

# **CALVARY CHRISTIAN SCHOOL**



## **PARENT / STUDENT POLICY MANUAL FALL 2009**

**Rev. Paul D. Mooney  
Pastor, Calvary Tabernacle  
President, Calvary Christian School**

**Rev. Charles M. Barcus  
Superintendent, Calvary Christian School**

# FALL, 2008

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**The Calvary Christian School board reserves the right to change this Parent/Student Policy Manual at any time, for any reason. Parents and students will be notified in a timely manner regarding changes made.**

# **INTRODUCTION OF CALVARY CHRISTIAN SCHOOL**

## **STATEMENT OF FAITH**

Calvary Christian School, a religious and educational ministry of Calvary Tabernacle, practices and teaches the Apostolic Doctrine as put forth in the Articles of Faith in the Manual of the United Pentecostal Church International and in the Position Papers of the UPCI. We believe in the divine inspiration of the whole Bible and in the infallibility of the original writings.

The basic and fundamental doctrine of this organization shall be the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost by the initial sign of speaking with other tongues as the Spirit gives the utterance.

## **MISSION STATEMENT**

In its mission to pursue excellence in academics, CCS provides a Biblically-based education with Jesus Christ as the foundation, while imparting spiritual and moral values, encouraging character development through personal accountability and promoting community service.

## **HISTORY OF CALVARY CHRISTIAN SCHOOL**

Under the visionary oversight of the Reverend Raymond G. Hoekstra, pastor of Calvary Tabernacle, Calvary Christian School opened to students at 902 – 910 Fletcher Avenue for the first time on Monday, September 9, 1946. Dwayne A. Ripley, who was selected by Reverend Hoekstra to be the first principal, also taught grades four, five, and six. Naomi L. Ripley was chosen to teach grades one, two, and three, while Vera O. Pieper was asked to teach grades seven and eight. Two years later, Calvary Christian School graduated its first eighth grade class of seven students.

Dwayne Ripley was succeeded in 1952 by Chester Combs, who held the office of principal until 1965. Vera O. Pieper became the third principal in 1965. Jean Cupoli and Donna Cunningham later succeeded her. Dr. Russell Fowler replaced Donna Cunningham as principal and he was later named CCS superintendent. The current principal is the Reverend Charles M. Barcus, who has held the positions of principal and superintendent since 1996, upon the retirement of Dr. Russell Fowler.

As the years passed, many families began to recognize the benefits of a Christian education. Several teachers were added to the CCS staff as enrollment began to increase. Although the original teaching staff is no longer with us, they are remembered fondly whenever former students and families get together.

Currently, Calvary Christian School is accredited by the State of Indiana as a Freeway School and as such employs licensed teachers and administers annual achievement tests which are publicly available.

# **CALVARY CHRISTIAN SCHOOL POLICIES AND INFORMATION**

## **GENERAL POLICIES AND INFORMATION**

### **ADMISSIONS**

Each division of Calvary Christian School has specific criteria for admission. Those parents interested in enrolling their children in Calvary Christian School should see those sections of the policy manual for specific information regarding admissions.

Families expect a higher level of achievement and behavior at CCS and as such the admission process requires that incoming students' records be carefully reviewed. Full cooperation and disclosure is required for this process to be successful.

### **SPECIAL NEEDS CHILDREN**

Calvary Christian School has a long history of helping many students. Due to the fact that we do not have a special needs program, we are very limited as to the number of such children that we are able to enroll in our school. Students who have been diagnosed with a special need or those struggling due to circumstances yet undiagnosed may not be able to achieve in our school. We will consider enrollment for special needs students who, by our definition, are able to meet educational and behavioral goals in a mainstreamed classroom without resource help.

For a Special Needs child to enroll at CCS the complete transcripts including the I.E.P. must be reviewed by the principal and, if the principal deems appropriate, also the Admission Committee, which shall typically consist of the principal, the receiving teacher, and a school board member.

### **NON-DISCRIMINATION POLICY**

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

### **THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Calvary Christian School works hard to protect the privacy of CCS students and families. Families that enroll at CCS agree by enrolling that when necessary, records may be shared between affected teachers, staff, board members, and leadership. See the Privacy Form in the appendix section.

### **TRANSFER POLICY**

Grade placement and credits are normally accepted at face value from prior educational institutions, but CCS reserves the right to administer entrance tests, to be paid for by the student's family, to help ensure that a student is actually on grade level. When grade placement questions arise, CCS reserves the right to place students in the grade level or give credits according to the results of entrance tests.

### **FACULTY**

All faculty members of Calvary Christian School are approved academically, morally, and spiritually by the school administration before they join the faculty. It is our policy that all full-time faculty members of our teaching staff hold at least a bachelor's degree in education and be state licensed. Occasionally, as emergencies demand, a teacher that has experience in teaching or has a degree or experience in the field being taught may be placed in a classroom.

The foremost requirements for teachers at Calvary Christian School are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ. The majority of our faculty members are active members of Calvary Tabernacle.

### **SPIRITUAL EMPHASIS**

Chapel services are held weekly with special speakers, faculty, and students participating in the programs. From time to time, there are special musical, religious, and educational programs. Parents are encouraged to visit any chapel service.

### **SCHOOL OFFICE**

The school office is open during regular school hours from 7:30 a.m. until 3:30 p.m. Monday – Friday, while school is in session. Any calls received before or after school hours will be directed to the school voice mail system.

The school office is a place of business during school hours. Students having business for the school office should arrange to have it done before or after school, or during their lunch time with their teacher's permission.

School telephones are for business use only and are not to be used by students unless an emergency arises and teacher permission has been obtained. Parents are requested to make all calls to the office as brief as possible. School copy machines are not for personal or student use.

### **EMERGENCY PROCEDURES/SCHOOL CANCELLATIONS**

Instructions regarding fire and inclement weather emergencies are posted in each CCS classroom. Teachers will review the procedures for fire and weather emergencies with their students at the beginning of the school year and periodically throughout the year. In case of a fire drill or fire emergency, students are to move quickly and quietly from the building to their designated areas. In case of inclement weather, students should move quickly and quietly to their designated places throughout the building. All student movement should be done without talking, running, crowding, or touching each other. Upon reaching their assigned areas, the students should turn and face the teacher so that an accurate roll may be taken. Each teacher will keep the class roster/grade book with him or her during emergency procedures to facilitate roll taking.

School cancellations or early dismissal of Calvary Christian School will be broadcast on WIBC radio station (93.1 FM) and WISH TV (Channel 8) and listed on their respective websites. If parents are uncertain whether school will be in session during inclement weather, they should tune to one of these stations for school closure or early dismissal information. In most cases, but not all, CCS will shut down for inclement weather if Indianapolis Public Schools do so.

CCS will rarely have delayed starts or mid-day dismissals as those are designed to assist the public school bus program. Because we do not have buses, parents may request that a late arrival or early dismissal be excused on days with inclement weather.

The school administration reserves the right to declare tardies officially excused on days with pervasive tardiness due to inclement weather or severe traffic delays affecting a large portion of our school.

### **EXTENDED CARE (BEFORE AND AFTER SCHOOL CARE)**

Calvary Christian School desires to provide a safe environment for students at CCS at all times. This means that students must be supervised as much as is reasonably possible including before and after school. No student is allowed to wait unsupervised before or after school.

