

2017 – 2018 Student Handbook



Mr. Jim Koan - Headmaster
Mr. Craig Johnson - Upper School Principal
Mrs. Marinda Smith – Middle School Principal
Mr. Steve Pate – Elementary Principal
Mrs. Susan Walker – Preschool 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

KNIGHTS CODE

LIVE PURE! SPEAK TRUE! RIGHT WRONG! FOLLOW THE KING!

-Robert Noland, The Knight's Code

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 their 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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*The Athletic Handbook can be found on the CCS Family webpage at <https://family.calvaryknights.com>.

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.
- 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 by 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 in their family, church, and work.
- Develop work ethic, skills, and loyalty that will demonstrate 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.
- 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 chickenpox vaccine or proof that the child has had chickenpox.

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	69 and below

Report Cards

Report cards will be issued at the end of each quarter. In addition, a mid-quarter progress report will be emailed to parents of elementary school students. Final report cards will be sent home in spring after school has concluded.

Online Grade Access

Parents and students are encouraged to access student academic progress and grades at any time through ParentsWeb. Student grades are regularly updated by teachers. Grades on ParentsWeb are indications of student progress throughout the grading period and are not the final official grades which are issued on the report cards.

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.

Student Records Policy

Calvary Christian School will abide by the following policies and procedures with regard to student records:

- The principal, the administrative assistant, and the high school guidance counselor are responsible for maintaining the cumulative records on each student.
- To secure the student's and the family's right of privacy only designated school personnel, in the fulfillment of their respective duties, may access to the student records.
- The school will provide access to anyone who is legally responsible for the student (parent, legal guardian, adult student). Access to a student's record may be requested in writing to the division principal.
- The school will release the information contained in a student's record to other parties with the prior written consent of any person is legally responsible for that student.
- According to the law, the school will release information contained in the student's record to certain federal, state, and local authorities in the performance of their functions and to a court or law enforcement official, upon the issuance of a subpoena or court order.
- The school will release information contained in the student's record to a college or university to which the student has submitted application.

Academic Probation

A student may be placed on academic probation when serious or regular academic problems arise. This action is intended to support the parents and student in every effort to improve achievement and to correct the academic deficiency. Each division of Calvary Christian School will develop terms, criteria and expectations for student achievement that pertain to a student's academic probation. Failure to meet the expectations of probation may result in dismissal or ineligibility to re-enroll.

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, staff, students, and guest speakers who are particularly qualified to minister to our students. Through these chapel times, students are encouraged toward spiritual growth, developing a clearer understanding of God's Word, and gaining a broader concept of the Lord's work. Parents are welcome to attend chapel at any time.

ATTENDANCE

The academic curricula and other educational programs at CCS are primarily delivered through carefully planned classroom instruction guided by excellent teachers. Student achievement is best attained through regular engagement and attendance during each class period. For these reasons parents and students should make timely school attendance a top priority by scheduling appointments and family activities at times when school is not in session.

ABSENCES

Student absence from school will be considered with excused or unexcused based on the examples listed below. Parents should inform the appropriate school office of a planned absence before the day of the absence. In the case of an unplanned absence a parent should notify the school as early as possible and preferably on the morning of the absence.

Excused Absences

- a) Student illness or injury (a doctor's note may be required in certain circumstances)
- b) Death in immediate family
- c) Professional appointment (doctor, dentist, etc.) (It is highly recommended that appointments be scheduled for non-school times (after school hours, during school holidays, etc.)
- d) Parent-approved absence (up to 5 per semester)
- e) School-sponsored absence (field trip, extra-curricular participation, etc.) This includes approved college visits (up to 2 per year for a junior or senior student).

Unexcused Absences

- a) Suspension (in-school or out-of-school)
- b) Parent-approved absences above 5 per semester
- c) Truancy (e.g. skipping class, leaving class without permission, failure to return promptly to class)
- d) Absence without parent explanation or documentation
- e) Excessive unexcused tardiness (including unexcused tardiness for more than 20 minutes of class)

Excessive Absences

If a student accumulates more than 10 absences (excused and unexcused, excluding school-sponsored absences) per semester in a course that student should not expect to receive credit for the semester. Excessive absence due to valid extenuating circumstances will be evaluated by administration on an individual basis.

Academic Expectations for Absences

Students are responsible to get assignments and make up all work missed in a timely fashion and in accordance with the instructor's class policy. Unless alternative arrangements are made with a teacher, if a student is absent one day she is expected to be prepared to complete quizzes or tests upon return. A student who misses two or more consecutive days is responsible to follow each teacher's policy and/or make acceptable arrangements with each teacher to complete required work. In the case of a planned absence, students are expected to make prior arrangements with each teacher (in a manner consistent with course policy) to either complete work ahead of time or upon return.

TARDINESS

Tardiness disrupts the learning for the student who is late and adversely affects other students in the class. Parents are encouraged to ensure that students arrive school on time and support school and classroom

policies which require student promptness. Each division will develop its own tardiness policies in a manner appropriate to its students and educational program.

Checking In and Out

Students arriving after school has started should check in at the school office prior to going to class. If a student needs to leave school during school hours, a parent should check the student out of school in the school office. All students are to sign out at the school office before leaving the campus. Parents of student drivers (who cannot directly check out the student) must contact the school office to give permission to leave before the student leaves campus. Students returning to campus are to sign in at the school office before going to class.

HOSPITAL/HOMEBOUND POLICY

The hospital/homebound program is designed to help any high school student enrolled at Calvary Christian School who has a medical or mental condition which, by physician's certification, restricts the student's ability to physically attend school for a well-defined period of time. The program is designed to help qualified students keep up with the content of curriculum at domicile by completing the work assignments independently. Each school division will develop the guidelines and plan for students in need of this program. Parents should contact the appropriate school office to initiate this process.

OPERATING HOURS

Office Hours:	7:30 a.m. – 4:00 p.m. (Middle School and High School) 8:00 a.m. – 4:00 p.m. (Elementary) 8:00 a.m. – 12:30 p.m. (Pre School)
School Hours:	8:00 a.m. – 3:15 p.m. (Middle School and High School) 8:15 a.m. – 3:00 p.m. (Elementary) 8:30 a.m. – 12:00 p.m. (Pre School)
Summer Hours:	To Be Announced

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

COMMUNICATION

Email – Email to the designated primary account is the official method for communication with parents.

Teachers, staff and administrators can be reached via email by first and last name@calvaryknights.com (e.g. John Public's email would be johnpublic@calvaryknights.com).

Phone – Teachers and administrators may call a parent on those occasions when dialogue is necessary. Parent may request a phone call for communication requiring dialogue.

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

ParentsWeb – This is student record management in real time. Students and parents alike are able to see classroom grades, attendance, student assignments, and homework.

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 – The student, parent, teacher or administrator may initiate conferences regarding the student’s academic progress behavior or attitude at any time. 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 unavailable to meet with parent during class time.

FACULTY

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). Each teacher is dedicated to helping each student reach his/her full potential in an atmosphere of Christian love. Calvary teachers have earned at least a bachelor’s degree and have, or are currently seeking, certification through the Association of Christian Schools International.

CONFLICT RESOLUTION 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, sincere attempts at resolution should be made directly between the parties directly involved. This should proceed quickly and prayerfully with openness, love, patience and forgiveness – in a manner which is positive, mature and glorifying to God. Negative or critical attitudes, a grumbling spirit, gossip and/or the inappropriate handling of concerns are unacceptable for any member of the Calvary Christian community. All who perceive such behavior should assume the Biblical responsibility to lovingly confront those demonstrating such behavior.

