a team, the choices he or she makes will have an impact on not only one's personal goals, but on the goals of the team. For this reason, athletics is one of the most important tools within the educational process.

TEAM GOALS

While each program has goals that are specific to the nature of the sport, all teams within the Calvary Christian School athletic program share the following common goals:

1. Have Christ as the central focus point for the team
2. Work to improve
3. Work to have fun and enjoy the experience
4. Work to win region and state championships

GICAA

Most Calvary Christian School athletic programs are governed by the Georgia Independent Christian Athletic Association (GICAA). Please contact the Athletic Director regarding information concerning the GICAA or go to www.gicaasports.com.

GICAA REQUIREMENTS FOR PARTICIPATION

1. Athletes must be passing five (5) classes to remain eligible to play/stay on track to graduate.
2. If not passing five (5) at the end of the semester, the athlete would become ineligible to play until the next semester.
3. League office will compare rosters from year to year to look for large increases in the student body. A large increase would be deemed a *red flag* and league office has the right to visit the school and investigate.
4. Once an athlete enters the 9th grade, the 8 semester clock starts. An athlete is only eligible for 8 consecutive semesters.
5. Eligibility in the 8th grade will be for one (1) year only on the varsity level.

6. The cutoff date to transfer from one member school to another member school will be June 1st of each year.

For additional rules regarding eligibility and participation, please contact the Athletic Director's office or visit the GICAA website at www.gicaasports.com.

SPORTS INFORMATION

Information regarding Calvary Christian School varsity athletics can often be found in the Columbus Ledger-Enquirer and some local television channels. Varsity coaches report results to the Ledger-Enquirer after each contest. However, it is the discretion of the Ledger-Enquirer as to what is actually printed and how it is presented.

Information regarding schedules, game time changes, and cancellations may be found on Calvary's website at www.calvaryknights.com.

TEAM OFFERINGS

Students in grades 6 and 7 are only eligible for participation in cross country, volleyball, football, softball, cheerleading, baseball, basketball, archery, and soccer within the middle school. Students in grades 6 and 7 are never eligible to participate in sports on the varsity level. Students in grade 8 may participate in the middle school, junior varsity, and varsity level when approved by the Athletic Director.

Fall Sports

CHEERLEADING

Varsity (9-12)*
Middle School (6-8)*

FOOTBALL

Varsity (9-12)
Middle School (6-8)

CROSS COUNTRY

Varsity (8-12)
Middle School (6-8)

COMPETITION CHEERLEADING

Varsity (8-12)*

SOFTBALL

Varsity (9-12)*
Middle School (6-8)*

VOLLEYBALL

Varsity (9-12)*
Middle School (6-8)*

Winter Sports

BASKETBALL

Varsity (8-12)*
Junior Varsity (8-11)*
Middle School (6-8)*

CHEERLEADING

Varsity (9-12)*
Middle School (6-8)*

ARCHERY

Varsity (9-12)*
Middle School (6-8)*

SWIMMING

Varsity (8-12)
Middle School (6-8)

Spring Sports

BASEBALL

Varsity (8-12)*
Junior Varsity (8-11)*
Middle School (6-8)*

SOCCER

Varsity (8-12)*

SOFTBALL

Varsity (8-12)*

TENNIS

Varsity (8-12)

GOLF

Varsity (8-12)

*Program may require a tryout process and there may be a limited number of team members.

COMMUNICATION POLICY

Open communication between student-athletes and members of the coaching staff is of utmost importance to athletic success. Young people must learn to communicate directly with their coaches and other people in positions of authority. Student-athletes should speak directly with coaches concerning absences, academic matters that affect team involvement, and any issues regarding performance, injury, playing time, and participation.

Parents should not circumvent this communication process by contacting coaches regarding the above mentioned matters if their child has not made an attempt to speak directly to his or her coach. Parents should contact the athletic director when they have concerns that have reached a departmental level or they have not come to a resolution on a matter after speaking to a coach directly.

ATHLETIC CODE OF CONDUCT

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. Calvary Christian School and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound athletic program.

Any conduct that results in dishonor to the athlete, the team, or the school is considered to be unacceptable. Acts of unacceptable conduct tarnish the reputation of everyone associated with the athletic programs and Calvary Christian School. Such acts will not be tolerated.

SPORTSMANSHIP

Coaches and Players:

Calvary Christian School expects its coaches and players to maintain a level of composure during athletic contests and in all cases present themselves in a manner that best represents the expectations of the school.

Calvary Christian coaches and athletes should:

1. Show respect for the opponent and officials at all times
2. Maintain self-control at all times
3. Set a good example for opposing teams and coaches when we are hosting and when we are visiting

The GICAA fines and suspends players and coaches for ejections. Calvary Christian players and coaches who have been ejected will be responsible for paying these fines.