CCS provides an Extended Care program for a nominal fee. Before School Care runs from 7:00 a.m. to the opening of classrooms at 7:50 a.m. and After School Care begins once student dismissal is complete and is available until 5:30 p.m. Students not picked up by 3:00 p.m. will automatically be sent to After School Care and a fee assessed.

The complete hours of operation and fee information are available in the school office and on the school website. A late pick-up fee will be assessed for any student remaining after 5:30 p.m. After School Care will not be available on days that are scheduled to have early dismissal or half days.

If a parent desires for their child to attend Before School Care, contact the school office ahead of time or bring your child directly to the Extended Care door. For After School Care, parents may contact the school office for regular or intermittent participation in the program.

The After School Care program will consist of some study time, some play time, and snacks which are typically served at 4:00 p.m. Students who participate for a short period of time will likely not be able to participate in all three of these. Please see the attendant for the daily schedule.

Students arriving early are to be brought to the Extended Care (Before/After Care) door only.

After School Care pick up will be as follows:

3:00 to 3:30: Parents enter through the Radius Entrance (rounded, main school office entrance).

3:30 to 5:30: Parents enter through the Extended Care entrance.

Parents are expected to pay for the prior week's care on the following Monday. Payments are to be given to the school receptionist.

### **PARENT CONFERENCES AND INVOLVEMENT**

The faculty and administration encourage parents to remain actively involved in their child's education. Parents are encouraged to contact teachers but should remember that once the school day has begun, teachers may prefer to schedule times to talk when the daily schedule will not be interrupted. All appointments should be coordinated through the administration offices.

Meetings between teachers and parents may be scheduled throughout the year. Parents are encouraged to attend these informative meetings as a means of learning what their child is doing and how he or she can improve. Dates for these meetings will be available in school or class newsletter. Please make note of these dates as well as exam schedules and dates that progress reports and report cards will be sent home.

There are times throughout the school year when a parent may be asked to serve as a chaperone or a helper in some activity. The school asks parents to follow the same standard of dress and conduct as required of the students.

The administration would also greatly appreciate parents dressing modestly and appropriately when they visit our campus or attend any school function. There is to be no smoking at any time on school or church property.

### **VISITING THE CLASSROOM**

Parents are always welcome at Calvary Christian School and should feel free to visit the school and classrooms. Parents who come to school during normal school hours for any reason must go directly to the school office and sign in. Any visitor to a classroom must make an appointment with the administrative office and teacher in advance.

All parents must sign in at the office. Please remember that signing in does not constitute permission for unplanned meeting with a teacher.

### **PARTIES**

Classroom parties are held at various times throughout the year. Some of these parties include Fall Harvest, Thanksgiving, Christmas, Valentines Day, Easter, and End of the Year. Parents who are interested in assisting with parties should contact the individual teachers for more information. Birthday parties may be held at the time of the student's birthday; it is the responsibility of the parent to provide any food or treats needed for this party. Contact the classroom teacher for more information or to schedule a birthday celebration.

Please remember that CCS prefers certain types of displays at parties such as a fall motif rather than witches and bats or manger scenes with baby Jesus rather than displays of Santa Claus.

## **FIELD TRIPS**

Field trips are an important part of the educational experience. Each of the classes in grades Pre-K through eight will have at least one field trip during the year. A small fee is usually charged, depending on the field trip. Permission slips are required to be on file prior to the trip. Parents must indicate on the slip if they do not wish their child to attend. If the teacher administers a quiz regarding the trip, all students will be held accountable for the information and will take the quiz.

Permission slips are sent home prior to the trip which will include the details of the trip. Generic permission slips are available on the school website at [www.ccs-indy.org](http://www.ccs-indy.org) for emergency use. Parents are also encouraged to participate as chaperones and are requested to follow the dress code guidelines of the school.

## **STUDENT DROPOFF AND PICKUP**

No vehicle is to enter Calvary Christian School off of Keystone near McDonalds. A legal agreement has been made that we must honor, so all school traffic must enter off of National Ave.

All parent drivers are to enter the school parking lot through the rear entrance on National Ave., behind the school, nearest the Tennis Club. Cars will travel in a clockwise fashion around the side and front of the building. Parents may ONLY drop off students as they drive past school doors.

Any parent wishing to enter the building for any reason must park in a visitor parking space and enter through the main rounded entrance (The Radius) and check in with the receptionist.

Student drivers must enter off of National Ave. behind McDonalds and park in their designated parking space.

During morning drop off and pick up times, 7:00 to 8:15 a.m. and 2:30 to 5:30 p.m. no cars are to enter off of National Ave. by way of the entrance that runs directly in front of CCS.

Parents that arrive early for pickup must park in front of the school in a parking space. Once children are dismissed, parents may begin the pick up process. The only stopping allowed will be for a child to enter into a car, not waiting for the child to arrive at the school door.

Parents must go to the designated area for pick up of all preschool students. For preschool, the pick up time is 2:55-3:10 p.m. The designated area for preschool pick up is at the southeast door of the school (closest to the tennis club).

If for any reason a parent or legal guardian is not picking up the preschool student, a parent or legal guardian must fill out an "authorization for pick up" form to be kept on file by the student's teacher. The person picking up the student will need to bring in a driver's license and must know the special code set up by the parent/legal guardian and the teacher. This procedure is for the protection of the student.

Students will be taken to the after school care program at 3:00 p.m.

## **LEAVING CAMPUS**

Calvary Christian School maintains a closed campus policy unless specifically allowed for a student through prearrangement. Some exceptions include students leaving to take a college class, going to their job, or seniors with part time schedules. Once a student arrives on campus, he/she is considered to be in school. Leaving campus without permission, even before school officially starts or at the end of the day before dismissal time, will be considered skipping school. Crossing the street without adult supervision is not acceptable at any time.

Any students leaving campus for any reason during the school day must be signed out by a parent or designated adult unless they are licensed drivers with parental permission to drive to school. The sign-out

sheet is located in the office reception area. If a student returns during the same day, he or she must return to the administration office to sign in.

If a student is to leave with another student other than a regular ride, a note must be sent in by the student's parent. If a student drives and must leave before the end of school, he or she must have written permission from a parent or guardian.

## **SUPPLIES/BOOKS**

Each teacher will have available a list of specific supplies needed for each grade or class. These supply lists will also be available on the school website or in the school office.

Students are expected to have in their possession and bring to class all necessary class materials and supplies including assignment books, notebooks, paper, pens, pencils, rulers, compasses, protractors, etc. Borrowing or loaning should not take place. This includes borrowing or loaning gym uniforms, clothing, lunch tickets, and money for any purpose.

The safekeeping of books is the responsibility of the student to whom they belong. Books should be handled with care. The books should not be written in, marked on, or pages folded or torn out. Students who draw inappropriate pictures or symbols or write inappropriate language on textbooks will be subject to disciplinary measures by the administration. If a textbook is lost or destroyed, the student must pay the total replacement cost.

Elementary students will keep their personal items in their cubbies in their classrooms, per their teacher's guidelines. Secondary students will keep their book bags or backpacks in their lockers during the school day. Locks will be provided and are to be used at all times. Calvary Christian School reserves the right to inspect lockers at any time and does not take responsibility for lost or stolen goods.

## **LIBRARY**

Students are encouraged to use the library services to obtain optional reading material as well as for research purposes. Students may check out books for two (2) weeks. A fine will be assessed on all overdue books. Encyclopedias and other reference books are not to be taken from the library except under the direction of a teacher. Under no circumstances are any of the reference materials to be taken out of the school building. Report cards will not be issued to those students who owe book fines.