Student classroom misbehavior should be initially handled by the classroom teacher directly with the student in accordance with classroom and school policies and in a prayerful and discreet manner. If needed teachers are encouraged to engage with parents and/or the appropriate administrator regarding persistent student misbehavior.

Concerns regarding school policy or procedure may be addressed to the appropriate principal and in consultation with the headmaster as appropriate.

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 community, each person should prayerfully consider how to appropriately address the matter through the application of Biblical principles, avoiding the pitfalls of gossip and damaging rumors.

APPEARANCE POLICY

It is essential that students adhere to the program on a daily basis because the personal appearance of each member of the student body reflects upon the entire school. The following factors are taken into consideration in developing an appearance policy:

- 1) Biblical exhortations regarding modesty, moderation, and propriety
- 2) Appropriateness for the activity: a) not too casual, which encourages a playful atmosphere; b) not too formal, considering the nature of children and young adults
- 3) Effect of orderliness in appearance on self-image, respect for others, and a positive learning environment without distractions
- 4) Understanding of the trends in styles, availability of apparel, and the desire to keep costs reasonable

Grades 1 - 12

GENERAL CONSIDERATIONS

- A. Students may not attend class if they are not modest.
- B. Dress code guidelines are in effect from 7:45 a.m. until 3:30 p.m. and on all school trips.
- C. Clothes should be of the correct size and not overly tight or baggy.
- D. Clothes should not be torn or ragged.
- E. Since fashion is constantly changing, students are encouraged to seek approval prior to wearing an item if there is a question about its appropriateness. In general, if the item is questionable, it probably will not be approved and should not be worn.
- F. Hair is to be clean and neatly groomed.
- G. The administration reserves the right to determine what is and is not appropriate. All decisions are final.

ALL STUDENTS (MONDAY– FRIDAY)

- A. Appropriate tees are acceptable
- B. Long pleated or flat style dress pants, khaki pants or denim jeans
- C. Knee-length or Bermuda style shorts of appropriate material that are no shorter than 3 inches above the kneecap
- D. Sweaters, blazers, vests or light jackets over shirts that meet the dress code
- E. Hoodies or sweatshirts over shirts that meet the dress code
- F. Dress and casual shoes, athletic shoes, or dress sandals with adjustable straps (e.g. Birkenstocks, Chacos)

GIRLS

Shirts:

- A. Knit crewneck, v-neck or scoop-neck
- B. Collared or turtleneck
- C. Sleeveless with straps at least 3” in width
- D. Sheer tops with sleeveless undershirt that is at least 3” in width

Shorts, Dresses and Skirts:

- A. Leggings and 'jeggings' under dress or skirt of appropriate length
- B. Shorts, dresses and skirts can be no shorter than 3” above the top of the kneecap
- C. Dress neckline must be modest and shoulder straps must be at least 3”

BOYS

Shirts:

- A. Knit crewneck or v-neck (ex: solid, striped)
- B. Collared or turtleneck

Shorts:

- A. Shorts can be no shorter than 3” above the top of the kneecap

Grooming:

- A. Must be cleanly shaven at all times
- B. Hair must be kept off of the top of a dress shirt collar and should not extend below the eyebrows.

NOT ALLOWED

- A. Halter tops, strapless tops, low cut necklines (no visible cleavage), bare backs, bare midriffs, one shoulder and racer backs (no visible spaghetti straps or bra straps)
- B. Sleeveless or undershirts for boys
- C. Clothing or apparel with any inappropriate graphics or artwork.
- D. Clothing or apparel which is disruptive to the learning environment.
- E. Tight, or form-fitting shirts, pants, shorts, skirts or dresses
- F. Trench coats
- G. Shorts, skirts or dresses that are more than 3” above the top of the kneecap
- H. Athletic pants or shorts (unless approved for extracurricular participants on game or performance days)
- I. Flip flops, bedroom slippers or slide sandals
- J. Items with spikes
- K. Visible piercings other than ears (no earrings for boys)

- L. Visible tattoos
- M. Extreme or distracting haircuts or hair color (Parents and student should seek administrative approval prior to such decisions.)
- N. Hats during school hours

THEME DAYS

Theme days will be announced during the school year with guidelines provided by the administration.

SCHOOL-SPONSORED, ATHLETIC, AFTER-SCHOOL, OR RETREAT ACTIVITIES

The Appearance Policy applies at all times and for all school events. Any exceptions will be granted and clarified by the administration at the appropriate time.

SEMI-FORMAL AND FORMAL OCCASIONS

Boys should wear an open collar with sport jacket for semi-formal occasions, or a coat and tie or tuxedo for formal occasions. Girls' dresses must completely cover the bust line and midriff, and not extend below mid-back. Girls' dresses (including slits) are to be no shorter than 5 inches above the knee (measured from the top of the knee) and must not rise higher than mid-thigh when student is seated.

CONSEQUENCES FOR APPEARANCE POLICY VIOLATIONS

The school administration will provide a final decision in cases where the Appearance Policy needs clarification with regard to acceptable apparel or the enforcement of current policy.

If the violation pertains to girls:

- If a blouse or top is out of Appearance Policy, a Calvary tee will be provided in the school office. The cost of the shirt will be applied to the parent/guardian bill.
- If pants, dresses, or skirts are distracting or immodest the student will be removed 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 at school during break.
- If a shirt is not in dress code a Calvary tee will be provided in the school office. The cost of the shirt will be applied to the parent/guardian bill.
- If pants are out of appearance policy, the student will continue to attend classes and is responsible to contact a parent between classes to resolve the issue in a timely fashion.

Extreme or repeat violations:

- The administration may assign additional consequences or points at its discretion. A parent may also be called to come and pick student up from school.

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 is 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 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 workstations, lockers, etc.) are considered school property and any student's personal property on school premises are subject to inspection without notice and upon request. Parents and students upon enrolling in the school or entering school property agree to and consent to be searched. There is no expectation of privacy for items brought into, 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 bypass any step of its general processes 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 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 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 bypass this general process by contacting the parent/guardian and/or instead proceed with immediately searching any bags and personal effects with 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, 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.

Drug Testing

Calvary seeks to create a healthy learning environment which encourages students to make decisions that foster health and safety for all. To this end, the Calvary administration may, at any time, require a student to participate in random or individual drug testing. If required drug testing is part of a student's disciplinary contract, parents are expected to pay for those services.

VISITORS

All visitors, including parents, must sign in at the division 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 during 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 while on campus. 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 to work on homework or study as well as play in the gym. Parents will be charged for each day the student is in attendance. Middle school students found wandering unsupervised on campus after 3:45 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 in the lunchroom.

Seniors may leave campus for lunch if they have a signed permission form with parental consent. Forms are located in the High School office with the receptionist.

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 report to class on time after lunch.

SCHOOL SUPPLIES

Parents and students are responsible for purchasing school supplies. A supply list will be furnished for special supplies needed for each class. Additional items may be requested throughout the school year.

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 healthcare 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.

Administration will respect the confidentiality of all individuals suspected of or diagnosed as having an infectious or 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.

TELEPHONE CALLS and ELECTRONIC DEVICES

Students should obtain permission from their teacher to use the school office phone if needed. Students should not expect to miss class to make a phone call. The office will make every effort to relay phone messages to students.

As a general rule, student cell phones are expected to be turned off and kept out of sight. Students may only use cell phones in accordance with each school division's policies. Inappropriate use of cell phones and other electronic devices will be addressed by each division's administration.

SCHOOL DISCIPLINE

Biblical principles clearly explain that children are to be under parental authority as shown by their obedient and respectful behavior. The school holds the same authority as parents ("in loco parentis": in place of the parent) while students are at school or participating in student activities. This cooperative effort places a premium on the "oneness" between the parent(s) and the school.

