

# *2019 – 2020 Student Handbook*



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Motto: *Teaching the Whole Child the Whole Truth*  
Scripture: **Ephesians 6:10-20**  
Colors: **Green and Black**  
Mascot: **Knights**  
Website: [www.calvaryknights.com](http://www.calvaryknights.com)

## **CALVARY CHRISTIAN SCHOOL**

*A Ministry of Calvary Baptist Church*

7556 Old Moon Road • Columbus, Georgia 31909

**Information subject to change without notice.**

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

\*\*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.

# 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 in their culture and change it. (I Peter 4:11, Romans 12:1-2).

### STATEMENT OF FAITH

#### ABOUT GOD

God is the creator and ruler of the universe. He has eternally existed in three personalities, Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

#### ABOUT JESUS CHRIST

Jesus is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings, and Lord of Lords.

#### ABOUT THE HOLY SPIRIT

The Holy Spirit is co-equal with the Father and the Son. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every Christian a spiritual gift(s), and as Christians we seek to live under His control.

#### ABOUT THE BIBLE

The Bible is God's word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme truth without any mixture of error.

## **ABOUT HUMAN BEINGS**

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This separates people from God.

## **ABOUT SALVATION**

Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer to forgive us can anyone be saved.

## **ABOUT ETERNAL SECURITY**

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved you cannot "lose" your salvation. Salvation is both given and maintained by grace.

## **ABOUT ETERNITY**

People were created to exist forever. We will either exist eternally separated from God by sin, or with Him through His forgiveness and salvation. We will be either eternally in heaven or hell.

## **POLICY ON MARRIAGE, GENDER AND SEXUALITY**

The membership of Calvary Baptist Church and her ministries look only to Scripture as our authority on the issues of marriage, gender and sexuality. The term "marriage" has only one meaning: a covenant between one man and one woman, in a single exclusive union, by which their status changes from two individuals to one flesh as God joins them together (Genesis 2:15-25). This covenant creates a new family such that their lifelong primary human loyalty is now to one another before anyone else. It is an earthly covenant between one man and one woman that God created and sanctioned to represent the unbreakable heavenly covenant between Christ and His Church, therefore intended not to be broken by anything but death (Ephesians 5:21-33). From Genesis to Revelation, the authority of Scripture witnesses to the nature of biblical marriage as uniquely bound to the complementarity of man and woman (1 Corinthians 7:2-5). The Lord Jesus Himself said that marriage was created by God from the beginning, so no human institution has the authority to redefine marriage (Matthew 19:3-12).

Scripture teaches that personhood begins in the womb (Psalm 139:13-16). We also believe that He creates gender in the womb (Genesis 1:26-17). At the point of birth, God has wonderfully and immutably created each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person.

God created sex as a gift to be enjoyed within the covenant of marriage (Hebrews 13:4). We believe that God intends sexual expression to occur only between a man and a woman who are married to each other (Matthew 5:27-32). We believe that God has commanded that no intimate sexual activity be engaged in outside of this marriage covenant (Romans 1:21-28; 1 Timothy 1:10). We, the membership of Calvary Baptist Church, believe that the exercise of sexual expression outside the biblical definition of marriage in any manner is contradictory to God's design for sexuality and marriage (1 Corinthians 6:9-11).

The membership of Calvary Baptist Church covenant with one another to adhere to this policy. Likewise, it is the preference and intent that all Calvary Ministries implement this policy within each organization insofar as it is applicable within the confines of codes, laws and regulations of each corporation. The Pastor is the final

interpreter of this statement and implementation of it.

## **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?"

## **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.

## **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 every 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 (ACSI).

## **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](http://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 7th grade will be **required** to have Tdap (Tetanus, Diptheria, and Pertussis) and Meningococcal Conjugate (MCV4) **vaccines**.

### **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 (AdvancED), and the Association of Christian Schools International (ACSI) for grades (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

### **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 at the end of each semester.

### **Honor Roll/Principal's List**

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

### **Standardized 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 to privacy only designated school personnel, in the fulfillment of their respective duties, may have 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 who 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 an 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 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.)
- f) Approved college visits (up to 2 per year for a junior or senior student)

### **Unexcused Absences**

- a) Suspension (in-school or out-of-school); refer to Upper School or Lower School handbook for additional information
- 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 (arriving more than 20 minutes late to class)

### **Excessive Absences**

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

## 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 to 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 policy is designed to help any 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 policy is designed to help qualified students keep up with the content of the curriculum at home 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. Additional expenses will be the responsibility of the parent.

## 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. (Preschool)
Summer Office Hours:	9:00 a.m. – 3:00 p.m. M-TH; 9:00 a.m. – Noon on Fridays

## SEVERE WEATHER CLOSING

Any changes in schedule due to severe weather or unplanned disruptions 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 to 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](mailto: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. A parent may request a phone call for communication requiring dialogue.

**Website** – [www.CalvaryKnights.com](http://www.CalvaryKnights.com) has a vast array of pertinent and timely information that can be accessed 24 hours a day.

**FACTS** – This is student record management in real time. Students and parents alike are able to see classroom grades and attendance. Refer to US/LS handbooks for additional instructions.

**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 a parent during class time.

## **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**

Instruction and guidance regarding personal appearance is an important part of each student’s educational experience. Calvary guides students toward appropriate appearance based on the following values or considerations:

- 1) Biblical exhortations regarding modesty, moderation, and propriety.
- 2) a safe educational environment for students of various ages, which avoids the extremes of being either too casual or too formal.
- 3) an orderly educational environment, which encourages respect toward others, self, and the school’s values.
- 4) an educational environment free from distraction or disruption.
- 5) acknowledgment of trends in styles and the availability and affordability of apparel.

### **General Guidelines**

- 1) All elements of this policy are in effect during regular school hours. General appearance guidelines apply to students during after-school events at the discretion of the administration.
- 2) Student appearance should be neat, modest and avoid impropriety.
- 3) Student appearance and clothing should be appropriate for an educational environment and not cause distraction or disruption.
- 4) Clothing should appropriately fit and not be overly tight or baggy.
- 5) Clothing should be in good condition and not torn or ragged.
- 6) Clothing with graphics or artwork should communicate appropriate messages consistent with Calvary’s values.
- 7) Since fashion frequently changes, students are expected to seek approval prior to wearing an article of clothing which may not follow Calvary’s appearance policies. Without prior approval, questionable apparel will generally not be permitted.

- 8) Each division of the school will administer and enforce this policy according to its disciplinary procedures and in consideration of its students' developmental needs. Calvary administrators are responsible to make final decisions and provide further clarification or guidance as needed.
- 9) In some cases, a student may not be permitted to attend class if his clothing or appearance is immodest or significantly distracts or disrupts Calvary's educational environment. In these situations, it is the student's responsibility to change clothes before returning to class.

## **Apparel Guidelines**

### **Outerwear:**

Students may wear sweaters, sweatshirts (including hoodies), blazers, vests or light jackets over shirts which meet the dress code. Students may not wear over-sized coats (such as trench coats or ponchos).

### **Shirts:**

Boys may wear a crewneck, V-neck, turtleneck, or collared shirts. They may not wear shirts which do not appropriately cover the body such as sleeveless or tight shirts.

Girls may wear a crewneck, V-neck, turtleneck or collared shirts and blouses that appropriately cover the body. Girls may not wear sheer tops (unless worn over an undershirt with at least three-inch straps), tight shirts, halter tops, strapless tops, low-cut necklines, bare backs or midriffs, one shoulder and racer backs. Sleeveless shirts with straps at least three inches in width are permitted. Girls are expected to cover all undergarments.