## **STANDARDIZED TESTS**

Calvary Christian School administers the *TERRA NOVA* Achievement Tests in the spring each year to kindergarten through grade two (2) and the *ISTEP* Achievement Tests in September to students in grades three (3) through nine (9). Students in grades ten (10) through twelve (12) are required to take the Graduate Qualifying Exam (GQE) in September. Sections of this test, once passed, are no longer administered. Sections not passed will be re-administered in the spring and again each fall as announced.

Please make note of the testing dates as soon as they are given. If at all possible, try to schedule all appointments, vacations, etc. around the testing schedule. GQE tests may not be made up and graduation will be withheld from students that do not pass all sections of the GQE.

## **ELECTRONICS/PERSONAL MATERIALS**

Media players, electronic games, and electronic equipment are not to be brought to school without permission from the school administration.

If cell phones are brought to school, they are to be turned off and locked in lockers during school hours. If a student is seen having or using a cell phone for any reason during school hours without specific permission from the administration, the cell phone will be confiscated and placed in the administration office for parent pick up. The student will also receive detention time for this offense.

In addition, all illegal items, games, weapons, knives, playing cards, immoral or questionable reading material are not to be brought on campus.

Normally, there is no need to bring periodicals of any kind on campus unless material from a periodical is assigned as reading by a teacher. Reading books brought on campus must be approved by the student's teachers.

## **LUNCH PROGRAMS**

Calvary Christian School provides a daily hot lunch for students for a nominal fee. Lunch tickets must be purchased that are good for five or ten lunches. Parents interested in the hot lunch program should contact the school office or website for lunch card prices. In addition, Calvary Christian School participates in the federal Free/Reduced Lunch Program which provides discounts for lunches based on family income level. Parents interested in this program should contact the school office for more information.

Students will not be allowed to leave for lunch as our school has a closed campus. Part time students who are allowed to leave early, such as seniors, may not bring lunch back for themselves or other students. Parents will not be able to bring lunch for their children as schedule conflicts often occur. Specially arranged lunch exceptions are allowed through the child's teacher.

## **MUSIC PROGRAM AND PERFORMANCES**

At various times throughout the school year, students/groups perform in school related programs at evening events. All elementary and secondary programs are considered part of the curriculum and the attendance of students in the programs is vitally important. For a child to receive full credit in the related class, participation will be required.

Many of our students attend other churches and may have schedule conflicts. We will attempt to schedule well enough in advance to minimize any inconvenience. If a conflict is unavoidable, parents should write a note to the principal for the absence to be considered excused.

## **MUSIC LESSONS**

Piano and instrumental lessons are available for a fee through Indiana Bible College students or other approved teachers on an individual basis. These lessons take place after school under normal circumstances. Lessons during the school day are occasionally arranged during study times when the child's teacher approves the request. Though these lessons take place in the school building, they are fully arranged and managed by the lesson teacher.

# ATTENDANCE POLICY

Good attendance has been proven to be a strong foundation for quality education. Consequently, we want to help our school families, through this policy, to understand our attendance expectations and receive the advantages that come with them.

## ATTENDANCE POLICY SUMMARY

- Absences will be classified as unexcused, excused, or exempt. See below for definitions.
- Consequences for excused and unexcused absences vary according to student age and number of violations.
- Upon the fourth (4th) and eighth (8th) absences from a class, be they excused or unexcused (but not exempt), a letter will be sent home to inform of the attendance status and explain the Attendance Probation that will occur upon the next excused or unexcused absence.
- Students in grades K-12 that accumulate nine (9) class or day absences, excused or unexcused, during the course of a semester will be placed on Attendance Probation for the remainder of that semester.
- A student on Attendance Probation must have perfect subsequent attendance, passing grades, and acceptable behavior to receive credit or to pass to the next grade.
- All excused or excused/exempt absences must be verified by proper documentation within three days or they will be considered unexcused.

## WHAT TO DO WHEN YOUR CHILD IS ABSENT

- On the first day of an absence, call the school by 9:00 a.m.
- On the first day back, send a note (for inclusion in permanent file) to school explaining the absence.
- Parents are responsible to make sure that notes have arrived at school within two days after an absence.
- When appropriate, request class work to be picked up at the end of the day.

## C.C.S. EXCUSED ABSENCES

- Sickness up to three consecutive days with a parent note
- Sickness up to six days total per semester with parent notes each time
- Sickness beyond the above with a doctor's note
- Family emergencies (if approved after the fact by the office)
- Pre-arranged family travel
- Educationally related activities (when pre-approved)

## INDIANA STATE EXEMPT ABSENCES (Do not apply to the nine day rule)

The State of Indiana exempts the following absences from the nine day rule:

- Court appearance
- Death in the immediate family
- Election board responsibility
- Incarceration
- Military duty
- Religious holiday (General Conference service dates for the UPCI)
- State Legislature page service
- Student hospitalization or doctor ordered home stay
- Suspension

## EXAMPLES OF UNEXCUSED ABSENCES

- Parent or sibling was sick
- Could not get a ride
- Personal day

- Relatives visiting from out of town
- Vacation without pre-arrangement
- Working on a school project or class work or homework
- Any absence without written communication from a parent/guardian received at CCS within three days.

### **PREARRANGED ABSENCES (EXCUSED UNDER CERTAIN CIRCUMSTANCES)**

We strongly discourage family vacations being taken during school days. Although classwork can be made up, a student will still miss much learning that is not measured in that work. When these absences are necessary, they must be prearranged at least one week in advance, and all work is due the first day back at school. Quizzes and tests that were missed during the days off must be made up within two school days.

### **CLASSWORK/HOMEWORK MAKEUP RULE**

When a student returns from an excused absence, one day will be given for each day missed for homework to be completed. During several days' absences it is the parents' responsibility to request and pick up homework for their child. Homework that is not done to meet this rule will still be due but reduced grades will be given.

### **HALF DAY ABSENCES**

Half Day Absences will be recorded in the following circumstances:

- students arriving after 10:05
- leaving before 12:45 or
- missing two hours of instructional time during the day

### **CONSEQUENCES OF UNEXCUSED ABSENCES**

- Recorded on permanent records
- Citizenship-related awards affected
- Makeup classwork and homework will not be given full credit
- Excessive absences will require a parent meeting to ensure continued enrollment.
- The meeting will determine student and parent responsibility for the absences and the consequences, which may include discipline for students and/or fines for parents.
- Violations of this contract will require a review of the student's continued enrollment.
- 10 unexcused absences per year: "Habitual Truant" status by the State of Indiana, and student may not be issued a learners permit or operator's license until 18 years old (for students 13-16)

### **WHAT TO DO WHEN YOUR CHILD IS TARDY**

- Students in Pre K to five (5) arriving between the tardy bell (8:05) and 9:00 will go directly to their classes.
- Students that switch classes (Grades 6-12) will report to the office upon arrival after 8:05 am.
- Students arriving after 9:00 will report to the office.
- If your child will be tardy and will arrive after 9:00, call ahead for school lunch arrangements.

### **TARDINESS**

- Tardiness will not be classified as unexcused or excused.
- Students will have three (3) tardies per quarter without any penalty other than the tardy being recorded.
- The quarterly number of allowed tardies will not "roll over" to another quarter.
- Save them, use them wisely, and only if necessary!

## **TARDY AMNESTY**

The school office will consider reasonable tardies excused in unique circumstances when bad weather strikes during rush hour traffic causing a high percentage of students to arrive late.