Fans:

The behavior of spectators reflects directly upon the reputation of our school community. Calvary Christian School fans should:

1. Show respect for the opponent and officials in every way
2. Show support for both competing teams, including the content of cheers and signs
3. Know and understand the rules and concepts of the game
4. Maintain self-control at all times
5. Recognize and acknowledge good performances of both teams
6. Support those participating in and/or conducting the event
7. Set a good example for visiting athletes and fans when we are their hosts
8. Follow the directions of game administrators when attending athletic events
9. Fans should be seated and remain in the bleachers or designated areas away from the team and playing areas

Parents:

Being a parent of a student-athlete can be a great experience. Parental support is very important to the athletes, the school, the church, and the community. To ensure a rewarding experience, we offer the following suggestions on being a supportive athletic parent:

1. Attend games when possible. Your presence is very important to your child. Having first-hand knowledge of the event offers an opportunity for sharing with your student-athlete.
2. Be positive. Being on a high school team is an accomplishment. Do not let playing time dictate the athlete's happiness. Celebrate the fact that your student-athlete was good enough to make the team. When things are not going well for your student-athlete or the team, be positive and supportive.
3. Be supportive of the coaching staff in the presence of your student-athlete. Nothing can damage teamwork faster than athletes doubting the capabilities of their coaches. If you have concerns, please contact the coach or Athletic Director at the appropriate time.
4. Be part of a parent network. Socializing with other parents at games, after games, at team dinners, etc., fosters special relationships. Be positive with each other and remind one another about remaining positive at all times. If you hear a rumor that concerns you about an athletic issue, call the coach or Athletic Director to clarify what you have heard.
5. It is our goal to pursue excellence in our program through motivating students to achieve the best of their abilities. Winning can be a natural and enjoyable result of this achievement. Everyone enjoys a well-played victory; however, a "winning is the only thing" philosophy cannot be the controlling force.
6. Refrain from communicating with Calvary Christian coaches and athletes, and the coaches and athletes from visiting schools from the time of warm-up until the end of competition, other than to cheer their efforts.
7. College scholarships: Having high expectations of our children is normal and healthy. In striving to achieve these expectations, we must also be realistic. Not everyone can receive a college scholarship, nor should the number of offers received measure a student's athletic success. The athletic staff will be happy to assist those who wish to pursue collegiate careers.

The athlete alone does not dictate the success of our athletic program. Our school's teams, students, and adult supporters provide the foundation needed for a successful program.

THE PARENT/COACH RELATIONSHIP

Parents should discuss any concerns they may have about their student-athletes emotional or physical status. Parents should also request from the coach any information about ways the athlete might improve his or her performance.

Coaches are professionals. They make decisions based on what they believe is best for the team and all student-athletes involved. Sometimes it is difficult to accept a student is not playing as much as he or she or the parent desires. However, the judgment and authority of the coach to make decisions regarding playing time must be respected. It is also not appropriate for a parent to question or challenge a coach's decision regarding play calling or strategy. It is never appropriate for a parent to discuss with a coach the status of another student-athlete.

Please do not attempt to confront a coach before, during, or after a practice or contest. These can be emotionally charged times for athletes, coaches, and parents. Meetings of this nature do not promote satisfactory resolutions.

There are situations that may require a conference between the coach and the parent. These meetings are encouraged. If a parent has a concern and would like to discuss it, he or she should call to schedule an appointment with the coach. If the coach cannot be reached, please feel free to call the Athletic Director to arrange a meeting for you. If a parent has an unresolved concern and would like to discuss it further, he or she should call to schedule an appointment with the Athletic Director.

DEVELOPMENT OF AN ATHLETE

In order for athletes to improve, they must be guided by their coaches and support personnel in the areas of skill development, mental preparation, as well as strength and conditioning. Preparation in all aspects of a sport begins in the middle school and continues through the high school years. For CCS to have a consistently competitive athletic program, the following philosophical approach must be in place:

1. Middle School and sub-varsity programs must emphasize fundamentals and skill development.
2. Full commitment, a positive attitude, and good sportsmanship are a minimum expectation for playing time.
3. Coaches, athletes, and parents must be willing to risk not winning at the middle school level, sub-varsity level, and early stages of the varsity season in order to prepare all members of the team for the opportunity to win region and state championships.

It is the intent of the CCS athletic program to have in place a process that prepares all of our athletes for varsity level competition. All CCS teams should play to win, regardless of the level of play. However, the focus is to win at the varsity level, where the goal is to win championships.

TRYOUTS

Some CCS athletic teams require tryouts, while others are open to all. Fall sports tryouts usually occur during the spring of the previous school year. Winter sports tryouts occur in mid-October and spring sports tryouts usually occur in mid-January to early February.