### **Pants and Shorts:**

Students may wear appropriately fitted pants, denim jeans, or khaki-style shorts no shorter than three inches above the kneecap. Students may not wear athletic-style pants or shorts. Students are expected to cover undergarments.

Boys are encouraged to wear a belt.

Girls may not wear leggings or jeggings unless under a dress or skirt of the appropriate length.

### **Dresses and Skirts:**

Girls may wear appropriately fitted dresses or skirts no shorter than three inches above the kneecap. Dresses should have modest necklines and must have straps at least three inches in width.

### **Footwear:**

Students may wear dress, casual, athletic shoes or dress sandals with adjustable heel straps (for safety purposes). Students may not wear footwear such as slippers, flip-flops, or slide sandals (exceptions are Chacos and Birkenstock sandals). Students may not wear shoes with narrow heels or heels higher than two inches.

## **Hair**

Each student's hair should be clean and neatly groomed. Students may not wear extreme or distracting hairstyles or colors. (Students and parents are expected to seek administrative approval prior to making decisions with regard to extreme styles or color.)

Boys' hair must be kept off of the top of a collar (polo or dress shirt) and should not extend below the eyebrows.

Boys must be cleanly shaven at all times.

## **Other Policies:**

Students may not wear hats during school hours.

Students must keep tattoos covered.

Students may not wear distracting accessories. Boys may not wear visible piercing jewelry. Girls may wear earrings but no other visible piercing jewelry.

## **Theme Days**

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

## **Semi-formal and Formal Occasions**

Boys should wear an open collar with a sports 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 five inches above the kneecap and must not rise higher than mid-thigh when a student is seated.

## **CONSEQUENCES FOR APPEARANCE POLICY VIOLATIONS**

Each division will set up its own consequences.

### **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 the property of Calvary and are normally provided for students in 4<sup>th</sup> – 12<sup>th</sup> grades. If a student provides a personal lock they are required to provide the school office with the locker combinations or key. 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. 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 access or 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 the following search policies. 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. Any student's personal property on school premises may be searched without notice or consent from the student. 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. Each student is responsible to clean the assigned locker 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 **testing** or **testing for cause**. 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**

Students in 8<sup>th</sup> grade and below must be in aftercare or in a school sponsored activity under adult supervision. Each division will provide specific guidelines.

## **LUNCHES**

While every attempt will be made to maintain low prices, increasing costs may be required from year to year.

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

No students may check out for lunch except with their parents or family on special occasions. Students **may not** check out with other students for lunch. 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, cough drops or 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. Any prescription or over the counter medication that must be administered during school hours should be accompanied by a completed Medication Administration Form (available in the nurse’s office) from a parent or guardian. 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. The school nurse can administer acetaminophen (Tylenol), ibuprofen (Motrin), diphenhydramine (Benadryl), hydrocortisone cream, antibiotic ointment, or Bactine as

needed, provided a parents authorization in RenWeb.

## **COMMUNICABLE DISEASES**

The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases. A student with **any of the following symptoms** must not attend school or after school events until such time as the student is free from symptoms listed below:

- Temperature of 99.6 degrees or more. Student must be fever free for 24 hours, without fever reducing medication, i.e.: Tylenol, Motrin or Advil before re-admittance to school.
- Vomiting or diarrhea, must be symptom free for 24 hours, without medication before re-admittance to school.
- Undetermined rash over any part of the body accompanied by fever.
- Red, draining eyes, intense itching with signs and symptoms of secondary infection
- Open, draining lesions or wounds
- Lice or nits on the shaft of the hair
- Infections such as strep throat with antibiotics that must be taken for a minimum of 24 hours prior to re-admittance to school

Any child who is diagnosed, either by appropriate laboratory testing or through the diagnosis of any licensed health care provider, as having an infectious communicable disease, will be evaluated for suitability to remain in the classroom. This determination shall be based on whether or not the individual is otherwise qualified to remain in the classroom and whether or not he/she presents a health danger to himself/herself or an increased risk to others with whom there may be contact. A certificate by the attending physician attesting that the child does not currently have signs or symptoms of a communicable disease or the disease's non-communicability in a school setting may be deemed necessary for re-admittance into school. 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.

### **ACCEPTABLE USE and BRING YOUR OWN TECHNOLOGY POLICIES**

Research has provided convincing data illustrating the benefits of the use of technology in classroom instruction. 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 or devices. CCS is not liable for any damaged, lost, or stolen devices.
- 2) Students shall not use devices to engage in any form of cheating or plagiarism in any type of coursework at school or at home.

- 3) 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.
- 4) Students shall promptly put away or turn off the device at the request of the instructor.
- 5) Students shall not engage in unauthorized activities which 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 the platform in any way, bypassing network security protocols, logging onto unauthorized networks, etc.
- 6) Students and parents will cooperate with any designated CCS official in the examination or search of any personal device brought on campus.
- 7) 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.
- 8) Students shall not use anonymous email addresses or sites to spam or spread spyware or viruses.
- 9) Students shall not change or alter, or attempt to change or alter, information or settings on the CCS network.
- 10) Students shall not use their device to attack, harass, or bully any other individual.
- 11) Students shall not access any social networking sites during the school day.
- 12) 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.
- 13) Students shall properly maintain devices so as to not disrupt instruction.
- 14) Students shall adhere by any additional policy established by a classroom instructor, school administrator or technology specialist.
- 15) Students shall not share their individual passwords or use passwords assigned to other students or CCS employees.
- 16) Students shall use school email accounts in a manner consistent with school conduct policy and other acceptable use guidelines.
- 17) Students shall not use another person's email account for any reason.
- 18) Students shall use cell phones in a manner consistent with acceptable use policy.
- 19) 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 BYOT policy and other guidelines given by administration or faculty. 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. Each division will set procedures for use and enforcement.

### **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 or significant 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.

## SCHOOL RECORDS

The Calvary Christian School transcript includes all courses taken at Calvary in grades 9-12 (along with any approved transfer credits) as well as school activities and awards. If a student fails a grade level and remains at Calvary, new grades may replace original grades on a course-by-course basis. The same course will not be counted more than once for graduation requirements, even if it is passed more than once.

Transcripts (and yearly report cards) will be released or requests to withdraw will be processed with appropriate authorization, provided that current obligations (financial and otherwise) to Calvary have been satisfied.

Written requests for recommendations and transcripts may be made to the High School Guidance Counselors office for college applications and scholarships. All other non-college record requests must be made in writing to the Admissions Office.

## DISCIPLINE RECORDS

Student disciplinary records will be released to outside parties according to any of the following criteria:

- When there is a legal obligation (for example, Georgia law requires schools to report any suspension or expulsion to the next Georgia public or secondary school that the student attends)
- With permission, or upon request, from the parent, guardian, or adult former student
- When a college or university requests or requires disciplinary information as part of the application or enrollment process (consult the Counselor for further information on this policy)
- When the school administration deems the release of information appropriate
- When requested by a school to which a CCS student has applied.

## 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 “nunchuck 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 online. Students should refrain from the following: hitting or pushing, verbal attacks, such as mocking, name calling, or coercion. **Bullying entails a pattern of targeting a student or group of students.**

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, administrator, or any office personnel.

## **Policy on Physical Privacy Regarding Gender**

### **I. Purpose**

In light of Calvary's statement of faith, included in the Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the Calvary community of their duties with regard to use of restrooms, locker rooms, showers, and any other Calvary facilities where individuals may be undressed in the presence of others.

### **II. Definitions**

*Sex (Gender)* means the biological condition of being male or female as determined at birth.