## **CONSEQUENCES OF EXCESSIVE TARDINESS**

4<sup>th</sup>: Loss of recess (grades 1-6) or detention (grades 7-12)

Effect upon Citizenship Award and on

5<sup>th</sup>: Loss of recess or detention (as above) with \$5.00 charge.

6<sup>th</sup>: Parent Meeting with consequences drawn from the Discipline Code

Habitual tardiness may result in the loss of high school credits and/or dismissal from school for all students.

## **OFFICE SIGN IN AND SIGN OUT**

CCS tracks the arrival and departure of students for safety and recordkeeping. When students arrive late or leave early, they are to be signed in or out by a parent/guardian or by themselves, depending upon maturity level. To help ensure that there is a safe transfer of students, we suggest that parents of grade school children come into the school office at these times.

## **EARLY DISMISSAL FROM SCHOOL**

CCS asks that students who leave school early for professional appointments present the official appointment note to the office when they are checked out. If a note is not possible on the day of the appointment, then it is due by the next day for the absence to be considered excused.

## **RETURNING FROM EARLY DISMISSAL**

Any student returning from early dismissal, such as returning from a mid-day appointment, must check in at the school office. Any student receiving early dismissal for medical reasons has until the end of the following school day to submit an authentic document showing proof of reporting for said appointment or the absence will not be considered excused.

## **ILLNESS AT SCHOOL**

Any student who needs to leave during the school day due to illness must first report to the school office, or information about such an emergency must be given to the office. This is necessary in order for the parents or guardian to be notified of his or her student's condition and, if necessary, to arrange transportation for the student to go home or receive medical assistance.

# GRADING POLICIES

## PERFECT ATTENDANCE

Perfect attendance is defined as being neither absent nor tardy to school. Students who have perfect attendance will receive special recognition during the school year and during the awards ceremony at the end of school.

## HONORABLE ATTENDANCE

Students who have been absent and/or tardy only once per semester will be eligible for the honorable attendance award.

## HOMEWORK

Calvary Christian School believes that homework is vital to student development academically. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords the parent an opportunity to help his or her child. Homework is:

1. For reinforcement. We believe that most students require solid drilling to master some material essential to their educational progress.
2. For practice. Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. For remedial activity. As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following classroom instruction allows these weak points to become identified.
4. For special projects. Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments must be completed and handed in on the day designated by the teacher. In general, secondary (grades 6-12) students are required to write their assignments in an assignment book for that purpose. Parents should check to see that all homework is completed and all books are returned to the classroom. Often the effectiveness of the classroom is impaired by forgotten books. Parents will be required to pay the full price to have lost books replaced.

Students in grades 6 – 12 who do not come to class prepared with completed homework assignments and textbooks may be given after-school detention.

Concerned parents will understand what is meant when we say that the real price paid to help ensure the best education possible for your child is NOT in the tuition paid in the office, but rather the time spent each evening helping your child with his or her homework.

## GRADE SCALE

Students in preschool through grade one (1) will be graded using the Outstanding, Satisfactory or Not-satisfactory scale.

Calvary Christian School uses the following grade scale for grades 2 through 12:

<b>A</b>	96% - 100%	<b>C</b>	78% - 86%
<b>A-</b>	95%	<b>C-</b>	76% - 77%
<b>B+</b>	94%	<b>D+</b>	74% - 75%
<b>B</b>	89% - 93%	<b>D</b>	71% - 73%
<b>B-</b>	88%	<b>D-</b>	70%
<b>C+</b>	87%	<b>F</b>	69% and below

## **HONOR ROLL POLICY**

Students in grades four and above are eligible for honor roll. The following guidelines must be met for a student to earn an honor roll award for the semester or the year.

“A” Honor Roll - The average of the final scores of all main subjects must be at least 96%.

High Honor Roll students may not have any “C’s”, “D’s” or “F’s” on the grade card for the term being calculated.

“B” Honor Roll - The average of the final scores of all main subjects must be at least 89%.

Honor Roll students may not have any “D’s” or “F’s” on the grade card for the term being calculated.

The main subjects below (if applicable) are used for calculating honor roll:

Bible      Science  
English/Language Social Studies  
Foreign Language Mathematics  
Spelling    Elective classes (secondary grades)

The “O/S/N” grades for auxiliary classes, P.E., Music, Art, etc. are not to be used in calculating honor roll.

## **PROMOTION/ASSIGNMENT**

For a student to be promoted to the next grade, he or she must have successfully passed 70% of all academic subjects. If the student fails any two of the following subjects, he or she will be retained: Reading, Language, Arithmetic, Spelling, Science, and Social Studies. If a student fails one subject and is below average in another, he or she may be asked to repeat the grade or be required to be successfully tutored for the summer. If a child is on the borderline academically and displays a distinct lack of maturity for his/her age, he or she may be asked to repeat the grade.

Occasionally low achieving students will be “assigned” to the next grade rather than promoted. This decision will be made at the discretion of the teacher and administration if felt that retention would be minimally beneficial. A student in this situation would be considered to be on probation to determine if the educational program at CCS can meet the needs of the child. Should a student having been assigned to a the next grade not receive acceptable grades at the midterm and first quarter’s end, the student and family may be asked to obtain tutoring or to transfer to another school with a program better suited to meet the needs of the child.

## **GRADUATION**

Students who do not fully complete and pass the required credits for graduation by the designated date, not to be later than the last school day before graduation, will not be allowed to participate in the graduation ceremony. Once credits have been completed, the diploma will be given to the student and the student may participate in the graduation ceremony the following year.

## **TRANSCRIPTS**

Transcripts are furnished upon request if all fees and payments are up to date. Seniors may receive the first transcript copy at no cost. Additional copies of transcripts will cost \$3.00 each, payable when requesting the copies.

## GENERAL UNIFORM GUIDELINES

Calvary Christian School strives to teach students the value of a disciplined life. Good self-discipline will set the stage for proper learning. Part of self-discipline is “dressing for success.” Students learn there is one standard of dress for school/work and another for play. As these standards are maintained, productivity, achievement, and self-control will be the hallmarks of Calvary Christian School students. We believe that a Godly standard of dress includes neatness, cleanliness, and modesty. Uniform slacks, jumpers, skirts, and some shirts may be purchased from any school uniform company. Please see uniform pictures and descriptions for allowed items. Polo shirts and camp shirts must have our school logo on them. A camp shirt has a straight, horizontal bottom hem that is designed to be worn outside of slacks or skirts. CCS logo polo shirts will be available through Schoolbelles, Lands’ End and the CCS office. Some shirts and blouses do not take logos well. These items, without logos, will still be allowed at CCS (see headings under Girl’s Items and Boy’s Items for details). The shirt items that must have logos are listed in the appendix section of this manual.

### DRESS CODE

The clothing chosen for students to wear has been chosen, in part, to help maintain a modest and respectful appearance. The goal of our dress code and uniform choices is not to eliminate self-expression but to minimize distractions and loss from instruction time due to discipline for clothing problems.