It is the hope of Calvary Christian School to see students mature in the areas of self-discipline and personal accountability. It is expected that students will respond positively to Biblical teaching regarding good behavior and any discipline they may be assigned. Each school division will implement conduct policies which are appropriate to the students' development and in a manner which guides students to becoming more Christ-like. Any act of misconduct which, in the opinion of the Headmaster, is found to be inexcusable, and/or harms the mission of Calvary Christian School, may result in a school disciplinary action.

School rules apply to students on campus during the school day and while attending off-campus field trips, school trips, extra-curricular events, or at other school-related locations. Although Calvary Christian School does not routinely monitor students' off-campus behavior, the school reserves the right to apply its values and Code of Conduct to student behavior that occurs off-campus and/or not during regular school hours.

EXPULSION

At the discretion of the Administration, a student who has demonstrated persistent discipline problems and has not adequately responded to school guidance or correction, may be expelled or asked to withdraw. A student who is dismissed from CCS will not be considered for re-enrollment for a period of one year from the date of departure. A former student who was expelled is restricted from the school property and school events. After one year, an expelled student may contact the administration to seek permission to attend school events. Exceptions or special privileges to attend certain functions (i.e., graduation ceremonies, driving a sibling to and from school) may be granted by administration and will be determined on a case by case basis.

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 will not be forwarded to another school until all financial obligations have been met. This 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 the 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.

WEAPONS POLICY

Calvary Christian School is required by law to implement a weapons policy. It is imperative that parents and students understand this 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 slingshot, 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 is 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.

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 conduct that encroaches on the security of any student. A student must not threaten, harass, or bully any student. This includes, but is 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. This training includes the following:

- Review of this policy at the beginning of the school year.
- Guidance to make reasonable efforts to keep all reports of bullying and the results of any investigation confidential.
- A reminder that any staff member should intervene when witnessing acts of bullying.

Administration and teachers will review policy with 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 the 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.
-

OBSCENITY POLICY

In keeping with the school's responsibility to provide a safe environment, students will refrain from the possession or use and distribution of obscene materials. Obscene materials include, but are not limited to: messages, photos and images that are suggestive, pornography, and anything deemed offensive by the administration. This policy applies to electronic materials and the transmission of such including sexting, social media apps, and other methods. Students engaged in such activities are subject to state laws and school discipline, up to and including expulsion. Muscogee County law enforcement may be informed in certain cases.

HANDBOOK

In order to protect the safety of students and provide needed clarification, Calvary Christian School retains the right to amend this handbook and its policies at any point during the school year.

HONOR CODE (This page to be printed, signed and returned to office).

Scripture teaches 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. Consequently, all students of Calvary Christian School are expected to live, 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 abide by the policies in the student handbook and, by any other directives, issued by CCS administration and staff.

The Honor Code of CCS:

Honor God and Godly Authority

My relationship to God requires reverence for God and respect to any authority God places over me (Exodus 20:7; Romans 13:1-7; 1 Peter 2:17). I will not use the name of the Lord in vain nor behave in a manner which dishonors God. I will support and abide by Calvary Christian School's policies.

Honor Yourself

I will honor the Lord 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 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 and Property 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. I will honor the intellectual property of others by following the school's plagiarism policies and by completing all academic work without the unauthorized help of others.

Personal Pledge

As a student at Calvary Christian School, I pledge to live with reverence for God and with respect for others and the property of others. I therefore commit to act with trustworthiness, academic integrity, and sportsmanship while I am a student at Calvary Christian School.

I 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

Date

APPENDIX A

HIGH SCHOOL POLICIES

ACADEMICS

Course Changes:

With parent approval, every student will have one week at the beginning of each semester to make necessary course changes. If a student wants to withdraw from an honors, dual enrollment, or AP course they may do so with parent approval within 2 weeks of the beginning of each semester.

Homework Policy:

Homework for upper school students represents an important part of the instructional program at CCS. Homework can assist students by reinforcing instruction of basic knowledge and critical and analytical thinking skills. It can also introduce students to new material or concepts in preparation for instructional time. Homework may also include preparation for assessments such as: a test or quiz or the completion of a paper or project.

All assignments are expected to be completed accurately, neatly and turned in on time. Depending on the course load and student focus, students will have an average of 1-2 hours of homework per night. Additional work can be expected in honors, dual enrollment, and AP courses or when studying for tests and quizzes in regular academic courses. Course work will be lighter over school holidays: (i.e., Thanksgiving, Christmas, and Spring breaks).

NOTE: Most courses will not have assigned homework on Wednesday in order to encourage participation in mid-week church activities. However, students are expected to be prepared to take previously scheduled tests and quizzes on Thursdays.

GPA Weighting

<u>Grade</u>	<u>Regular Courses</u>	<u>Honors</u>	<u>Dual Enrollment/AP</u>
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	3.0
D	1.0	1.5	2.0
F	0	0	0

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

Academic Load Requirements for Seniors

Each senior must be enrolled in five courses each semester including a minimum of four core academic courses.

GRADUATION REQUIREMENTS

	<u>College Prep Diploma</u>	<u>General Diploma</u>
English	4 credits	4 credits
Math	4 credits	3 credits
Science	4 credits	4 credits
Social Studies	3 credits	3 credits
Bible*	4 credits	4 credits
Foreign Language	2 credits	
Health/P.E.	1 credit	1 credit
Communications	0.5 credit	0.5 credit
Computer App.	0.5 credit	0.5 credit
Electives	3 credits	4 credits
	26 credits	24 credits

In order to be awarded a diploma, a student must have completed the required number of credits needed for graduation before the date of graduation. However, if a student lacks up to one credit, they may still participate in the graduation ceremony as long as there is an approved plan in place to earn the missing credit. A student will be awarded a diploma at the end of the senior year when all credit is earned. Students may not graduate early.

*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. However, the student is still required to complete the proper number of credits for graduation.

Diploma

To earn a cum laude diploma, a senior student must have completed all college prep graduation requirements including: eight credits from honors, AP, or dual enrollment courses in grades 9-12. Candidates for this honor must also have earned a cumulative weighted GPA of 3.75 or higher.

Class Ranking and Weighted Numeric Average

Because of small graduating classes, Calvary does not rank students. Therefore, class rank will not be noted on student transcripts sent to colleges or universities. Calvary uses a weighted numeric average for purposes of determining graduation honors and other internal reasons. In calculating the weighted numeric average, grades earned in honors classes will be increased by three points and grades earned in AP and Dual Enrollment courses will be increased by six points. This weighting will be used for calculation purposes only and will not alter the raw grades earned by the student. It will be verified by the teachers and administrators on report cards.

Valedictorian/Salutatorian Policy

Determination of valedictorian and salutatorian used by CCS requires criteria and processes as follows:

1. The candidate must have attended CCS for at least two full years in the 11th and 12th grades to be considered for designations. For example, a student who transfers into CCS after the fall semester of the junior year will not qualify.
2. The candidate must have completed the requirements for a cum laude college prep diploma.
3. The valedictorian and salutatorian will be determined by calculating the weighted cumulative numeric average. In the unlikely case of equal numeric averages, the determination will be made using the PSAT scores (junior year administration). In the event of equivalence between the students' weighted numerical average and PSAT scores, more than one valedictorian and/or salutatorian may be named.
4. The weighted cumulative numeric average shall be determined by calculating final semester grades in each core academic course taken from grades 9-12. This will also include the grades from the 3rd quarter of the senior year. Transfer grades not accepted for credit will be omitted from the computation.

Grades earned in certain non-academic electives (such as PE, Health, and Teacher's Aid) will be not be used in this calculation.