*Member of the Calvary community* means any Calvary employee, volunteer, student, parent, or visitor.

### **III. Sincerely Held Religious Belief on Sexuality**

Calvary's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's sex is a rejection of the image of God within that person, and rejection of His design for you.

### **IV. Policy**

Notwithstanding any other policy, Calvary restrooms, dressing rooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other Calvary facilities or settings where members of the Calvary community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), Calvary shall provide separate, private areas designated for use by members of the Calvary community based on their sex.

Calvary recognizes there may be instances where members of the Calvary community experience disparity or confusion between their sex and their feelings about their sex. This disparity can motivate them to behave in

ways contrary to God’s Word and His plan for their lives. Calvary encourages members of the Calvary community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God’s Word and Calvary’s statement of faith.

Calvary will at all times interact with members of the Calvary community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15).

A member of the Calvary community who openly and unrepentantly behaves in a manner which rejects their sex, or behaves in such a manner, either in or out of school, is rejecting the image of God within that person. This behavior dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person’s failure to adhere to his/her commitment to abide by the behavioral standards established by Calvary which is cause for terminating his/her privilege of membership in the Calvary community.

To preserve the function and integrity of Calvary and to provide a biblical role model to members of the Calvary community and the community-at-large, it is imperative that all members of the Calvary community agree to and abide by this policy.

#### **V. Posting**

Copies of this policy shall be provided to all Calvary employees, volunteers, students, and parents.

### **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**

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."*

# APPENDIX A

## HIGH SCHOOL POLICIES

### ACADEMIC POLICIES

#### GRADUATION REQUIREMENTS

<u>Courses of Study</u>	<u>College Prep Diploma</u>	<u>General Diploma</u>
English	4 credits	4 credits
Math	4 credits <sup>1</sup>	4 credits
Science	4 credits <sup>2</sup>	4 credits
Social Studies	3 credits <sup>3</sup>	3 credits
Bible	4 credits <sup>4</sup>	4 credits <sup>4</sup>
Foreign Language	2 credits <sup>5</sup>	
Fine Arts	1 credit	1 credit
P.E./Health	0.5 credit	0.5 credit
Communications	0.5 credit	0.5 credit
Electives	3 credits	3 credits
	<b>26 credits</b>	<b>24 credits</b>

<sup>1</sup> Must include one advanced algebra course (above Algebra 2).

<sup>2</sup> Must include biology, chemistry, and physics (or physical science)

<sup>3</sup> Must include U.S. History and World History

<sup>4</sup> 10<sup>th</sup> or 11<sup>th</sup>-grade transfer students must earn three credits of Bible. Senior transfer students must earn two Bible credits.

<sup>5</sup> Credits must be earned in the same language.

#### Graduation Policy

A student will be awarded a diploma at the end of the senior year after all credit is earned. Seniors who lack up to one credit may participate in the graduation ceremony provided there is an approved plan in place to earn the missing credit. If a senior lacks more than one credit for graduation, the administration will develop a plan for credit recovery and determine participation in the graduation ceremony on a case-by-case basis. Seniors may not graduate early.

#### Report Cards

Report cards will be issued at the end of each semester. Final report cards will be emailed to parents in spring after school has concluded.

#### Course Changes

With parent approval, each student will have a limited time (normally the first week of classes) at the beginning of each semester to make necessary course changes. Course changes must be approved by the administration.

#### Homework Policy

Homework represents an important part of the instructional program at CCS and can assist students by reinforcing instruction of basic knowledge and critical/analytical thinking skills. It may also introduce students to new material or concepts in preparation for instructional time. Homework includes preparation for tests, quizzes, research papers, or projects.

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 should be expected in honors, Dual Enrollment, and AP courses or when studying for tests and quizzes for any academic course.

Homework will not be assigned on Wednesdays (which is due on Thursday) to encourage students to attend church services or activities on Wednesday evenings. Teachers will notify students by Monday regarding any quizzes or tests to be administered on Thursday; this will allow students ample time to prepare ahead of time.

### **Promotion Requirements**

To be promoted to:

- 10<sup>th</sup> – Students must have earned 6 approved credits through 9<sup>th</sup> grade
- 11<sup>th</sup> – Students must have earned 12 approved credits through 10<sup>th</sup> grade
- 12<sup>th</sup> – Students must have earned 20 approved credits through the 11<sup>th</sup> grade

### **Academic Load Requirements**

Full-time students must be enrolled in a minimum of five courses each semester including four core academic courses (Bible, English, math, science, social studies, foreign language). Regardless of how many credits have been earned, full-time students are expected to enroll in English and math each semester.

### **Weighted Numeric Average (GPA)**

Calvary calculates and reports a weighted cumulative numeric average (a GPA on a 100 point scale) on transcripts and uses this calculation to evaluate participation for NHS and other programs or privileges. In calculating this weighted numeric average, grades earned in honors classes will be weighted five points and grades earned in AP and Dual Enrollment courses will be weighted ten points. This weighting is used for calculation purposes only and will not alter the raw grades reported on transcripts or report cards. Only grades earned while enrolled at CCS will be used; grades earned while enrolled in another school (transfer grades) will not be included. However, transfer grades will be reported on the student's Calvary transcript. This numeric average will be calculated to the hundredths place value.

In unique situations (such as scholarships or college honors programs) students may be required to report a GPA using a 4.00 point scale. For these circumstances, the guidance counselor will provide help and information using Calvary's GPA conversion chart.

### **Class Ranking**

Due to its challenging curriculum and small graduating classes, Calvary does not report class rank on student transcripts or to colleges or universities. If class rank is a requirement (for a scholarship or otherwise) the student should contact the high school counselor who will provide guidance and help.

### **Cum Laude Diploma**

To earn a cum laude diploma, a senior student must have completed all college prep diploma requirements including eight credits from honors, AP, or dual enrollment courses completed in grades 9-12. Candidates for this honor must also have earned an unrounded weighted cumulative numeric average of 90 or higher.

### **Graduation Honors**

Calvary uses the criteria and process listed below to determine valedictorian and salutatorian:

1. Candidates must have attended CCS for at least five full semesters including the 11<sup>th</sup> and 12<sup>th</sup> grades.
2. Candidates must have completed all requirements for a Cum Laude diploma.
3. These honors will be determined by calculating a weighted cumulative numeric average using only core academic grades earned while enrolled at Calvary (Bible, English, foreign language, math, science, and social studies), excluding electives. This calculation will include senior spring semester grades earned through a designated check point in April.
4. This average will be calculated to the rounded hundredths place value.
5. In the case of equal averages, more than one valedictorian and/or salutatorian may be named.
6. The determination of valedictorian and salutatorian will be made by mid-April.  
Once this determination is made, no further grades will be considered.

### **Semester Exams**

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 account for 20% of the semester grade in each course.

Fall Semester: Students in grades 9-12 will be required to complete fall semester exams in each core academic course.

Spring Semester: High school students may exempt spring semester exams according to the following criteria:

- Each 9<sup>th</sup> and 10<sup>th</sup>-grade student may exempt up to two spring semester exams (excluding AP and DE courses) by meeting all of the following criteria for each exempted course exam:
  - Earn a grade of 93 or above in spring semester course work by a designated grade check
  - Complete the College Board's AP exam in lieu of a CCS course exam
  - Teacher approval
- Each 11<sup>th</sup>-grade student may exempt up to three spring semester exams (excluding AP and DE courses) by meeting all of the following criteria for each exempted course exam:
  - Earn a grade of 93 or above in spring semester course work by a designated grade check
  - Complete the College Board's AP exam in lieu of a CCS course exam
  - Teacher approval
- Each 12<sup>th</sup>-grade student may exempt spring semester exams (excluding AP and DE courses) by meeting the following criteria for each exempted course exam:
  - Earn a grade of 90 or above in spring semester course work by a designated grade check
  - Complete the College Board's AP exam in lieu of a CCS semester exam
  - Teacher approval

## **EXTRACURRICULAR ACADEMIC ELIGIBILITY**

Calvary meets and exceeds GAPPS eligibility guidelines. This policy applies to students who participate in an extracurricular athletic, academic, or fine arts programs or teams. It also applies to students who serve in ancillary roles (stage crew, team manager, etc.) and to those who hold formal leadership positions. This policy may, for valid extenuating circumstances, be modified by the Upper School principal in consultation with the Athletic Director.