- **Clothing Fit & Care:** Care must be taken to have clothing appropriately sized. Clothing is not to be worn oversized or too small. Uniform items are to be kept in good repair, clean, and not wrinkled.
- **Logo shirt:** Each student must own at least one approved school logo polo shirt in either white or blue.
- **Shirts/Blouses:** Tails are to be tucked in unless they have a ribbing at the waist. Seventh through twelfth grade students may wear shirts out that are designed to be worn out (straight hem across with a notch on the side as optional or camp shirts).
- **Sweatshirts/Sweaters:** Approved uniform sweatshirts and sweaters may be worn for warmth in the class. Shirts must be worn underneath these with a collar showing. Coats are not to be worn for that purpose.
- **Skirts/Jumper Length:** Girls’ skirts and jumpers in pre-school through kindergarten are to be near the knee. First through fourth grade skirt lengths are to reach no higher than the top of the kneecap. For fifth grade and older, the full knee cap is to be covered.
- **Belts:** If slacks or skirts have belt loops, a black, brown or blue belt must be worn. Suspenders are not to be worn.
- **Shoes:** Choose any primarily sold black, navy, or brown tie boat loafer, buckle type shoes or low athletic shoes from the store of your choice. Low athletic shoes can also be worn that are a solid color of white, black, navy, or brown.
- **Athletic Shoes:** Every student at CCS that uses the gym for recess, before or after school care, gym classes, or sports programs must have athletic shoes that are kept at school specifically for use in the gym. Students may NOT use “street shoes” or athletic shoes worn to school in the gym. Please note guidelines above for type of acceptable shoes.
- **Socks:** Hose or socks are required. Low cut athletic socks are allowed.
- **Hats:** No hats of any type are to be worn at school.
- **Jewelry:** No jewelry of any kind is allowed to be worn at school.
- **Makeup/Tattoos:** Students in grades 6 – 12 are permitted to wear blemish cover-up only. Tattoos (permanent or temporary) are not acceptable. Students are not to draw on themselves or on another student. No fingernail or toenail polish is to be worn.
- **Hair:** Hair should be neat and well-groomed at all times. Girls are to wear their hair in a conservative, feminine manner. Boys are to have conservative, masculine haircuts which keep their hair short enough to be above their ears and off their collars. Young men’s faces must be clean-shaven with sideburns no longer than the bottom of the ear lobe.
- **P.E. Uniforms:** Girls in grades one through six may wear culottes to school on gym days only. Boys are not to wear athletic pants during the school day. 7-12 grade students will wear school approved tee shirts and athletic apparel for P.E. classes only.
- **Layered clothing guidelines:** Short sleeved shirts may NOT be worn over long sleeved shirts. If an undershirt, etc. is desired it must be white with no printed item showing through. Sweaters and sweatshirts must be worn over shirts with the collar showing.

In an effort to have standard uniform colors, all uniform items must be purchased from a uniform company.

## **SCHOOL BANQUET/PARTY ATTIRE**

**Girls:** The banquet or party dress must meet school modesty and dress code length guidelines. Tea-length and floor length dresses are acceptable. No tight fitting, body fitting, or 'slinky' looks will be permitted. No sheer, see-through look on any part of the dress, other than the sleeves, will be allowed. No open shoulder, strapless, cut-in shoulders, shoulder straps or enlarged armholes on dresses or tops will be permitted. A dress that has spaghetti or other thin straps will not be worn. If a young woman comes to a school banquet/party dressed inappropriately, she will be sent home to change.

**Boys:** Certain banquets will allow the young men to wear a tuxedo or a regular suit. A tuxedo or suit should remain within the overall standard of dress. If a young man comes to a school banquet dressed inappropriately, he will be sent home to change.

## **SPORTS PROGRAM DRESS CODE**

Students in the CCS sports programs are allowed to change clothes after school into gym clothes or sports uniforms.

**Girls:** Approved culottes or full skirts (no shorter than the middle of the knee) and school-approved tee shirts are to be worn for practice.

**Boys:** School approved warm up pants and tee shirts are to be worn for practice. Shorts may not be worn for practice.

## **AFTER SCHOOL/WEEKEND SCHOOL FUNCTIONS**

Students attending Calvary Christian School sponsored functions after school and on weekends must adhere to the general dress code. All students will dress modestly. Shorts or sleeveless tee shirts will not be permitted. Any student dressed inappropriately will be sent home to change.

## **CASUAL CLOTHING GUIDELINES**

On days when CCS has a posted Dress Down Day, at sports or other school related events, or on field trips the following guidelines will be in effect:

Students will not be required to wear their school uniform but may wear other nice, casual clothing. Girls may wear jean skirts or other casual skirts and boys may wear jeans or casual slacks. Clothing must be without holes, not baggy or "sagging", with no inappropriate wording or pictures, and must meet the general dress guidelines regarding modesty, length, etc. Shirts and blouses must not reveal any midriff and the sleeves must be at least halfway between the shoulder and elbow. Pajama type pants are not allowed. Students that violate these guidelines will miss recess or receive detentions and forfeit the right to dress casually or attend the next occasion where casual clothing would be allowed.

## **GAME DAY GUIDELINES**

Students on their game days will dress up as an honor to their participation, to promote their game and encourage school spirit. Dress clothes and shoes will be worn by both girls and boys. Girls will wear dresses and dress shoes. Boys will wear dress slacks and a sport coat, a dress shirt and tie, and dress shoes.

## **DRESS CODE VIOLATIONS**

It is the parent's responsibility to see that the student abides by the dress code. Parents should be aware of what their child is wearing when he or she leaves for school. If in doubt whether the child's clothing meets the dress code, he or she should change clothing prior to coming to school.

Dress code violations will be dealt with as follows:

The student will be sent to the administration office for a dress code violation form. The parent will be called to bring appropriate clothing for the student. The student will remain in the office until the parent arrives with appropriate clothing for the student. Students in grades PreK through 6 will receive marks

against their citizenship grades for each dress code violation. Students in grades 7 through 12 will receive detention for each dress code violation.

If a student in PreK through grade 12 is in continual violation of the dress code, he or she and the parents will be asked to meet with the administrator to discuss the seriousness of the matter. Further violations may result in suspension or dismissal from school.

# STUDENT CONDUCT AND DISCIPLINE POLICIES

## CONDUCT

Calvary Christian School expects its students to live above reproach showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, bullying, and profanity will not be tolerated. Attendance at Calvary Christian School is a privilege, not a right. Constructive suggestions are always welcomed, but complaining is not tolerated. Anyone who will not cooperate spiritually, morally, or scholastically may be dismissed.

Elementary students will receive a Citizenship grade on their report cards each nine weeks. This grade is based in part on student conduct, including attendance. Students who at any time receive an "F" or two consecutive "D's" in Citizenship may be asked to leave the school. All dismissals or expulsions will be referred to the CCS board for final determination.

Each classroom teacher has his or her method of dealing with and tracking minor infractions in discipline. This information is available on request from the classroom teacher.

Disorderly conduct (horseplay, disruptive talking, etc.) is not conducive to Christian character and leads to destruction of property; therefore, it will not be tolerated. At Calvary Christian School, these rules must be followed:

1. No student will be out of his or her seat without permission.
2. No student will speak out in class without permission.
3. Students will always address and reply to teachers and school staff with respect.

Secondary students who fail to follow instructions will be given detention.

## PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

Calvary Christian School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive so that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other administrative policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

## **DISCIPLINE**

The Bible teaches respect for authority (Colossians 3:20, Romans 13:1a, and Hebrews 13:17a), and it requires discipline for children (Proverbs 6:23, Proverbs 13:24, Proverbs 29:15, 17). If we discipline ourselves, it is not necessary for others to discipline us. Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either party will harm the child. When there is a misunderstanding, the parent should quickly take it to the teacher. Often a conference or even a note will clear up the difficulty. Should the problem remain after the communication between parents and teachers, the parent should feel free to consult with the principal.