5. Classes repeated will not be used in these calculations.
6. The determination of valedictorian and salutatorian will be made following the completion of the 3rd quarter of the senior year. Once this determination is made, no further grades will be considered.

Semester Exam Policy

Cumulative semester exams help teachers assess student achievement and progress in academic skills, concept attainment, and familiarity with important course content. Exams also prepare students for success in college and career. Exams are administered at the end of each semester and represent 20% of the final semester grade in each course.

Because it is important that teachers assess student progress and for students to strive toward mastery of skills and content, all students in grades 9-12 will be required to complete fall semester exams in each core academic course. The following policy permits students to exempt exams at the end of the spring semester:

- Ninth and tenth grade students may exempt up to two spring semester exams by meeting all of the following criteria for each exempted course exam:
 - o Earn a grade of 93 or above in the 3rd and 4th quarter (by a designated date)
 - o Teacher approval
- Eleventh grade students may exempt up to three spring semester exams by meeting all of the following criteria for each exempted course exam:
 - o Earn a grade of 93 or above in the 3rd and 4th quarter (by a designated date) in non-AP courses
 - o Complete the College Board's AP exam in lieu of a CCS course exam
 - o Teacher approval
- Twelfth grade students may exempt any spring semester exam by meeting the following criteria for each exempted course exam:
 - o Earn a grade of 90 or above in the 3rd and 4th quarter (by a designated date) in core courses which are not AP or DE. Seniors must maintain a grade of 93 or above in DE courses to exempt the spring exam.
 - o Complete the College Board's AP exam in lieu of a CCS course exam

Extracurricular Academic Eligibility Policy

Calvary abides by GICAA eligibility requirements and has instituted policies which go beyond the GICAA guidelines. This policy applies to students who participate on an athletic team, academic team or in a fine arts group. This policy also applies to students who participate in ancillary roles (stage crew, team manager, etc.) and to students who hold a formal leadership positions. This policy may, in rare cases, be waived by the principal (in consultation with the Athletic Director or sponsor) if there are extenuating circumstances that warrant consideration.

Initial Eligibility

Fall Season

To be eligible to join or participate in a fall extracurricular activity, a student must have passed five classes the previous spring semester and have matriculated to the next grade level.

Winter Season

To be eligible to join or participate in a winter extracurricular activity, a student must have passed all classes in the first quarter and maintain a passing grade in each course during the second quarter.

Spring Semester

To be eligible to join or participate in a spring extracurricular activity, a student must have passed all classes in the fall semester and maintain a passing grade in each course during the spring semester.

Eligibility Check Process

The administration will monitor academic progress for all extracurricular participants by checking grades in the middle, and at the end, of each academic quarter. Students who earn passing grades at these grade checks may continue to fully participate in practices/rehearsals and performances or competitions. Participants who have not maintained a passing grade in each course will be placed on eligibility probation.

Probation

Students who have a failing grade (below 70) in any course at any grade check will be placed on probation for two weeks. Eligibility probation allows a student to participate in practices or rehearsals but may not participate in any competition or performance; nor shall that student be dismissed from school early or travel with the team to any competitions or activities. After two weeks, all grades for the student will be checked. If the student is passing all courses, eligibility will be restored and the student may fully participate in the activity. Grades will be checked in the same manner as all participants.

Ineligibility

If, at a two-week grade check, a student on probation continues to have a failing grade in any course, that student will become ineligible to practice/rehearse or compete/perform with the team/group until the next two-week grade check. If, at the next grade check, the ineligible student is passing all courses, they will be considered eligible to fully participate in all team or group activities and will have grades checked in the same manner as all other participants. If, at the grade check, the ineligible student continues to earn a failing grade in any course, that student will remain ineligible until the next grade check.

Dual Enrollment Programs

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. 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. Currently, CCS works in partnership with Truett McConnell University to offer these courses to Calvary students.

The Benefits of Dual Enrollment

- Courses taken with dual enrollment satisfy high school graduation requirements and are also approved college credits.
- 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.
- Dual enrollment courses are semester long courses.

Important Program Information

- Students are required to have their own technology (please see our BYOT policy).
- The upper school counseling office will assist with the admission requirements and the registration process.
- Students and parents are responsible for completing all required paper work 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 prerequisite course work (or parent waiver).
- Have taken the PSAT, SAT, or ACT.

- Be in agreement with the academic policies and procedures of the dual enrollment college.
- Understand and accept the rigorous expectations of a college course.

Advanced Placement

AP courses offer students the opportunity to study college level course material in preparation for the AP exam administered in May of each year. Depending on the individual policies of colleges and universities, students can earn college credit based on AP exam scores. Many colleges and universities consider AP coursework to indicate high academic challenge on a student's transcript; this can be an important factor in admissions and scholarship decisions. Additionally, students who complete an AP course also receive weighting for both Calvary and Hope Scholarship GPAs. Calvary offers several AP courses in an effort to provide a challenging curriculum to qualified and approved students. To be fully informed, parents and students should carefully review Calvary's AP policy below:

1. In order to earn the AP course designation on a transcript, students must complete AP course and take the AP exam in the spring.
2. Teachers may, based on inadequate student work ethic and achievement, place a student on AP probation during the year. If the student on probation does not meet the teacher's expectations for improvement and, therefore, does not take the AP exam, AP credit will not be awarded on the transcript. Instead, credit for a non-AP course will be given if the student passed the course.
3. Students who take the AP exam will be exempt from taking a spring final exam and will be finished with the class after the exam.
4. Students in an AP class who choose not to take the AP exam, will attend class for the whole semester and may be required to take a final spring exam for the course.
5. Students, or parents, will be required to pay an AP exam fee to help cover the costs of testing. This will be placed on the parent account.

Summer and Online Credit

With prior approval from the administration, CCS may accept credit earned during the summer or through an online course. This credit must be earned through a pre-approved accredited institution. Students should take no more than one online course per term. CCS will not approve or accept online or summer credit as a means to skip or bypass regularly scheduled courses or the progression of courses in the CCS curriculum. Parents should expect to pay for any of the costs associated with these courses (such as fees, tuition, books, etc.), supervise student progress, and provide to CCS all necessary documentation. Approval for online and summer credit will be likely approved in the following situations:

- a) Taking summer credit recovery for a failing grade.
- b) Taking a course for remediation to meet grade level requirements.
- c) Taking a course not offered by CCS (for elective credit).
- d) Taking a course that cannot be scheduled by CCS.

Transfer Credit from Accredited Schools

Core curricular credits are applied toward Calvary's graduation requirements where possible. Credits that are earned, but are not graduation requirements for Calvary, are generally counted toward elective credits. If a student transfers into CCS with letter grades, it will be the parent's or student's responsibility to have the school(s) from which they have transferred submit numerical grades for each course. If the school from which the student transferred does not 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).

Transfer Credit from Non-Accredited Schools and Homeschools

Credits will not be considered as transferable without documentation from the organization (grades and credits earned) as well as curriculum information as needed. The designated instructor in the respective subject 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.

Calvary requests a copy of the curriculum used for all homeschool courses. Credits from Bob Jones and/or ABEKA curriculum are normally accepted. Other curricula will be reviewed by the guidance counselor and/or a designated subject area teacher who will then make a recommendation to the principal in regard to level of study and comparison with Calvary's curricular standards. The principal will make the final decision as to the transfer of the particular credit.

Transcripts which only report letter grades will be treated in the same manner as noted above in **Transfer Credit from Accredited Schools**.