### **Initial Eligibility**

#### Fall Season

To join or fully participate in a fall extracurricular activity, a student must have passed all classes from the previous spring semester and have matriculated to the next grade level. Students who have not met these requirements will be placed on eligibility probation.

#### Winter Season

To join or fully participate in a winter extracurricular activity, a student must have passed all classes from the previous spring semester and have earned passing grades in each course on the official beginning date of the activity or sport. Students who have not met these requirements will be placed on eligibility probation.

#### Spring Season

To join or fully participate in a spring extracurricular activity, a student must have passed all classes from the previous fall semester and have earned passing grades in each course on the official beginning date of the activity or sport. Students who have not met these requirements will be placed on eligibility probation.

### **Eligibility Grade Check**

The administration monitors the academic progress of all extracurricular participants through Eligibility Grade Checks at the end of each semester and on designated dates throughout each semester. Students who earn passing grades at each Eligibility Grade Check may fully participate in the program or team activities. Participants who do not pass each course at the check points will be placed on eligibility probation.

## **Probation**

Probation allows a student to participate in practices or rehearsals but 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. Probation lasts for approximately two weeks for a period of time set by the school administration. At the end of this period, a Probation Grade Check will be completed. If the student is passing all courses, eligibility will be restored and the student may fully participate in the activity; this student's grades will be monitored in the same manner as other participants. If a student continues to have a failing grade in any course, the student will be ineligible.

## **Ineligibility**

Students who are ineligible may not suit-up, travel, practice/rehearse or compete/perform with the team/group during the designated period set by the administration (approximately two weeks). At the end of the ineligibility period, a Probation Grade Check will be completed. If the ineligible student is passing all courses, he will be considered eligible to fully participate in all activities and will have grades checked in the same manner as all other participants. If an ineligible student continues to have a failing grade in any course he will remain ineligible until the next Probation Grade Check. Note: If a student, who was once on probation or ineligible at any time in the school year, is failing a course at any check point, he will become ineligible until the next designated check.

## **DUAL ENROLLMENT AND AP PROGRAMS**

### **On-Campus Dual Enrollment (DE) Program**

CCS works in partnership with Truett McConnell University. The program is designed to improve the college readiness for Calvary students. Through the DE Program, qualified Calvary Christian School students have the opportunity to earn both high school and college credit. While this is a great opportunity, it does require dedication, independence and hard work on the part of the students. Students may dual enroll in a variety of on-campus courses including math and English. They may also enroll in certain online DE courses.

#### **The Benefits of Dual Enrollment**

- DE courses satisfy high school graduation requirements and also earn approved college credit.
- Courses are fully accredited and accepted as transferable to colleges and universities as college credits.
- Qualified faculty teach on-campus DE courses. In addition, online DE courses are offered through Truett McConnell.

#### **Important Information**

- Students are required to have their own technology.
- Students and parents are responsible for completing all required admission and registration requirements in a timely manner in order to meet all deadlines. The high school counseling office will assist in this process.
- All DE course selections must be approved by the high school counselor and principal.

#### **Dual Enrollment Student Requirements**

- Enrollment as a CCS 11th or 12th-grade student (or exceptionally qualified 10<sup>th</sup> graders)
- Parental permission and support to dual enroll
- A minimum weighted numeric average of 80 (or parent waiver)
- A grade of 85 or better in any prerequisite course work (or parent waiver)
- Completion of the PSAT, SAT, or ACT
- Agreement with the academic policies and procedures of the college
- Agreement to accept the rigorous expectations of a college course

### **Off-Campus Dual Enrollment (DE) Program for Qualified Seniors**

During spring semester qualified seniors may enroll in DE courses on the campus of Columbus State University (CSU). Information about this pilot program is available from the High School Guidance Counselor.

## **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 Calvary's numeric average and the Hope Scholarship GPA. 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 the following AP policy:

- In order to earn the AP course designation on a transcript, students must complete an AP course and take the AP exam in the spring.
- Based on inadequate student work ethic and achievement, teachers may 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.
- 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.
- Students who do not take the AP exam will attend the class for the whole semester and may be required to take a final spring exam for the course.
- Parents will be required to pay an AP exam fee which will be posted on the parent FACTS account.

## **TRANSFER AND ALTERNATE CREDIT**

### **Credit Recovery and Online Credit**

With prior approval from the administration, CCS will accept credit earned upon the completion of an approved online course taken through Calvary's credit recovery program (CCS affiliates with Liberty Online Academy.). CCS will not approve or accept this credit as a means to bypass regularly scheduled courses or the progression of courses in the CCS curriculum. Parents will be responsible to pay for the costs associated with these courses (such as fees, tuition, books, etc.), supervise student progress, and provide to CCS all necessary documentation. Approval for credit recovery or online courses will be likely approved in the following situations:

- Taking summer credit recovery for a failing grade.
- Taking a course for remediation to meet grade-level requirements.
- Taking a course not offered by CCS (for elective credit).
- 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 Calvary's grading scale (an "A" will be reported as 90, "B" - 80, "C" - 73, "D" - 70).

### **Transfer Credit from Non-Accredited Schools (including home schools)**

Credits will not be considered as transferable without proper documentation (official transcript) from the institution (indicating both grades and credits earned) as well as curriculum information as requested. The administration will consult with the appropriate department chair to determine the quality and level of the material and how it compares to Calvary's curriculum. The administration will then make a final decision as to the transfer of that particular credit. Calvary may request a copy of the curriculum used for all homeschool credit. Credits from Bob Jones and/or ABEKA curriculum are normally accepted.

Other curricula will be reviewed by the administration and/or a designated subject area teacher who will then make a recommendation to the principal in regard to the level of study and comparison with Calvary's curricular standards. The principal will make the final decision as to the transfer of credit.

## **STANDARDIZED TESTING**

### **ASPIRE**

Ninth graders will complete a set of Aspire tests in the spring of each year. This test is developed by the ACT program and prepared high school students for college placement tests.

### **PSAT**

The PSAT is administered to all 10<sup>th</sup> and 11<sup>th</sup>-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 junior year. The PSAT tests Critical Reading, Math, and Writing skills.

### **SAT and ACT**

Calvary 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 by the student or parents. Calvary uses data from student scores to guide curricular and instructional decisions.

## **STUDENT ORGANIZATIONS**

### **Qualifications for Knight's Council**

In order for students to serve as a student leader, they must maintain a numeric average of at least 83 (with no failing grades) and have developed 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 demonstrate leadership, Christian character, and a desire to serve others. The academic criterion for membership is as follows: 11<sup>th</sup> and 12<sup>th</sup> graders must maintain a weighted numeric average of at least 90, 10<sup>th</sup> graders may be inducted in the spring semester with a weighted numeric average of at least 93. Candidates must have been enrolled in CCS high school for one full semester. Final induction into the NHS is determined through a process which includes faculty and administrative approval.