Whenever possible, conferences should be arranged during a teacher's regular working hours. Parents should not call teachers at home to discuss student problems. A teacher's personal time is reserved for his or her own personal and private life. Clear communication between parents and teachers is one of the keys to successful learning.

Students found to be out of agreement with our school's code of conduct and manner of life by repeated violations of the code of conduct or those students who display a continued rebellious and disagreeable attitude toward the code will be required to withdraw from CCS for the general welfare of all concerned. However, that student may be considered for reapplication during another school year, should circumstances seem to warrant.

Students who break the standards of conduct or dress code will receive corrective disciplinary measures to deal with the problem. Discipline issues are handled in the following ways: warning to students, notes to parents, telephone calls to parents, parent-teacher-principal conferences, detention, probation, suspension, or expulsion.

A student presenting a discipline issue will be placed on probation, suspended, or expelled. Students not working up to their ability may also be placed on probation. Some reasons for probation or suspension that could lead to expulsion include, but are not limited to, the following:

1. Continued deliberate disobedience.
2. A rebellious spirit that is unchanged after extended effort by the teachers and staff.
3. A continued negative attitude and bad influence upon other students.
4. Insufficient academic progress.
5. A serious breach of conduct inside or on school property.
6. Failure of the parents to comply with the disciplinary procedures of the school.
7. Failure of the parents to obtain recommended professional assistance for the student.

Students having repeated infractions for the same offense or infractions of a serious nature will be sent to the principal's office where a progressive discipline form will be initiated. This form details various methods of discipline which may be used in correcting the student's behavior. Such methods may include: warning to students, notes to parents, phone calls to parents, student – principal conferences, parent-teacher-principal conferences, probation, suspension, or expulsion. Students may be expelled without previous warning for infractions that are serious even though they may be a first offense.

## **DISCIPLINE CONSEQUENCE OPTIONS**

- Verbal and written warnings
- Detention: either at lunch or after school (up to three hours)
- Detention or suspensions with a \$10 per hour charge
- In School Suspension (ISS): Classwork/homework is required but reduced grades given
- Out of School Suspension (OSS): Classwork/homework with zero grade for all work including quizzes and tests
- Warning of impending expulsion
- Expulsion or loss of credit
- Individualized consequences determined appropriate by staff and/or administration

## GENERAL SCHOOL REGULATIONS

1. No running, loitering, or talking in the classrooms.
2. Early arrival students must report to the appointed place. When permission is granted for them to go to their respective classrooms, students must go directly there and be seated in their own chair or desk.
3. The soft drink and candy machines are off limits to the elementary grades and may only be operated by upper level students during break time, on the way to lunch, after school, or in early arrival if permission is granted by the supervising adult. Soft drink and candy machines are not to be used during the passing period between classes.
4. Students should not drop papers, wrappers, or bottles on school grounds.
5. All students sent to the office should check with the receptionist before entering the administrator's office.
6. Students will be required to keep their classrooms, their lockers, and the halls neat and orderly at all times.
7. A student should not enter a classroom other than his own without the express permission of the teacher in that room.
8. Each student will be encouraged to eat a hearty lunch in the lunchroom. If the student consistently refuses to eat, the parents will be notified. Food is not to be wasted or thrown in the lunchroom.
9. Criticism of the teachers, administration, or rules of the school is not permitted. Continued violation of this policy will not be tolerated. The administration reserves the right to dismiss any student who is found out of agreement with the school and its rules.
10. Objects left in the classrooms and on the school grounds should be turned into the school office. Students may redeem items from the *Lost and Found* for a small fee.
11. No gum chewing will be permitted on the school premises – before, during, or after school. Food, including candy, is not to be eaten in the halls or the classrooms without permission of the supervising teacher.
12. Any parent wishing to visit the child's classroom or to pick up a child must go directly to the school office and speak with the school receptionist.
13. Students must obey promptly the commands and directions of teachers without complaint, argument, or facial expressions of disagreement. Disrespect, disobedience, and insolence will not be tolerated.
14. Students may use the telephone only in cases of emergency. Forgetting a homework assignment, lunch money, field trip permission slip, an item of apparel, etc. does not constitute an emergency.
15. Stealing another student's books or personal belongings (P.E. uniforms, clothing, etc.) will not be tolerated. Students may be dismissed for these violations.
16. Kissing, handholding, and other public displays of affection between students are not permitted on the school grounds, in the buildings, buses, ball games, or at any school function. A reasonable distance (at least 6 inches) between students is expected at all times.
17. No student will be retained at Calvary Christian School who experiments with or regularly uses tobacco, alcohol, or unlawful drugs of any form. Students are reminded that state regulations permit a student's locker or other storage area to be subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.
18. All school lockers are to be kept locked at all times. Supervising teachers will keep a record of all locker combinations. Students should not give combinations of locks to other students.
19. After 3:15 p.m., all areas are off limits to students who are not involved in an official activity. Detentions will be given to secondary students who violate this rule.
20. The lunchroom is off limits to all students who are not engaged in eating lunch or in a class. Students may not invite visitors to eat lunch with them without the administrator's permission. Only lunches brought from home or food bought in the cafeteria may be eaten there.
21. The gymnasium is off limits to students except when under the supervision of a school staff member. Students found in the gym without supervision will be sent to the office or given detention.
22. Students are not to stick anything to the inside or outside of their lockers. Students may use magnets to personalize the inside of their lockers. Students will be charged for any cleaning needed or damage they cause to their locker.
23. Students in grades 6 through 12 are not to leave book bags or personal belongings in the hall or classrooms during or after school. All books and belongings must either be kept in student lockers

or carried home. Book bags may only be kept in a student's locker; they may not be taken to classes.

24. If cell phones are brought to school, they are to be turned off and locked in one's own locker.
25. Students who are found abusing school equipment or property may be dismissed. Damage must be paid for by the student.
26. Secondary students are asked to use restrooms only during breaks, between classes, and at break time.
27. Students are not to wear jewelry of any kind while participating in field trips, on school property, or while attending a school function (See Jewelry section of Dress Code for exception)
28. Calvary Christian School reserves the right to dismiss any student who is sexually active.
29. No knives, guns, or weapons of any kind or illegal items are allowed on the school campus.
30. No media players including CD players, iPods, DVD players, or non-Christian music will be permitted on school campus without the permission of the supervising teacher or administrator.

# SICKNESS, INJURY, MEDICATION AND IMMUNIZATION POLICIES

## SICKNESS OR INJURY

Students are not to come to school if they are running a fever or are too ill to maintain their daily schedule. Students must be without a fever for 24 hours before returning to school. Students who become ill while at school will be sent to the school office. The parents will be called to pick up the student.

If a student suffers a serious injury at school, Calvary Christian School will call for immediate medical assistance and then attempt to notify the parents. For minor injuries, an attempt will be made to reach the parents first for their instructions.

## MEDICATION

The parent must sign in all medication at the school office when the student is brought to school. The medication must be clearly labeled with the student's name, dosage, and times to be given. If this procedure is not followed, the medication will not be administered. A "Permission to Administer Medication" form must be signed (See Appendix).

Prescribed medication that parents would like to be administered to their child must meet the following guidelines:

- Be provided by parents to the school
- Be in original prescription bottle with correct labeling
- Any necessary medical equipment must be provided and maintained by parents
- Be accompanied with a completed "Permission to Administer Medication" form (See Appendix).
- The very first time a medication is administered must occur at home and not just prior to coming to school as a precaution against an allergic reaction.