STANDARDIZED TESTING

PSÁT

The PSAT is administered to all 10th and 11th grade students each October. It is preparation for the SAT, a widely used college entrance exam. The PSAT is primarily designed for juniors and is the test which qualifies students for the National Merit Scholarship Program. Sophomores benefit from taking it as preparation for its administration during their junior year. The PSAT tests Critical Reading, Math, and Writing skills. The guidance counselor distributes these scores and discusses results with the students.

SAT and ACT

Calvary also encourages students to take these two prominent college entrance tests. College-bound students are encouraged to take each of these tests at least once. Once it is determined which test best suits a student additional testing dates should be scheduled. Calvary uses data from student scores to guide curricular and instructional decisions.

STUDENT ORGANIZATIONS

Qualifications for Class Officers

In order for a student to serve as a class officer, they must maintain at least 3.0 GPA (with no failing grades) along with a positive reputation and Christian testimony among students and teachers. They should be committed to the responsibility for all duties assigned to the position.

National Honor Society

The NHS is a prestigious national organization for which membership is considered a high honor. For membership eligibility, all candidates must display leadership skills, Christian character, and a desire to serve others. The academic criterion for membership is as follows: junior and senior students must maintain a GPA of at least 3.6, while sophomores may be inducted in the second semester with a 3.7 GPA. Candidates must also have been enrolled in CCS for one full semester. A student must be nominated by a teacher. Final appointment to the NHS is determined through a process which includes faculty and administrative approval.

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. Candidates from grades 10-12 must demonstrate the following attributes: a GPA of at least 3.75, stellar character through a strong disciplinary record, leadership, and service experience.

Other Student Clubs or Organizations

In addition to the foregoing, CCS may offer other opportunities for students to develop their interests. These

organizations may include Key Club, FBLA, Yearbook Staff, or other groups that are formed based on student interest and faculty leadership.

HIGH SCHOOL ATTENDANCE POLICIES

Tardiness

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.

School (or morning) Tardies: Tardies will be designated as either "Excused" or "Unexcused" by the school office when students check in at the school office.

1. Excused tardies include circumstances such as medical appointments (accompanied by a note from the doctor's office), severe weather (confirmed by school administration), and major traffic delays (confirmed by school administration). Excused tardies will not be considered a Code of Conduct violation.
2. Unexcused tardies include circumstances which parents or students should have reasonably anticipated - such as, but not limited to, sleeping in, running late, minor traffic delays, etc. Unexcused tardies will result in a one point Category A Code of Conduct violation.
3. Students checking in anytime during the day (after 8:00 am) must report to the office for an admit slip to enter class.

Classroom Tardies: Teachers will report excessive (according to classroom policy) unexcused tardies to the administration which will result in a 1 point Category A Code of Conduct violation.

Academic Penalty for Unexcused Absence

A student should expect the school to deduct one point from the course semester grade for each class period of unexcused absence. Normally for an unexcused absence, the student may make up missed class work (including homework, quizzes, tests, in-class essays, etc.); however, in the case of truancy or suspension, the school may deduct one point from the semester grade and additionally not accept make-up work.

Absence and Extracurricular Participation

A student must be in school by 10:00 a.m. on the day of a contest, performance, or practice/rehearsal in order to participate in any extracurricular activity during that day. An exception would be if the student has an approved medical appointment during the school day. If a student leaves school early due to illness, or misses a school day due to illness, they may not return the same day to participate in a practice, rehearsal, event or field trip. If a student is unable to participate in PE class due to a medical condition, they may not participate in athletic events or practice on the same day. Additionally, participants are expected to attend all scheduled classes on the day following a contest, performance, or practice/rehearsal.

Absence and Extracurricular Late Arrival

Students who participate in extracurricular activities are normally expected to attend all classes the day after a performance or out-of-town contest. If the team or group returns to campus after midnight, a student's parents may (in accordance with the attendance policy) use a Parent-Approved absence in order to excuse their student from the first period of the next school day. In making this decision parents understand that their student is responsible to complete all course work in according to course policies.

College Visit Absence

Juniors and seniors are each permitted two (2) days each school year to visit colleges. The College Day Form must be signed by teachers, parents, and student, then turned in to the guidance counselor prior to the visit in order for the absence to be counted as an excused school-sponsored absence.

Independent Study Periods

In order to develop independent time management, juniors and seniors not scheduled for a class may study in designated open areas on campus. This privilege, which may be removed or amended for a student, or group of students, is based on compliance with the following guidelines:

1. Students are to remain in designated areas for the whole period and may not go to other parts of campus including the locker halls or parking lot.
2. Students may use appropriate electronic devices (including earphones) primarily for educational purposes.
3. Students are expected to use these periods in a manner that does not disrupt the school environment.
4. Students are expected to maintain good academic and disciplinary records.

Senior Off Campus Policy

During lunch periods and when not scheduled for a class, a senior may leave campus with permission from parents. This privilege, which may be removed or amended for a student, or group of students, will be based on compliance with the guidelines set forth in the Off-Campus Permission Form. To enjoy this privilege, seniors and their parents must agree to the guidelines and must turn in the completed permission form to the upper school office.

BELL SCHEDULE

Daily		Chapel Schedule		Early Release	
7:55	Warning Bell	7:55	Warning Bell	7:55	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 DRIVING AND PARKING

Upper school students who desire to drive on campus must have a valid driver's license and park in clearly marked, green-lined 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. Any student driving on campus must have a CCS Student Parking Permit sticker clearly displayed in their back window. Decals are available in the Upper School office: \$15/vehicle per an annual parking permit. Sanctions for not having a permit include a \$15/incident fee. Not parking in a green-lined space will result in a \$10 incident fee and could result in temporary or permanent loss of driving privileges.

Students and parents do not have any expectation of privacy to vehicles parked on the premises of the school. Calvary Christian School 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 10 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, they are to exit the 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 parking permit. Students will not be permitted to return to their cars before 3:15 p.m., except seniors with permission to leave campus.

ACCEPTABLE USE and BRING YOUR OWN TECHNOLOGY POLICIES

Research has provided convincing data illustrating the benefits of the use of technology in classroom instruction. For that reason, Calvary Christian School has put into place different technology initiatives to explore its benefits for student learning. Calvary is committed to investing in more resources to reap even more benefits from our Bring Your Own Technology (BYOT) program. The following also serves as Calvary's Acceptable Use Policy with regard to all technology whether owned by a student or CCS:

- 1) Students are responsible for the security of any personal items. CCS is not liable for any damaged, lost, or stolen devices.
- 2) Students are responsible to safeguard their devices.
- 3) Students shall not use devices to engage in any form of cheating or plagiarism in any type of course work at school or at home.
- 4) Students shall not use devices in ways (e.g. to make phone calls, to text, to play games, etc.) which are deemed inappropriate by the classroom instructor.
- 5) Students shall promptly put away or turn off the device at the request of the teacher or person in charge.
- 6) Students shall not engage in activities that are unauthorized or that could harm the school's network and/or resources. These include, but are 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) Students and parents will cooperate with any designated CCS official in the examination or search of any personal device brought on campus.
- 8) Students shall refrain from using devices in ways which violate local, state, or federal laws. These include, but are not limited to: texting of inappropriate pictures, accessing or transmitting adult material, the unauthorized use of copyrighted material, or the online purchase of illegal items.
- 9) Students shall not use anonymous email addresses or sites to spam or spread spyware or viruses.
- 10) Students shall not change or alter, or attempt to change or alter, information or settings on the CCS network.
- 11) Students shall not use their device to attack, harass, or bully any other individual.
- 12) Students shall not access any social networking sites (including Facebook, Reddit, Twitter, Instagram, etc.) during the school day.
- 13) Students shall not use the school network to stream or download movies. These include, but not limited to, the use of Netflix, Amazon Prime Instant Video, Crackle, Hulu, etc.
- 14) Students shall properly maintain (e.g. keep battery charged) devices so as to not disrupt instruction.
- 15) Students shall adhere by any additional policy established by a classroom instructor, school administrator or technology specialist.
- 16) Students shall not share their individual passwords or use passwords assigned to other students or CCS employees.
- 17) Students shall use school email accounts in a manner consistent with school conduct policy and other acceptable use guidelines.
- 18) Students shall not use another person's email account for any reason.
- 19) Students shall use cell phones in a manner consistent with acceptable use policy and in accordance with the Student Cell Phone policy.