### **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, Yearbook Staff, or other groups formed based on student interest and faculty leadership.

# ATTENDANCE POLICIES

## HIGH SCHOOL BELL SCHEDULE

Daily (MTWF)		Chapel Schedule (Th)		Early Release	
7:55	Reminder Bell	7:55	Reminder Bell	7:55	Reminder Bell
8:00-9:00	1 <sup>st</sup> Period	8:00-8:45	1 <sup>st</sup> Period	8:00-8:35	1 <sup>st</sup> Period
9:05-9:55	2 <sup>nd</sup> Period	8:50-9:30	2 <sup>nd</sup> Period	8:40-9:10	2 <sup>nd</sup> Period
9:55-10:07	Break	9:35-10:20	Chapel	9:15-9:45	3 <sup>rd</sup> Period
10:10-11:00	3 <sup>rd</sup> Period	10:20-10:33	Break	9:45-10:00	Break
11:05-11:55	4 <sup>th</sup> Period	10:35-11:15	3 <sup>rd</sup> Period	10:00-10:30	4 <sup>th</sup> Period
12:00-12:50	5 <sup>th</sup> Period	11:20-12:00	4 <sup>th</sup> Period	10:35-11:05	5 <sup>th</sup> Period
12:50-1:25	Lunch	12:05-12:50	7 <sup>th</sup> Period*	11:10-11:40	6 <sup>th</sup> Period
1:30-2:20	6 <sup>th</sup> Period	12:50-1:25	Lunch	11:45-12:15	7 <sup>th</sup> Period
2:25-3:15	7 <sup>th</sup> Period	1:30-2:20	6 <sup>th</sup> Period		
		2:25-3:15	5 <sup>th</sup> Period*		

\*switch day

## TARDINESS

Tardiness adversely affects a student's educational experience and disrupts the learning environment for other students. Therefore students and parents are urged to make prompt arrival to school and class a top priority.

### School Tardies (morning)

Since students should arrive at school by 8:00 a.m., students and parents are expected to plan ahead to account for travel distance, delays, weather, etc. Students arriving at school after 8:00 a.m. must report to the high school office for an admit slip to enter class.

Each student's school tardy will be marked as excused for the first five tardies during a semester. Thereafter, each tardy will be marked as unexcused (regardless of reason or circumstance). Students will be assigned detention for the first unexcused tardy; on the third and fifth unexcused tardies, the student will be assigned Saturday School. Excessive unexcused school tardiness (beyond the fifth unexcused tardy) will result in further disciplinary action at the discretion of the administration.

### Class Tardies

Teachers will report to the administration excessive unexcused classroom tardiness (according to class policy) which will result in detention. Additional excessive classroom tardiness will result in further disciplinary action at the discretion of the administration.

## ABSENCE

### Parent-Approved Absence Clarification

For high school students, Parent-Approved absences (see Attendance Policy in the previous section) apply to occasions when parents permit students to not attend class for various reasons. Unless prior approval is given, Parent-Approved absences will be unexcused when a student is on campus but does not attend class.

### Academic Expectations for Absences

Students are responsible to gather 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 she is expected to be prepared to complete quizzes or tests upon return to school. 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.

### **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 cases of truancy or suspension, the administration may apply additional academic penalties.

### **Extracurricular Participation and Absence**

Students are expected to fully attend all classes in order to participate (compete, perform, practice, rehearse) in any extracurricular activity during that day. Noteworthy exceptions to this policy are school-sponsored or medical appointment absences.

If students miss class due to illness (for example early departure) they may not return the same day to participate in an extracurricular activity or field trip. If students are unable to participate in PE due to a medical condition, they may not participate with an athletic team (competition, practice) on the same day.

Students who participate in extracurricular activities are expected to attend all classes during the day following a late performance or out-of-town contest. If the team or group returns to campus after midnight, a student's parent may use a Parent-Approved absence to excuse the student from the first period class of the next school day. This first-period absence will not prevent the student from participating in the activity later in the day.

The administration may permit exceptions to these policies based on valid extenuating circumstances.

### **College Visits**

Juniors and seniors are each permitted two (2) days each school year to visit colleges. In order to count as school-sponsored (excused), the College Day Form must be completed and turned in to the guidance counselor prior to the visit.

## **OFF-CAMPUS and OPEN STUDY HALL**

### **Open Study Periods**

In order to develop independent time management, juniors and seniors not scheduled for a class are expected to study in designated 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 only.
2. Students may use appropriate electronic devices (including earphones) primarily for educational purposes.
3. Students may not disrupt the school environment.
4. Students are expected to maintain good academic and disciplinary records.

### **Senior Off-Campus Policy**

When not scheduled for a class, a senior may leave campus with permission from parents. This privilege may be amended or revoked 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 turn in the completed permission form.

### **Off-Campus Lunch Policy**

Only seniors with off-campus permission may leave campus for lunch without supervision. Students in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades may leave campus during lunch only when accompanied by their parent(s); in this situation, the student's parent should personally come to the office to check the student out of school and back into school.

# STUDENT DRIVING AND PARKING

High school students who drive on campus must have a valid driver's license and park in designated green-lined parking spaces. Each student driver and parent(s) must sign the appropriate registration forms and obtain a valid CCS Student Parking Permit sticker from the office. This sticker must be placed in the back window of the vehicle. The fine for not having a permit is \$20/incident. The fine for parking in a space which is not green-lined space will be \$15/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. CCS reserves the right, at any time, to inspect or search 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 weapon sniffing K9 dogs.

Students must adhere to a 10 mph speed limit while on campus and may not use vehicles to disturb campus (loud music, horns). Students who drive too fast or in an unsafe manner may lose driving and parking privileges. The school administration may also revoke driving privileges for other violations of student conduct standards. Remaining in a parked car or loitering in the parking lot will not be permitted. Students will only be permitted to return to their cars after school hours, except seniors who have permission to leave campus.

## HIGH SCHOOL CODE OF CONDUCT

### CONDUCT CATEGORIES AND POINT 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 or more points).

1. Excessive tardiness (may be addressed in a manner other than points)
2. Classroom disruption
3. Not prepared for class
4. Cell phone/technology
5. \*Appearance policy violation
6. Littering or chewing gum
7. Being in a restricted area without permission
8. Inappropriate display of affection
9. Hallway, lunchroom, or chapel disruption
10. Inappropriate language
11. Parking violation
12. General disobedience

\*In addition to earning disciplinary points, a student may be required to leave class (or campus) or change clothes if apparel is significantly distracting or inappropriate.

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

1. Significant or persistent Category A violation(s)
2. Significant disruption
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 (includes any improper use of any social network)

**Category C:** Conduct which threatens a safe learning environment and demonstrates a significant lack of character (points and consequences will be assigned on a case-by-case basis).

1. Significant or persistent Category B violation(s)
2. \*Honor Code violations including lying, stealing, cheating, plagiarism
3. Skipping Class/Truancy
4. Illegal drugs: participation in distribution, consumption, or possession
5. Alcohol/Tobacco/Vape: participation in distribution, consumption, or possession
6. Sexual Immorality/Fornication/Promiscuity
7. Violations of the Obscenity Policy
8. Sexual Harassment (verbal or physical) or violations of the bullying policy
9. Pregnancy or Abortion (or responsibility for)
10. Violation of Weapons Policy
11. Vandalism
12. Fighting
13. Legal arrest, charge or conviction

\*Honor Code violations will be assigned disciplinary points in addition to Saturday School.