Athletes are required to have a current physical on file in the athletic office prior to trying out for or participating on the athletic team. Physical exams must be filled out on the approved physical exam form that can be found on the school website. Physical exams are valid for one calendar year. Physical exams done after April 1 are valid through the following school year.

PRACTICE AND GAME COMMITMENT

CCS athletic programs require a four or five day commitment, depending on the sport and level. Wednesday and Sunday competition, practices, and meetings are not allowed. Special circumstances could allow a Wednesday practice, but the head coach must receive permission from the athletic director. If a special Wednesday practice is allowed by the athletic director, all student athletes must be off campus by 5:00pm.

While Calvary Christian athletic programs provide some flexibility concerning family or academic needs, most trips unrelated to Calvary Christian athletics or academics are not excused. Unexcused absences from practices and/or games will affect a student-athlete's role on the team and will result in diminished participation, suspension, and/or dismissal from the team.

QUITTING OR DISMISSAL FROM TEAM

Student-athletes forfeit their participation privileges if they quit or are dismissed from a team. Athletes will be placed on athletic suspension until the season ending date of the sport the student quit or was dismissed from.

If a first time athlete tries out for a sport and decides within the first two weeks of practice that he or she does not want to participate in the sport, they may quit without penalty. If a new head coach is in place in a sport, players will have the first two weeks to decide whether they wish to participate or quit without penalty. If a coach and a student-athlete agree that it is in the best interest of the team and the individual to quit prior to the end of the season, the penalty may be waived if the coach and Athletic Director agree.

SCHOOL ATTENDANCE

In order for a student-athlete to participate or practice, that student must have arrived at school prior to 10am unless a doctor's note has been provided. The coach or Athletic Director must clear late check in or early check out by a student-athlete to ensure eligibility for participation that day.

Not only should athletes attend school each day, they should be on time as well. Special attention should be given to being on time the day of a game and the day after. Student-athletes are expected to come to school at the regular time the day after an out-of-town game unless the team returned to the Calvary campus after 12am. If the team returns after midnight, student-athletes from the team can be excused from first and second

period knowing that they are responsible for getting with teachers to make up assignments and tests. Failure to comply with this policy could result in an athlete not being allowed to practice or play.

PHYSICAL EXAMS

All athletes must have an updated physical examination on file to be eligible to participate in athletics at CCS. Physical examinations are good for one calendar year. Any physical examination administered after April 1st, is good for the next school year.

FACILITIES

CCS is fortunate to have some of the finest athletic facilities in the area. The CCS athletic facilities include two gymnasiums, football/soccer field, baseball field, weight room, and athletic training room. Use of these facilities by teams other than for Calvary Christian athletic practices and/or games is prohibited.

TRANSPORTATION AND TRAVEL

Transportation is provided for athletes to most athletic events. However, there may be occasions when parents are asked to drive. Parents will be notified well in advance if their assistance is needed in transporting our athletes. Athletes should never transport themselves to an event, except when playing in Columbus and school transportation is not provided.

CCS coaches are to have current medical forms on hand at every athletic event, regardless of location, in case of emergency.

CCS athletes are not required to stay overnight under normal circumstances. Typically, however, when the occasion does arise where athletes stay overnight, they are required to pay their own expenses (except for state tournaments in which the school will help with the cost).

DRESS

Any time student-athletes are traveling to an off-campus athletic event, either in-town or out-of-town, they are expected to dress in an appropriate manner as set by the head coach of each program, in cooperation with the athletic department

UNIFORMS

Uniforms issued to student-athletes are property of Calvary Christian School. The athletic department makes every effort to provide our athletes with the best quality uniform available. Therefore, uniforms should be treated with the utmost care and pride. Student-athletes should never wear school-issued game uniforms any time other than during an athletic contest. The same applies to school-issued practice uniforms, which should only be worn during a Calvary Christian school-directed practice. Game and/or practice uniforms issued by the school should never be worn during physical education classes or off campus for any reason. Failure to comply with the request will result in the uniform(s) being taken from the student-athlete.

STRENGTH AND CONDITIONING

Everyone should understand that strength and conditioning work is vital to the success of the athletic program. All athletes should participate in a workout program during the season, under the direction of their coaches, and out of season, either at school or at some off campus site where the athlete is closely supervised and monitored by trained professionals.