- 20) Students shall not use devices to take unauthorized pictures in private areas including, but not limited to: locker rooms, washrooms, bathrooms, dressing areas, classrooms, offices, or where strictly prohibited.

STUDENT CELL PHONE POLICY

This policy applies to all cell phone use by students during the instructional day and at certain school-sponsored functions. It is intended to promote an environment which supports student learning. All use of student cell phones is guided by the BYOD policy and other guideline given by administration or faculty.

- 1) During classes, meetings, and passing times student cell phones may not be used. Cell phones are to remain turned off (not simply silenced or muted) and stored out of sight.
- 2) During lunch period high school students may appropriately use cell phones in accordance with the BYOD policy and other guidelines given by administration or teachers. Students may not use earphones, earbuds, or any other similar devices during lunch. At the end of lunch period students are required to turn off cell phones and store them out of sight.
- 3) Juniors and seniors may appropriately use cell phones and earphones in designated areas on campus during independent study period(s).

Enforcement

- 1) When a student engages in an unauthorized use of a device or cell phone, the teacher or administrator will collect the device from the student and take it to the office.
- 2) In the case of a first offense, the student will be assigned one disciplinary point and may pick up the device from the office at the end of the school day.
- 3) In the case of a repeated offense, the student will be assigned additional disciplinary points. The student or parent may pick up the device at the end of the following school day after paying a \$25.00 fine.
- 4) At any point, the administration may require a parent to pick up the device.

CODE OF CONDUCT

Conduct Categories and Points System

Violations fall into three categories: A, B, and C with corresponding points attached to each category level. As points accumulate consequences increase in severity. At administrative discretion, points will reset back to zero every semester; students accumulating more than 15 points in a semester should expect to begin the next semester with 10 points.

Category A: Conduct which undermines an orderly and healthy learning environment (1 point).

Category B: Conduct which significantly undermines the learning environment and may indicate a character issue (5 points).

Category C: Conduct that threatens the learning environment and demonstrates a character issue (point totals and corresponding consequences will be considered and assigned by Administration on a case by case basis).

CODE OF CONDUCT POINT SYSTEM

Points	Consequence	Communication
1		
2		
3		
4		
5	2 Days of Lunch Duty	Student only
6		
7		
8		
9		
10	After School Detention	Initial parent contact
11		
12		
13		
14		
15	Saturday School and possible additional consequences	Additional parent contact
16		
17		
18		
19		
20	In-School Suspension and possible additional consequences	Parent contact and meeting
21		
22		
23		
24		
25	Out-of-School Suspension and possible additional consequences	Parent Meeting w/ Administration
26		
27		
28		
29		
30	Candidate for dismissal	Parent Meeting w/ Head of School

Category “A” (1 point per violation):

1. Unexcused tardiness.
2. Classroom disruption.
3. Not prepared for class.
4. Cell phone/technology.
5. Warning.
6. Appearance policy violation.
7. Littering.
8. Chewing gum.
9. Being in a restricted area without permission.
10. Inappropriate display of affection.
11. Hallway disruption.
12. Lunchroom disruption.
13. Chapel disruption.
14. Inappropriate language.
15. Parking violation.
16. General disobedience.

Category “B” (5 points per violation):

1. Significant or persistent Category A violations.
2. Significant disruption: class, chapel, lunchroom, etc.
3. Insubordination/disrespect shown towards faculty, staff, or other students.
4. Highly inappropriate language.
5. Driving/Traffic violation on school property.
6. Cell phone/technology violation.

Category “C” (Administration will determine amount of points applicable to Point System):

1. Significant or persistent Category B violations.
2. Honor Code violations including lying, stealing, cheating, plagiarism.
3. Skipping Class/Truancy.
4. Illegal drug use, distribution, consumption, or possession.
5. Alcohol/Tobacco/Vape use, distribution, consumption, or possession.
6. Present in situation above, but not participating in drug, alcohol, or tobacco use.
7. Sexual Immorality/Fornication/Promiscuity.
8. Violations of the Obscenity Policy.
9. Sexual Harassment (verbal or physical).
10. Pregnancy or responsibility for.
11. Abortion or responsibility for.
12. Violation of Weapons Policy.
13. Continued disrespect or profanity directed to any faculty, staff, or adult.
14. Vandalism.
15. Fighting.
16. Legal arrest, charge or conviction.

Lunch Duty: Student will be required to eat at a designated table during lunch. Towards the end of the lunch period the student will be assigned (by faculty/admin supervisor) lunchroom cleaning duties.

After-School Detention: Students will be notified in advance of the time and place to report for after-school detention. It will be held from 3:30 p.m. – 4:30 p.m. 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 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 Saturday School.

Saturday School: Students will be notified in advance of the time and place to report for Saturday School. Saturday School will go from 8:00 a.m. - 11:00 a.m. Students will be required to pay a \$10 fine. During this faculty-supervised time, students will be required to copy work assigned by the supervisor. If over 10 minutes late, the student will not be admitted and Saturday School is listed as a “No Show.” The “No Show” to Saturday School will result in the student being issued an additional 2nd Saturday School to serve. Further “No Show” will result in In-School Suspension.

In-School Suspension: All work will be assigned and must be completed independently by the student while separated from the normal class routine.

1. Students should expect to receive a 1 point deduction in each class on the semester grade for each day of suspension.
2. Daily work will be completed during ISS.
3. Tests given during the day of suspension will be completed under supervision during ISS.

Out of School Suspension: All daily work must be completed for each class period missed. Supportive parental discipline will be expected.

1. Students should expect to receive a 1 point deduction in each class on the semester grade for every day of suspension.
2. Daily work must be completed or made up.
3. Tests/major projects due on the day of suspension must be completed upon return to school.

Probation Policy – Probation gives a student the opportunity to correct a serious academic or disciplinary problem in order to remain enrolled or re-enroll at Calvary Christian School. When an administrator believes that a student requires probation, a conference will be scheduled by the administration to include the student and parents. Following the conference, specific reasons and terms of probation will be documented and sent to the parent and student.

Reasons for Probation may include:

- 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.
- Excessive accumulation of discipline points.

APPENDIX B

MIDDLE SCHOOL POLICIES

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 may 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 may 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.

Academic Penalty for Unexcused Absence

A student should expect the school to deduct one point from the course quarter grade for each class period of unexcused absence. Normally for an unexcused absence the student may make up missed class work (including homework, quizzes, tests, in-class essays, etc.); however, in the case of truancy or suspension, the school may deduct one point from the quarter grade and additionally not accept make-up work.

TARDIES

Tardiness disrupts the entire class, in addition to affecting the late student's school routine. 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 – Include circumstances such as medical appointments (accompanied by a note from the doctor’s office), severe weather (confirmed by school administration), and major traffic delays (confirmed by school administration).