A careful attempt will be made to record the administration of prescription medications. Also, a student's privacy will be respected and kept in this process.

**Public law limits the type of non-prescription medication that a school may administer. Aspirin is not administered at CCS to students because of concerns regarding side effects in children. The school office will attempt to keep the following medications to administer to students for intermittent use:**

- Tylenol (or acetaminophen),
- Advil (or ibuprofen) and
- Benadryl (or Diphenhydramine)

Students who regularly request pain medication should bring their own in a new bottle marked with the student's name and a signed "Permission to Administer Medication" form (See Appendix).

A child who is on a prescribed medication, medical treatment or routine must have all related medication, equipment, etc. in order to attend school. It is not the responsibility of the school to purchase medications, medical equipment or other items that are prescribed or required by a medical professional.

Students who are deemed sufficiently mature by both parents and staff may self-medicate for asthma or diabetes. The medication may be kept by the student in their backpack, purse, or locker until used, but may not be shared with any other person. The "Permission to Administer Medication" form must be completed and returned to the school office.

Care must be taken to consider the need for medication to be taken on field trips. Please note related details on appropriate permission slips.

## **SPECIAL NEEDS/HEALTH ISSUES**

Any special medical or health information that the school should know about your child should be completed on the Enrollment Form and will be kept on file in the school office. It is the responsibility of the parent to inform the school in advance so that these issues may be properly dealt with. These might include but are not limited to maintenance medications, food or other allergies, special diet issues, etc.

## **FIRST AID**

Though Calvary Christian School does not have a school nurse on staff, first aid will be administered by the school staff. Should the school staff consider an injury to be serious, parents will be contacted. Parents who have special instructions regarding health issues should notify the child's teacher and the school office both in writing. Every attempt will be made to ensure the safety and well being of students.

In the case of serious injuries or illnesses, as determined by the school staff, professional medical help will be called for assistance.

## **COMMUNICABLE DISEASE POLICY**

Calvary Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises because of a specific infectious agent that may be transmitted either directly or indirectly from a susceptible host or infected person or animal to other persons.

Students with a fever may not return to school until 24 hours have passed after their fever is gone. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administrator.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Calvary Christian School may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Calvary Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Communicable diseases include (but are not limited to) the following: Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), Amebiasis, and Animal Bite of Humans only by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubella), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever R. Rickettsia, Rubella (including congenital), Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Cholera, Vibrio Infections, Yellow Fever.

## **IMMUNIZATION REQUIREMENTS**

When a student enrolls in a school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection, as shown below, is on file. Parents must provide the school with complete immunization records prior to the beginning of the school year. See Appendix for Complete Immunization Requirements.

## **POLICY ON RELIGIOUS EXEMPTION TO IMMUNIZATION FOR SCHOOL CHILDREN**

Indiana Code 20-8.1-7-2 as amended by the 1993 General Assembly States:

"Except as otherwise provided, a school child may not be required to undergo any testing, examination, immunization, or treatment required under this chapter when the child's parent objects on religious grounds. A religious exemption does not exempt a child from any testing, examination, immunization, or treatment required under this chapter unless the objection is:

1. made in writing;
2. signed by the child's parent; and
3. delivered to the child's teacher or to the individual who might order a test, an exam, an immunization, or treatment absent the objection."

The written document, signed by the parent, must state that the objection to immunization is based on religious grounds. There is no requirement that the statement must be from the pastor of a church, appear on church letterhead, or provide proof that they are members of a religious organization. The Indiana State Department of Health policy requires that the written statement be verified by the parent each year.

# ACCEPTABLE USE OF TECHNOLOGY

## INTERNET ACCESS AGREEMENT

The internet is a valuable educational tool available to Calvary Christian School students. If a classroom teacher decides that he or she wants to make use of this tool for research in the computer laboratory, a student and his or her parents will be required to sign an “*Acceptable Use of Technology/Acceptable Use of the Internet*” form (See Appendix) prior to student internet accessibility. All internet research will be closely monitored by the classroom teacher and/or the computer lab instructor. Parents should feel under no obligation to allow their student to use the internet at school. Should the classroom teacher assign an internet research project and a parent decides against student use of the internet at school, an alternative means of conducting research will be acceptable.

Students should understand that internet access is a privilege, not a right. Users should not expect that files stored on school-based computers would be private. Electronic messages and files stored on school-based computers will be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

Any student who violates the “*Acceptable Use of the Internet*” agreement will not be permitted to use the school internet facilities for the remainder of the school year. For complete rules and regulations, see *Acceptable Use of Technology/Acceptable Use of the Internet* in the Appendix section of this handbook.

## PASSWORD POLICIES

### Display or Printing of Passwords

Passwords may not be stored in readable format or written down.

### Password Assignments

All passwords will be assigned by the technology department. Students must change passwords on initial log on.

### Password User Responsibility

Every user is responsible for all activities on the network under his or her assigned user ID and password combination. Students are not permitted to use another person’s ID and password.

### Log Off Responsibility

All users are required to log off each computer, workstation, or terminal before leaving the immediate area.

### Password Protected Materials

Students are not permitted to assign passwords to any materials on CCS computers. Password protected screensavers are not permitted.

## USE OF CCS COMPUTERS

### Altering of Computer Setups Provided by CCS

Students are not permitted to alter the CCS computer configurations in any way. This action will result in immediate suspension of all computer privileges and may lead to suspension or dismissal from school.

### Use of Student Owned Computers

Use of student owned computers on school premises is not permitted unless the student has prior authorization from the technology director. CCS will track all personal internet use through the school server. Students may not use the internet while on school property through any other means than through the school server. Doing so will mean the loss of personal computer use at school.

### Unauthorized Use of Computer Games

Students are not to store, play, or use computer games unless authorized by the technology director.

### Headphones

Headphones are not to be used on CCS computers without authorization of the technology director.

### Personal Use of CCS Computers

CCS computers and network are for educational purposes or business use only.

### Student Access to CCS Network

Students and parents must read and sign the "*Acceptable Use of Technology/Acceptable Use of the Internet*" technology form before a user ID and password will be assigned. Students are granted individual use of CCS network only after this form is on file in the technology office. Please refer to form in Appendix.

### Unauthorized Access of School Data

Unauthorized access and use of CCS information systems, folders, files, etc. is strictly prohibited. Connecting to CCS systems, folders, files, etc. to alter, damage or disrupt use is prohibited. Students are prohibited from obtaining passwords or other devices which would permit unauthorized access to these systems. Failure to comply with this rule will result in immediate suspension of all network privileges and may result in dismissal from school.

### Granting User ID's to Outsiders

User ID's and passwords are granted only to current students and employees of CCS. Access to use of the school communications systems will only be granted to outside users through prior written authorization of the administrator. Network access information will be kept on file in the school administration office.

## **ADMINISTRATIVE POLICY**

### Ownership of Files

Calvary Christian School has legal ownership of the contents of all files stored on CCS computers and network, as well as all messages transmitted via these systems. CCS reserves the right to access this information without prior notice whenever there is genuine need.

### Virus Checking Software

Virus checking software may not be turned off or uninstalled by students or staff.

### Software Downloads from Third Party Sources

Students are prohibited from all downloads from electronic bulletin boards, the Internet, or any other systems.