Points	Consequence	Communication
5	After-School Detention	Student and Parent Contact
10	Saturday School and possible additional consequences	Student and Parent Contact
15	In-School Suspension and possible additional consequences	Parent Meeting w/ Administration
20	Out-of-School Suspension and possible additional consequences	Parent Meeting w/ Administration
25	Candidate for dismissal	Parent Meeting w/ Head of School

### Student Conduct at School Events and Off-Campus

School rules apply to students on campus during the school day and while participating or attending school-sponsored events such as competitions, field trips, school trips, performances, etc. Although CCS 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 or not during regular school hours.

### 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. on a designated day each week. During this time students will be required to copy work assigned by a faculty supervisor.

### Saturday School

Students will be notified in advance of the time and place to report for Saturday School. Saturday School will last for at least two hours beginning at 8:00 am. Students will be required to pay a \$50 fine which will be charged to the parent's FACTS account. During this time students will be required to complete assigned work by a faculty supervisor.

### Suspension (In-School or Out-of-School)

Students assigned an In-school Suspension will be required to pay a fine of \$75.00 to compensate for supervision costs – this will be charged to the parent's FACTS account. For either type of suspension, students should also expect to receive additional consequences including an academic penalty to be determined by the administration.

### Academic or Behavior Probation

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 terms of probation will be documented and sent to the parent and student. The reasons for probation may include:

- Insufficient 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

## **STUDENT CELL PHONE**

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 BYOT 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 BYOT policy and other guidelines given by administration or teachers. Students may 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 the independent study period(s).

### **Cell Phone Policy Enforcement**

- 1) When a student inappropriately uses 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 or may limit a student's possession or cell phone use on campus.

## **HIGH SCHOOL HANDBOOK POLICIES**

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.

# 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.**

#### 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 they are 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.

#### Academic Penalty for Unexcused Absences

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 4<sup>th</sup> tardy to inform the student and parents that the next tardy will result in a detention. **A detention will be issued for the 5<sup>th</sup> 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 a.m. Warning Bell	7:55 a.m. Warning Bell	7:55 a.m. Warning Bell
8:00-9:00 a.m. 1 <sup>st</sup> Period	8:00-8:45 a.m. 1 <sup>st</sup> Period	8:00-8:35 a.m. 1 <sup>st</sup> Period
9:05-9:55 a.m. 2 <sup>nd</sup> Period	8:50-9:30 a.m. Chapel	8:40-9:10 a.m. 2 <sup>nd</sup> Period
9:55-10:07 a.m. Break	9:35-10:20 a.m. 2 <sup>nd</sup> Period	9:15-9:45 a.m. 3 <sup>rd</sup> Period
10:10-11:00 a.m. 3 <sup>rd</sup> Period	10:20-10:33 a.m. Break	9:45-10:00 a.m. Break
11:05-11:55 a.m. 4 <sup>th</sup> Period	10:35-11:15 a.m. 3 <sup>rd</sup> Period	10:00-10:30 a.m. 4 <sup>th</sup> Period
12:00-12:30 p.m. Lunch	11:20-12:00 p.m. 4 <sup>th</sup> Period	10:35-11:05 a.m. 5 <sup>th</sup> Period
12:35-1:25 p.m. 5 <sup>th</sup> Period	12:05-12:35 p.m. Lunch	11:10-11:40 a.m. 6 <sup>th</sup> Period
1:30-2:20 p.m. 6 <sup>th</sup> Period	12:40-1:25 p.m. 5 <sup>th</sup> Period	11:45-12:15 p.m. 7 <sup>th</sup> Period
2:25-3:15 p.m. 7 <sup>th</sup> Period	1:30-2:20 p.m. 6 <sup>th</sup> Period	
	2:25-3:15 p.m. 7 <sup>th</sup> Period	

## CCS MIDDLE SCHOOL 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 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 the student. A checkmark will be issued to the student. Subsequent violations will result in other disciplinary actions such as Saturday school and suspension.

**Third Violation** - Cell phone will be confiscated, stored in the main office, and will be picked up by the 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

### Campus Security

7<sup>th</sup> – 12th grade students will be required to have their badge accessible at all times while on campus. Replacement fee will be \$10 per badge each time one is requested.

### 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 policy below.*

## Discipline Actions for Middle School

### 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 2<sup>nd</sup> detention to serve. Further “No Shows” will result in In School Suspension.**

## Suspension

### 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 (if assigned by director).

1. Academic penalty – 15 points will be deducted from each assignment.
2. Daily work for that day must still be completed or made up (so the student will not fall behind).

3. Tests/major projects due on the day of suspension – must be made up and/or given to the teacher when they return to class.

## **Probation**

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 signed at that time.
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.

## **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. Disruptive 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. General disobedience
11. Tardies accumulate per quarter. Upon the 4<sup>th</sup> tardy and every second tardy thereafter – weekday morning detention.
12. Appearance Policy violations

### **TYPICAL PENALTY**

Warning, checkmark, and/or detention

### **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. Taunting, badgering, or provoking another student (including athletic events)
9. Excessive or egregious “A” Violation(s)
10. 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 p.m. 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**

In-School suspension and/or Out-of-School Suspension

## **“C” VIOLATIONS**

1. Cheating on a 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 – **1<sup>st</sup> offense (Suspension or Expulsion); 2<sup>nd</sup> 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 K5-2 <sup>nd</sup>	8:10 a.m. – 2:45 p.m.
Grades 3 <sup>rd</sup> -4 <sup>th</sup>	8:10 a.m. – 3:00 p.m.

### Early Dismissal

Classes will dismiss at the following times:

Preschool	11:30 a.m.
Grades K5-2 <sup>nd</sup>	11:45 a.m.
Grades 3 <sup>rd</sup> -4 <sup>th</sup>	12:00 Noon

### Attendance

Students in K5 through fourth 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. Any students absent or has left school early from sickness is not allowed to attend any extracurricular activities, such as Chorale, Science Club, etc. Any students that is absent or misses more than two hours of school, must have approval from the principal before attending any after school activities. Whenever a student returns to school following an absence, a written note or email from a parent should accompany your child and be turned in to the office. 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 the Attendance Policy in the General Section of the school handbook for further 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 they return to school or be made up immediately. 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/classwork assignments for the child by notifying the school office by 10:00 a.m., 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 more than 20 days, excused or unexcused, 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. Any students checked out before 11:45 a.m. will be considered absent for the day. 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. Students should not be checked out of school after 2:30, unless of an emergency or doctor's appointment. Parents are not to go to the classroom to get their child. The office will call out any students that will be picked up early.

## **Tardy Policy**

All elementary students are expected to be in their classrooms, at their desk, and ready to begin the day at 8:15 a.m. Students who arrive after the stated time will be considered tardy. Students who are tardy more than 10 times a semester will not be eligible for the Perfect Attendance Certificate. In addition to the above, your child will receive 1 unexcused absence after 10 tardies, whether the tardies are excused or unexcused. Students arriving after 8:15 a.m. are not allowed to have a parent accompany them to class. Parents will not be allowed through the doors after 8:15 a.m.

## **Late Pickup and After School Supervision**

Teachers remain with students and supervise pickup for 15 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.

## **Grading Scales**

Key to academic grading marks:

### **Academic**

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

### **Grade Breakdown**

- 60% - Assessments
- 40% - Daily work/Homework

## **Academic Honor Roll/Principal's List**

Students making all "A's & B's" will be placed on the Honor Roll for the semester. Students making all "A's" will be placed on the Principal's List for the semester. 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 can expect to have homework periodically. Written homework will not be assigned on Wednesdays to encourage students to attend mid-week church activities. 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 85% for that assignment, and if it is two days late that student will receive a zero.