BELL SCHEDULE

Daily		Chapel Schedule		Early Release	
7:55	Warning Bell	7:55	Warning Bell	7:55	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
12:00-12:30	Lunch	11:20-12:00	4 th Period	10:35-11:05	5 th Period
12:35-1:25	5 th Period	12:05-12:35	Lunch	11:10-11:40	6 th Period
1:30-2:20	6 th Period	12:40-1:25	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 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, stored in the main office, and will be picked up by a parent. A checkmark will be issued to the student. Subsequent violations will result in 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 three 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 one 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 3:30p.m. – 4:30p.m. on a designated afternoon in the

designated room. During this teacher-supervised time, students will be required to copy work assigned by the detention teacher. If over five 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 In School Suspension.

Excessive Administrative Detentions

Students who have accumulated more than three 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 – **zero on test and suspension/teacher recommendation.**
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/Withdrawal
8. Sexual Harassment (verbal or physical) – Suspension or Expulsion
9. Pregnancy or responsibility for – Expulsion/Withdrawal
10. Abortion or responsibility for – Expulsion/Withdrawal
11. Possession of Deadly Weapons (firearms, 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 emails 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 POLICIES

Elementary School Hours

Grades 1st-2nd 8:10 a.m. – 2:45 p.m.

Grades 3rd-5th 8:10 a.m.– 3:00 p.m.

Early Dismissal

Classes will dismiss at the following times:

Preschool 11:30 a.m.

Grades 1st-5th 12:00 noon

In-Service Early Release

Classes will dismiss at the following times:

Preschool 11:30 a.m.

Grades 1st-2nd 12:00 noon

Grades 3rd-5th 12:00 noon

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 or email from a parent should accompany him/her and be turned in to the homeroom teacher. This note/email 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**. Please see page 7 for additional information. 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. **If a signed parent note is not received, the absence is considered unexcused (AU).**

Anytime a student is absent for sickness, a parent may obtain homework/class work assignments for the child by notifying the school office by 10:00am, so that the teacher will have sufficient time to prepare the information. Such assignments should be picked up by appointment 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 will have as many day/days they were absent to make up any classwork or test. 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.

Early Check-Out Policy

When a student is checked out early it is disruptive to the entire class. It requires the teacher to stop teaching in order to help that student collect their assignments that they will be missing. The office will NOT interrupt class for a student to be picked-up early, because the parent does not want to wait in the pick-up line.

Students that are checked out early on a regular basis without an excuse (in writing) will NOT be able to make up any work missed during that time. Students are never to leave campus during the school day without being signed out in the school office by a parent or someone the parent has designated **in writing** as having permission to pick up their child. Parents are not to go to the classroom to get their child. The office will call out any students that are getting picked up early.

Tardy Policy

All elementary students are expected to be in their classroom, at their desk, and ready to begin the day at 8:15a.m. 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 to the above, your child will receive one unexcused absence after 10 tardies, whether the tardies are excused or unexcused. Students arriving after 8:15am are not allowed to have a parent accompany them to class. Parents will not be allowed through the doors after 8:15a.m.

Late Pickup and After School Supervision

Teachers remain with students and supervise pickup for 10 minutes after classes dismiss for the day. If a student is not picked up within that time period, he/she will be taken to extended care, and the parents will be charged accordingly.

Parents who pick up students and then remain on campus are responsible for the supervision of their children. Parents are expected to control their children and uphold the school rules.

Grading Scales

Key to academic grading marks:

<u>Academic</u>	<u>Grade Breakdown</u>
A 90-100	50%- Test
B 80-89	30%- Quiz
C 73-79	20%- Daily work/Homework
D 70-72	
F Below 70	

Academic Honor Roll/Principal's List

Students making all "A's & B's" will be placed on the Honor Roll for the quarter. Students making all "A's" will be placed on the Principal's List for the quarter. Students on the Honor Roll or Principal's List all year will receive a special certificate at the Awards Assembly on the last day of school.

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. Late homework will be graded according to the following: If homework is one day late a student can only receive 50% for that assignment; if it is two days late that student will receive a zero.

Test

Our curriculum moves at a very rapid pace. Therefore the students are assessed often (test). We strive to give advance notice to the students and parents about test days via the newsletter. Due to the "Unexpected", that may change. The test date assigned will NEVER be moved up, but may be extended to ensure students perform at their best. All tests will be announced in the weekly newsletter.

Quiz

Quizzes are not to be studied for. They 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

Some elementary classes use study guides for tests. This is not a requirement. Good study habits should be reinforced at an early age. Usually, the student is responsible for filling out the guide based on the classroom participation. In the event that no study guide is provided, read the chapter to be tested on carefully. Pay close attention to the bold or italicized words. Review all questions. Review homework assignments. Listening in class provides the best study guide.

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.

Newsletters

The weekly newsletter is designed to place on your refrigerator for easy 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 on the newsletter. They are administered at the discretion of the teacher.

Renweb/ParentsWeb

All parents will have access to parents web. Parents can use this to see their child's grades and assignments for the week. The school uses this program for all parent and family information. Any information that you want the school to use, emergency contacts, pick-up list, email addresses, etc. need to be kept up to date. **It is the responsibility of the parents to keep this information updated.**

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 right 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.

Retention Policy

Retaining a student is a very important educational decision and should be considered carefully. In addition to grades and attendance, the maturity level, general ability, and achievement scores of the student will be considered. While the authority to retain a student rests with the administration, parents will always be included in a discussion concerning retention. It is important that the parents understand the child's overall performance and readiness to move on to the next grade level. In considering retention, the decision is always made with the best interest of the child's academic progress and social and emotional adjustment in mind.

Severe Weather Closing

Unless previous notice is given, parents may depend on Calvary Christian School to be closed for the day on severe weather days when the Muscogee County schools announce that they are closed. **Please do not phone the school or school personnel; Calvary will follow Muscogee County's example as announced by the broadcast media.**

Extended 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. Parents will be charged for each day the student is in attendance.

Visitors on Campus

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. Parents are not allowed to walk their children to class after 8:15a.m. Parents will not be allowed to go to the classroom during academic time.

Medication and Illness

A School Nurse is available during school hours to administer medication and to treat minor injuries. If students require medication during the school day, **parents** must take it to the school nurse and complete a form with instructions for administering the medication along with a parent signature. Students are not to have medication in their possession at any time, including prescription or over the counter medications, vitamins, cough drops, Tylenol, etc. Students with a communicable disease, a fever, or stomach virus should not be sent to school. If the school nurse determines that a student is at school with a fever, the parents will be called to come to the school and check out the child. The child may not return to school until he/she is fever-free (without medication) for 24 hours. If the child has been sick during the night with a stomach virus, do not bring him/her to school the next morning. They need rest and should be symptom-free for 24 hours before returning to school.

Change of Address and Telephone

It is very important for the child's welfare that the school be notified immediately when there are any changes in the address, home or work phone number, or other home status for the child. **It is crucial that the office has up-to-date information should an emergency arise.**

Any other Family Information (pickup list, medical, etc.) that may need to be changed or updated can be done going through Parents Web on the Calvary website.

Lunch

The lunch program at Calvary Christian School will provide the opportunity for students to purchase a hot lunch daily. Parents are to deposit monies in a lunch account via the internet (Parents Web). Teachers will be responsible for an ACCURATE daily lunch count that will be turned in to the lunchroom by 8:30a.m. In the event of a mix-up of communication, under NO CIRCUMSTANCE will a child go without food. Students who arrive after 9:00a.m. will NOT have a choice for lunch. They will have to eat choice A if they choose to eat the school's hot lunch.