WEIGHT ROOM RULES

The weight room facility at Calvary Christian School is available for use to all students and all faculty and staff members. **Students must be supervised by a member of the Calvary Christian athletic staff at all times while in the weight room.**

Guidelines for use of the weight room facility are as follows:

1. No food or drink
2. No horseplay
3. Proper athletic attire should be worn at all times. Shoes with spikes or cleats should never be worn in the weight room.
4. Proper lifting technique and spotters should be used
5. Benches and machines should remain in their designated spots.
6. Students are not allowed to operate the stereo equipment.
7. Repair or replacement of damaged equipment will be the responsibility of the person creating the damage.
8. Violating weight room rules may result in the loss of facility privileges.

PARTICIPATION/TRANSPORTATION FEES

Every athlete on a CCS athletic team is required to pay a participation fee and a fee to cover transportation costs. Each sport may have a different cost for participation and transportation. Transportation costs depend on distances traveling for the sport. Parents will be informed of the costs before the season begins. The amount must be paid in full, or payment arrangement must be made, with the CCS Business Office before the first contest of the season or your student-athlete will not be allowed to participate.

MULTI-SPORT PARTICIPATION

Calvary Christian student-athletes are not allowed to play more than one team sport during a given season. The athlete can play one team and one individual during the same season as long as he/she meets the following criteria.

Requirements:

- If student athlete elects to play two sports in one season, he/she must choose a PRIMARY sport and a SECONDARY sport.
- Student athlete must adhere to a greater academic probationary standard than other Calvary Christian student athletes. If at any grade check, the student athlete has two points (one point for a "D" and two points for an "F"), then the student athlete must stop participating with the Secondary sport team for a three week period while on probation. If the Calvary student athlete has three points or more, then the student athlete will be on probation for both the Primary and Secondary sport for three weeks. After the three week probation period, the student athletes' grades will be reevaluated.
- Student athlete must have a signed contract with approval from his or her parents, Athletic Director, and principal stating that they will abide by Calvary Christian School's standard for playing two sports.

Primary and Secondary Sport Conflicts:

- If on a given day, both Primary and Secondary sports have practices, the student athlete goes to the PRIMARY sport practice.
- If on a given day, the Primary sport has a game and the Secondary sport is practicing, the student athlete goes to the PRIMARY sport game.
- If on a given day, the Primary sport has a game and the Secondary sport has a game, the student athlete goes to the PRIMARY sport game.
- If on a given day, the Primary sport has a practice and the Secondary sport has a game, the student athlete goes to the SECONDARY sport game.
- If on a given day, the Primary sport has a regular season game and the Secondary sport has a region tournament or state tournament game, the student athlete goes to the SECONDARY sport game.
- If on a given day, both the Primary and Secondary sport have a region tournament or state tournament game, the student athlete would go to the PRIMARY sport game.

We as a Calvary family, appreciate all parents do for our school and athletic programs. Our goal as an athletic program is to have one of the best overall athletic programs in the state and for us to reach our goal, it starts with parental support. Sacrificing your time coming to athletic contests, picking your student-athlete up after

practice, and making those long trips to away contests, all bring a special bond between an athlete and a parent.

As long as we keep our focus on our Savior and Lord Jesus Christ in our athletic endeavors, we will bring glory to His name and to our school.

Practice:

Athletes are expected to participate in every scheduled practice. If there is any reason why the athlete will be unable to attend practice, it is his/her responsibility to communicate that to the coaching staff personally. Practice sessions are not to be used as a time to make up homework or seatwork. The athlete is expected to maintain the school workload above and beyond the requirements for sports.

1. Athletes may not miss more than 2 academic periods on the day of a game in order to participate that afternoon or evening. Athletes on suspension from regular school attendance may not practice or take part in athletic activities during the suspension period.
2. Athletes returning late from a game will not be excused for tardiness or from assignments or tests given the following day beyond the late arrival policy outlined in the Student Athlete Handbook approved by the Athletic Director.
3. Each athlete is responsible for work missed due to athletic absences. Additional make up time is not provided.
4. If the athlete will be departing school prior to the end of the school day, he or she is responsible for turning in to the teacher of missed classes any assignments due that day. This must be done prior to departure.

Athletic Letters/Awards:

Calvary Christian School recognizes athletes who are loyal, faithful, and committed to the sports program. One way this recognition is displayed is the privilege of wearing the school letter.

Athletic letters at Calvary may be given to players who have shown evidence of:

- Character** – Diligence, loyalty, responsibility, sensitivity, intensity, humility, faith, love, and enthusiasm are just a few examples.
- Commitment** – Willingness to support, give, and work for the coach and team.
- Contribution** – Making a significant contribution to the team.

Athletic Cuts:

If due to the large number of students trying out for a team, adequate supervision cannot be given, and skills cannot be adequately taught, some students may have to be cut from the team. The number of students accepted for a team is also dependent upon the number of coaches available to teach skills, the size of the available facility being used, and the number of students who can play in the game at any one time according to the rules of the game. Also, their previous grades will be considered.