## **Assessments**

Our curriculum moves at a very rapid pace. Therefore the students are assessed often. 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 on the weekly newsletter. However, the dates may vary.

## **Quizzes**

Quizzes may be announced or unannounced and are 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.

## **Chapel**

Elementary students will attend chapel once a week. Through chapel, we want our students to grow in their relationship with Jesus and deepen their knowledge and understanding of God's Word.

## **Newsletters**

The weekly newsletter is designed for easy reference during the week. It will contain information about test dates, field trips, reminders, and other important information. 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.

## **Renweb/Parents Web**

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 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 have up-to-date information should an emergency arise.** It is the responsibility of the parents to keep this information updated.

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.

## **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**

Any changes in schedule due to severe weather or unplanned disruptions will be communicated through our Parent Alert System.

## **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 8:15 a.m.**

## **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 8:30 a.m. In the event of a mix-up of communication, under NO CIRCUMSTANCE will a child go without food. Students who arrive after 9:00 a.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 well with parents. In addition, letters and other forms of communication will be sent to parents as needed via the students email or through the weekly newsletter. 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 K5 - 4<sup>th</sup>**

### **General Considerations**

- \* Students may not attend class if they are not modest.
- \* Dress code guidelines are in effect from 7:45 a.m. until 3:30 p.m. and on all school trips.
- \* Clothes should be of the correct size and not overly tight or baggy.
- \* Clothes should not be torn or ragged.
- \* 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.
- \* Hair is to be clean and neatly groomed.
- \* The administration reserves the right to determine what is and is not appropriate. All decisions are final.

### **All Students (Monday-Friday)**

- \* Appropriate tees are acceptable
- \* Long pleated or flat style dress pants, khaki pants, or denim jeans
- \* Knee-length or Bermuda style shorts of appropriate material that are no shorter than 3 inches above the kneecap
- \* Sweaters, blazers, vests, or light jackets over shirts that meet the dress code.
- \* Hoodies or sweatshirts over shirts that meet the dress code
- \* 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 fingers in width (child's fingers)
- d. Sheer tops with sleeveless undershirt that is at least 3 fingers in width (child's fingers)

### **\*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 of the child's fingers

### **Boys \*Shirts**

- a. Knit crewneck, or V-neck
- b. Collared or turtlenecks

### **\*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.

### **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, torn, or frayed ends
- \* Clothing or apparel with any inappropriate graphics or artwork
- \* Clothing or apparel which is disruptive to the learning environment.
- \* 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 3 fingers (child's fingers) in width)
- \* Sleeveless or undershirts for boys
- \* Shorts, dresses, or skirts that are more than 3 inches above the top of the kneecap
- \* Tight, or form fitting shirts, pants, shorts, skirts, or dresses
- \* Hats in the building for male and female students
- \* No earrings for boys
- \* Flip flops, slide sandals, or bedroom shoes
- \* Athletic shorts or pants (with the exception of Dress Down Days which are NOT on Fridays), yoga pants, or leggings no shorter than 3 inches above the kneecap (extremely tight pants shall be considered leggings)

- \* Hair pins, bands, bandanas, combs, picks, or any other objects in the hair for male students
- \* Extreme haircuts or hair color (administration has final say on what is considered to be extreme)

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

### **Dress Down Days**

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 3 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 7:00 a.m. to 6:00 p.m. on school days and during any extracurricular activities. Provisions and standards relating to modesty and decency should be respected by the students and are enforceable by the staff anywhere on campus at all times. The school administration will make the final determination on whether a student's dress conflicts with these guidelines. **General Guidelines to follow are: Be Neat, Be Clean, Be Decent, or Be Absent!**

## **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, 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 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, 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 4<sup>th</sup> 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 inside of the locker but must be removed at scheduled times when lockers are cleaned. Food should never be kept in the locker overnight. Any food in a locker should be kept in a lunch box. No opened food or drinks are allowed. 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. 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. 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 and will be collected if in violation of this rule.

## **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 during school hours. 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.

## **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 only by a parent or guardian of the student from the office.

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 two 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. Any points accumulated for AR

gained during the summer will be applied to the student's required AR reading requirement for the 1<sup>st</sup> nine weeks. New students, first year at Calvary, which are enrolled by July 1<sup>st</sup> will also be required to fulfill the Summer Reading Assignment.

### **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.

# 5<sup>th</sup> & 6<sup>th</sup> Academy School

Hours: 8:00 a.m. – 3:15 p.m.

## Early Dismissal

Classes will dismiss at the following time:

12:15 p.m.

## Absences

A student will be counted absent if 20 minutes or more of a class is 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 not receive credit for that class/subject. Excessive absences due to extenuating circumstances will be evaluated by administration.

## Academic Expectations for Absences

Students are responsible to get assignments and make up all work missed due to absences. Unless alternative arrangements are made with a teacher, if a student is absent one day, they are expected to be prepared to complete quizzes or test 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 to either complete work ahead of time or upon return. A student that misses two or more academic periods in a day or is absent must get administrative approval in order to participate in extracurricular activities that afternoon or evening.

## 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) unexcused tardies will be allowed without penalty. An email will be sent to the parent on the 4<sup>th</sup> unexcused tardy to inform the student and parents that the next tardy will result in a detention. Students will serve detention during break for the 5<sup>th</sup> 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).

## 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. Any students checked out before 11:45 a.m. will be considered absent for the day. 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. Students should not be checked out of school after 2:30 p.m., unless of an emergency or doctor's appointment. 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.

## Late Pickup and After School Supervision

Teachers remain with students and supervise pickup for 15 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.**

## Bell Schedule

### Daily Schedule

7:58 Warning Bell  
8:00-8:50 1<sup>st</sup> Period  
8:55-9:45 2<sup>nd</sup> Period  
9:45-10:10 Break  
10:10-11:00 3<sup>rd</sup> Period  
11:05-11:55 4<sup>th</sup> Period  
11:55-12:30 Lunch  
12:35-1:25 5<sup>th</sup> Period  
1:30-2:20 6<sup>th</sup> Period  
2:25-3:15 7<sup>th</sup> Period

### Chapel Schedule

7:58 Warning Bell  
8:00-8:45 1st Period  
8:50-9:20 Chapel  
9:25-10:10 2<sup>nd</sup> Period  
10:10-10:35 Break  
10:35-11:15 3<sup>rd</sup> Period  
11:20-11:55 4<sup>th</sup> Period  
11:55-12:30 Lunch  
12:35-1:25 5<sup>th</sup> Period  
1:30-2:20 6<sup>th</sup> Period

### Early Release

7:58 Warning Bell  
8:00-8:35 1<sup>st</sup> Period  
8:40-9:10 2<sup>nd</sup> Period  
9:15-9:45 3<sup>rd</sup> Period  
9:45-10:00 Break  
10:00-10:30 4<sup>th</sup> Period  
10:35-11:05 5<sup>th</sup> Period  
11:10-11:40 6<sup>th</sup> Period  
11:45-12:15 7<sup>th</sup> Period  
2:25-3:15 7<sup>th</sup> Period

## CCS STUDENT CELL PHONE AND ELECTRONIC DEVICE POLICY

- 1) 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.
- 2) All cell phones must be turned off and stored out of sight. Students should store their cell phones in their purse, locker, backpack, etc.
- 3) Cell phones cannot be set on silent or vibrate modes; they must be turned completely off during the school day.
- 4) 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.
- 5) 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.
- 6) The school will not be responsible for lost/stolen cell phones.
- 7) 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.