Communication

We make every effort to communicate with parents. Every effort is made to send the test schedule home with the students every Friday on the weekly newsletter. In addition, letters and other forms of communication will be sent to parents as needed via the students, email, or through the mail. It is essential that this information be read carefully to ensure effective communication. Parent-Teacher conferences will be scheduled as needed. It is very important that teachers and parents communicate face to face early in the year so they can come to a better understanding of the child's needs and work together. Please feel free to schedule any additional appointments with teachers after school hours. Teachers are never free to spend time with individual parents during the school day while the teacher is responsible for the care and supervision of the class.

Messages

Due to security concerns, messages from parents to students will not be delivered except via email or the teacher's mailbox in the office. We will not interrupt classroom time via the intercom for messages. The assistant will not be allowed to leave the office unattended.

Elementary Appearance Policy

Grades 1-5

Acceptable appearance will include:

- *Shirts- t-shirts, V-neck, scoop-neck, collared, or turtleneck. Girls may also wear sleeveless with shoulder straps at least three fingers (child's fingers) in width, sheer tops with sleeveless undershirt that is at least three fingers (child's fingers) in width
- *Pants- jeans or khakis
- *Shorts, Dresses, Skirts- can be no shorter than three 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 top that is not of the appropriate length.**)
- *Shoes- dress and casual shoes, athletic shoes, or sandals (shoes that have a strap on the back)
- *Outerwear- sweaters, blazers, vests, jackets, hoodies, or sweatshirts

Dress Down Day

Dress down days 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 three inches above the kneecap. Yoga pants, leggings, and pajamas are not allowed on Dress Down Days.

Dress Up Days

Dress Up Days 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 clothes, 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**

All elements of this appearance policy should be honored inside the building from 7:00a.m. to 6:00p.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 three fingers (child's fingers) in width
- *Shorts, dresses, or skirts that are more than three inches about 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 (sandals without a strap on back), or bedroom shoes
- *Athletic shorts or pants (with the exception of Dress Down Days which are NOT on Fridays), yoga pants, or leggings with a top less than three 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

- * A "School Wear" T-shirt will be provided in the school office at the cost of \$8 to be applied to the parent/guardian bill, if the top is not in dress code.
- * If pants, dress, or skirts are out of Appearance Policy, the student will be pulled from class until appropriate pants are obtained.

If the violation pertains to boys

- * If a boy is not clean shaven, a razor and shaving cream will be provided for the student to shave on campus.
- * A "School Wear" T-shirt will be provided in the school office, at the cost of \$8 to be applied to the parent/guardian bill, if the top is not in dress code.
- * If pants are out of appearance policy, the student will be pulled from class until appropriate pants are obtained.

1st time violations – receive warning

- * Email will be sent home to parents

2nd time violations for same offense

- * Student will call the parent to have the issue resolved. A parent will need to bring appropriate clothing.

Extreme violations or repeat offenders

- * 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.

LOCKERS

Lockers are provided for 4th and 5th grade students. 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 Weapons Policy

Calvary Christian School is required by Georgia State Law to implement a weapons policy. This does not infer that Calvary has a history of weapon problems. Students who possess a weapon on campus or at a school event, or who threaten to harm a person with a weapon shall be subject to strong disciplinary action up to and including expulsion. Weapons include any item that is capable of inflicting bodily harm. See the CCS High School Handbook for a complete discussion of the school's weapons policy.

Supplies

All students are responsible for purchasing their own supplies. A supply list will be furnished for special supplies needed for each class. Parents are welcome to use Edukit to purchase all school supplies. (<http://www.edukitinc.com/>) Additional items may be requested throughout the school year.

Telephone Calls

Students should not need to make calls during school hours. If the need does arise, explanation needs to 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.

Personal Electronic Device Policy

The school provides opportunities for students to use tablets, laptops, and desktop computers as needed through devices controlled and purchased by Calvary. Therefore, student owned personal electronic devices are not allowed on campus for students in Preschool - Elementary (K3-5th Grade). This includes but is not limited to tablets, iPads, laptops, netbooks, iPods, DS, smart watches, and cell phones, used for internet/app purposes. If students bring cell phones, smart watches, or electronic devices on campus per their parents, they should be turned off during school hours from the time they are dropped off until the time they are picked up from either the school or extended care. Any personal electronic device brought on campus will be held for safety and security in the departmental office until the student is picked up.

Consequences

First Violation- The principal will issue a warning to the student and the cell phone and/or electronic device will be returned to the student at the end of the school day.

Second Violation- Cell phone and/or electronic device will be confiscated and stored in the departmental 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 suspension.

Summer Reading Requirement

Our requirement is for students enrolled at Calvary Christian School to read AT LEAST 2 Accelerated Reader books during the summer. Students should take the AR comprehension exam in the library during the summer library hours (available on the website), or when school begins. They will have the first 3 days of school to fulfill these requirements. Any points accumulated for AR gained during the summer will be applied to the student's required AR reading requirement for the 1st 9 weeks. New students, first year at Calvary, which are enrolled by June 1st will also be required to fulfill the Summer Reading Assignment.

Grading

Participation Grade

(Reading Test)

Reading Participation test grade

- 2 books read (full requirement) = 100% for a Reading Participation test grade
- 1 book read = 50% for the test
- 0 books read = 0% as the test grade

Comprehension Grade (Additional Reading Test)

Students will earn a test grade for the 1st 9 weeks based on their comprehension performance on the Accelerated Reader test taken in the library.

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

The teacher will use appropriate 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/silent lunch.
- Documentation of misbehavior in Behavior Log.

- Private conference with the teacher/student.
- Telephone call/conference/written communication with the parents from the teacher
- Other as deemed appropriate.

If a student is suspended, 1 point will be deducted from their accumulated average for each day of suspension in all subjects prior to Report Card going home.

APPENDIX D

PRESCHOOL/EXTENDED CARE POLICIES

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)

We count it as an honor to work with you and your child. It is our desire to facilitate parental efforts in bringing up children in the nurture and admonition of the Lord.

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.

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 a.m., early morning care is available at 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

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. They have the option of purchasing a hot lunch provided through our lunch program or they may bring a lunch from home.

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

Early Education students enjoy a snack each morning. We have a variety of snacks that are rotated and served. If your child is enrolled for Extended Care, he/she will receive a similar snack after naptime. 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. Remember, learning should be *fun!!*

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
- Telephone 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

Your teacher is available for a conference before or after school. Please be mindful of the teacher's time. Her place of responsibility at 7:45 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 Ed 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, playtime, and various art activities. If your child is enrolled in Extended Care and is not in the routine of napping daily, he/she must rest quietly so as not to disturb the other children. 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 Ed 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 a.m. – 8:00 a.m.

Preschool After-school Care: 12:00 p.m. – 6:00 p.m.

1st – 2nd Grade After-school Care: 2:45 p.m. – 6:00 p.m.

3rd – 5th Grade After-school Care: 3:00 p.m. – 6:00 p.m.

Middle School After-school Care: 3:15 p.m. – 6:00 p.m.

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.

Fees:

Early Morning Care: \$4.50 per day (If using after-school on the same day, price is included in after-school fee)

Preschool After-school Care: \$11.00 per day

Elementary After-school Care: \$8.50 per day

Middle School After-school Care: \$4.50 per day

Payment:

You are only required to pay for the days your student is in Extended Care. We calculate the number of days your student stayed each month at the end of that month. We email statements to you at the beginning of the next month, through the FACTS accounting system, and payment is due by the 15th of that month. Automatic draft for Extended Care can be setup in your FACTS account.

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, you will be given a card with your student's name on it. 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 that 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.

NapTime:

Your preschool student will have a time for napping/resting each day. Naptime 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., after a time has passed, 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. We sell these mats, as well as all-in-one nappers during 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 one 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 to the Extended Care office. Please know that students are required to read or do a quiet activity during homework time while others are working on homework.