## **School Discipline**

### **Checkmark System:**

At Calvary, we have very high behavior expectations. When students do not meet those expectations, teacher 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 detention during break

\*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 during break from 9:45 a.m.- 10:10 a.m. on a designated day 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 penalty 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. Taunting, badgering, or provoking another student (including athletic events)
9. Excessive or egregious “A” Violation(s)
10. 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 p.m. 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: 1<sup>st</sup> Offense – ISS Suspension/Detention

2<sup>nd</sup> Offense – Suspension 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 the student will not fall behind).
3. Tests/major projects due on the day of suspension – must be made up and/or given to the teacher when they return to class.

## **Probation Policy**

Probation gives a student the opportunity to correct a serious academic or disciplinary problem 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 37
- ⇒ 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 and the parents. The concerns of the school will be discussed. Following the conference, the specific reasons and terms of probation will be put in writing.
2. The administration will later review improvement by the student. If the terms have been met, probation will

be lifted. If not, the student may be asked to withdraw.

### **“C” VIOLATIONS**

1. Cheating on a test (including plagiarism) – zero on test and penalty
2. Truancy – Suspension/Expulsion
3. Possession of Deadly Weapons (firearms, knives, explosives) – Expulsion (Muscogee County Sheriff’s Department will be notified).
4. Continued disrespect or profanity directed to any faculty, staff, or adult – Suspension or expulsion
5. Skipping School – Suspension with academic penalty
6. 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)
7. Fighting – Suspension or Expulsion
8. Profanity (directed at someone) - Suspension
9. Premeditated stealing/theft – Suspension or Expulsion
10. 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
11. 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)
12. Inappropriate text messages
13. 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.

### **Grading Scales**

Key to academic grading marks:

<u>Academic</u>	<u>Grade Breakdown</u>
A 90-100	60% - Assessments
B 80-89	40% - Daily work/Homework
C 73-79	
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 semester. Students making all "A's" will be placed on the Principal's List for the semester. 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 can expect to have homework periodically. Written homework will not be assigned on Wednesdays to encourage students to attend mid-week church activities. 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 85% for that assignment, and if it is two days late that student will receive a zero.

### **Assessments**

Our curriculum moves at a very rapid pace. Therefore the students are assessed often. 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 on the weekly newsletter. However, the dates may vary.

### **Quizzes**

Quizzes may be announced or unannounced and are 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.

### **Chapel**

Academy students will attend chapel once a week. Through chapel, we want our students to grow in their relationship with Jesus and deepen their knowledge and understanding of God's Word.

### **Newsletters**

The weekly newsletter is designed for easy reference during the week. It will contain information about test dates, field trips, reminders, and other important information. 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.

### **Renweb/Parents Web**

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 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 have up-to-date information should an emergency arise. It is the responsibility of the parents to keep this information updated.**

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.

### **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**

Any changes in schedule due to severe weather or unplanned disruptions will be communicated through our Parent Alert System.

### **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 8:15 a.m.**

### **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 8:30 a.m. In the event of a mix-up of communication, under NO CIRCUMSTANCE will a child go without food. Students who arrive after 9:00 a.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 well with parents. In addition, letters and other forms of communication will be sent to parents as needed via the students, email, or through the weekly newsletter. 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.

## **General Considerations**

- \* Students may not attend class if they are not modest.
- \* Dress code guidelines are in effect from 7:45 a.m. until 3:30 p.m. and on all school trips.
- \* Clothes should be of the correct size and not overly tight or baggy.
- \* Clothes should not be torn or ragged.
- \* 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.
- \* Hair is to be clean and neatly groomed.
- \* The administration reserves the right to determine what is and is not appropriate. All decisions are final.

## **All Students (Monday-Friday)**

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

## **\*Girls Shirts:**

- Knit crewneck, V-neck, or scoop neck
- Collared or turtleneck
- Sleeveless with straps at least 3 fingers in width (child's fingers)
- Sheer tops with sleeveless undershirt that is at least 3 fingers in width (child's fingers)

## **\*Shorts, Dresses, and Skirts:**

- Leggings and jeggings under dress or skirt of appropriate length
- Shorts, dresses, and skirts can be no shorter than 3" above the top of the kneecap
- Dress neckline must be modest and shoulder straps must be at least 3 of the child's fingers

## **Boys \*Shirts**

- Knit crewneck, or V-neck
- Collared or turtlenecks

## **\*Shorts**

- Shorts can be no shorter than 3" above the top of the kneecap

## **\*Grooming**

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

## **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, torn, or frayed ends
- \* Clothing or apparel with any inappropriate graphics or artwork
- \* Clothing or apparel which is disruptive to the learning environment.
- \* 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 3 fingers (child's fingers) in width)
- \* Sleeveless or undershirts for boys
- \* Shorts, dresses, or skirts that are more than 3 inches above the top of the kneecap
- \* Tight, or form fitting shirts, pants, shorts, skirts, or dresses
- \* Hats in the building for male and female students
- \* No earrings for boys
- \* Flip flops, slide sandals, or bedroom shoes
- \* Athletic shorts or pants (with the exception of Dress Down Days which are NOT on Fridays), yoga pants, or leggings no more than 3 inches above the kneecap (extremely tight pants shall be considered leggings)
- \* Hair pins, bands, bandanas, combs, picks, or any other objects in the hair for male students
- \* Extreme haircuts or hair color (administration has final say on what is considered to be extreme)

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

### **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 3 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 7:00 a.m. to 6:00 p.m. on school days and during any extracurricular activities. Provisions and standards relating to modesty and decency should be respected by the students and are enforceable by the staff anywhere on campus at all times. The school administration will make the final determination on whether a student's dress conflicts with these guidelines. **General Guidelines to follow are: Be Neat, Be Clean, Be Decent, or Be Absent!**

## **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, 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 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, 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 4<sup>th</sup> 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 inside of the locker but must be removed at scheduled times when lockers are cleaned. Food should never be kept in the locker overnight. Any food in a locker should be kept in a lunch box. No opened food or drinks are allowed. 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. 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. 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, and will be collected if in violation of this rule.

## **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 during school hours. 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.

## **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 only by a parent or guardian of the student from the office.

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

## **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.

# 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

#### 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.

<b>Time of Arrival</b>	Early Ed classes begin promptly at 8:30 a.m. *Porch door is locked every day from 8:30 a.m. to 12:00 noon.
<b>Time of Departure</b>	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.
<b>After 12:20 p.m.</b>	Child will go to Extended Care.

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 and K4 children who stay in Extended Care will eat in their classroom where they will have their rest time. 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 a messy accident, parents will be called to clean their child.**

## **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 or brownies.** 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!!* **Lunch will be served at these parties, but additional lunches will not be available.**

## **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 a.m. is either in a devotional/prayer time or getting her classroom ready. Please call for an appointment if you need to speak at length about an issue. If you are unable to contact the teacher directly please call the Early Education Office at 706-323-0467, Ext. 307 to leave a message. Calls will be returned within 24 hours.

## **ACTIVITIES**

Each day there will be opportunities for rest time, 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.

## **AFTER SCHOOL CARE**

Calvary offers Early Morning and After School Care for children enrolled in our school from Early Education through the 8<sup>th</sup> 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.

K5 – 2<sup>nd</sup> Grade After-school Care: 2:45 p.m. – 6:00 p.m.

3<sup>rd</sup> – 5<sup>th</sup> 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:**

Please refer to the school website on updated pricing for Early Morning Care, Preschool After-school Care, Elementary After-school Care, and Middle School After-school Care.

### **Payment:**

Charges for after school care are billed to the parents' 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.

If you are picking your child up **prior to 12:00 noon**, you will first need sign in at the Elementary office, then go down to Preschool office to sign your child out of school.

### **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.