### Software from Other Sources

Students are prohibited from use of any outside software unless it is first approved by the technology director.

### Deletion of Student Created Files

All student files will be deleted two (2) weeks after the last scheduled school day.

### Computer Viruses/Worms

All suspected computer viruses / worms are to be reported immediately to the technology director. The student should not attempt to eliminate the virus or worm.

# SCHOOL DIVISION POLICIES AND INFORMATION

## PRESCHOOL DIVISION

### ADMISSIONS

The preschool consists of students age three and four. It is a Bible-based academic program that builds the foundation for students' continued education in elementary school. Students must be three (3) years of age by August 1<sup>st</sup> and be completely toilet trained to enter the preschool program.

The preschool program offers many opportunities for academic learning. In addition to academics, preschool students participate in arts and crafts, music, and gross motor skills activities that help to build coordination.

### DROP OFF AND PICK UP

Parents may drop their child off at the designated preschool door or escort them in to the building after parking in a parking space, via the round elementary entrance (the radius). Parents who have an older child escort a younger child into school must drop them off at the elementary entrance.

### SUPPLIES

Preschool students must have a backpack, pillow and blanket. These items are to be labeled with the student's name. All other necessary materials are included in the supply fee. A collection receptacle for papers will be provided and will be clearly labeled with the student's name and class. All papers completed throughout the day will be placed in the receptacle for retrieval at the end of each day.

### GRADING

Preschool work is not graded through use of a traditional grade scale. A written report will be sent home four times a year to evaluate student progress. This report is merely a checklist of social and academic developmentally appropriate items.

### HOMEWORK

The key to success in the preschool program is parental involvement not only in the classroom but also through concept reinforcement at home. There may be times when a student will struggle with a concept in class and a note will be sent home to advise parents of the difficulty. Please assist the student in learning through positive reinforcement of the concept at home.

### DRESS CODE

Preschool students follow the same dress code guidelines as Calvary Christian School (see *Calvary Christian School Policies*, "School Dress Code/Uniform Guidelines" section.) Parents are urged to either purchase skorts or to have shorts worn under the female preschoolers' dresses to preserve modesty. A belt is not required for preschool age children since it can create problems when students go to the restroom by themselves.

### CONDUCT

Calvary Christian School expects students to be respectful to those in authority and to fellow students. Disrespect of teachers or fellow students and disruption of learning time will not be tolerated. Violence of any kind is not tolerated in the preschool setting.

### DISCIPLINE

Should a preschool student need to be disciplined for his or her behavior, the only method used in the classroom is a "time out" period. A time out is one (1) minute for every year of the student's age. If a student receives a time out, a correction form will be sent home to explain the reason for the time out.

Should a behavior require administrative attention, the student will be asked to speak with the principal, at which time parents may receive a telephone call.

Should a violent behavior continue after three (3) corrections, a student may be sent home or placed on probation. Behaviors that may lead to probation are the continued injuring of other students and direct disobedient behaviors that disrupt the flow of the classroom.

## KINDERGARTEN DIVISION

### ADMISSIONS

Calvary Christian School Kindergarten division is a Bible-based, academic program that builds the foundation for the elementary division. The student must be age five (5) no later than August 1<sup>st</sup> for enrollment in the kindergarten program at CCS.

### DROP OFF AND PICK UP

Parents should pick up all kindergarten students at the designated area. Please see the kindergarten teacher for more specific information concerning pick up times and alternative pick up procedures.

### SUPPLIES

All necessary supplies are provided for kindergarten students. A small blanket (36" x 36" or receiving blanket size) and a small pillow should be purchased for the student to use during nap time. A backpack or small satchel will also be needed for the student to store his or her blanket and pillow.

### GRADING

Parent/teacher conferences will take place at the end of the first quarter. Kindergarten work is not graded using the traditional school grading scale system. Grading of the child's work may take many forms: a comment, a check mark, a sticker, or a 'smiley or frowny' face. Each method is recorded on an achievement checklist. The grade scale will apply to academic, social, and developmental skills.

### HOMEWORK

Homework is not generally given to the kindergarten student. At times throughout the year, students may be asked to bring pictures from magazines, newspapers, etc. that reinforces lessons learned during the week. Parents are encouraged to read with their children at home to aid in development of reading skills.

### DRESS CODE

School uniforms are required, and kindergarten follows the same dress code guidelines as Calvary Christian School. See *Calvary Christian School Policies, "School Dress Code/Uniform Guidelines"* for specific details.

### CONDUCT

See kindergarten teacher for classroom rules of conduct. See *Calvary Christian School Policies, "Conduct"* for more specific rules of conduct.

### DISCIPLINE

See kindergarten teacher for disciplinary measures that are used within the classroom.

## ELEMENTARY DIVISION

### ADMISSIONS

The Elementary Division of Calvary Christian School continues to build upon the foundation laid by the kindergarten. In order to enter first grade, the student must be 6 years old no later than August 1st. All new students entering grades one through six are required to take an entrance examination and to score at grade level. If the student scores below grade level, he or she must enter at a lower grade or be placed on a probationary status.

### SUPPLIES

All texts, with the exception of the student's Bible (King James Version), are available through the school. Many of the texts, especially in the lower levels, are consumable workbooks. Student supply lists are available in the administration office and on the school website.

### GRADING

Papers will be sent home on a weekly basis. These papers will include tests, quizzes, projects, and seatwork, etc. Each individual teacher may ask that in receipt of the papers, a cover sheet be signed by a parent or guardian and returned to school.

The following key will be used for first grade and special classes such as music, art and P.E. classes.

- O = Outstanding
- S = Satisfactory
- N = Needs improvement

Students in grades two (2) through six (6) receive grades in core subjects of mathematics, language, science, and social studies based on the traditional grade scale. In addition, students in primary grades one through three (1 – 3) receive a grade for phonics. See *"Calvary Christian School Policies, Attendance and Grading Policies"* for additional information.

### ACADEMIC AWARDS CRITERIA

Students in grades four (4) and above are eligible for honor roll. The following guidelines must be met for a student to earn an honor roll award for the semester or the year.

"A" Honor Roll - The average of the final scores of all main subjects must be at least 96%.

High Honor Roll students may not have any "C's", "D's" or "F's" on the grade card for the term being calculated.

"B" Honor Roll - The average of the final scores of all main subjects must be at least 89%.

Honor Roll students may not have any "D's" or "F's" on the grade card for the term being calculated. Students may have one "C" on their grade card but it may not be in Citizenship.

The main subjects below (if applicable) are used for calculating honor roll:

- Bible
- Science
- English/Language
- Social Studies
- Mathematics
- Spelling

The "O/S/N" grades for auxiliary classes, P.E., Music, Art, etc. are not to be used in calculating honor roll.

### Citizenship Award

A student must have 96% each week in citizenship to receive a citizenship award.

### Reading Award

Students in grades one (1) through three (3) must meet the Accelerated Reading criteria as established for each grade.

## **HOMEWORK**

Weekly homework assignment sheets will be sent home for the parent's review and signature or assignment books will be kept by the students for parent's review and signature. This will list all of the work that the student is required to do and is a communication tool through which the teacher can keep the parent up to date on the student's progress.

## **PROMOTION**

For a student to be promoted to the next grade, he or she must have successfully passed 70% of all academic subjects. If the student fails any two of the following subjects, he or she will be retained: Reading, Language, Arithmetic, Spelling, Science, and History. If a student fails one subject and does poorly in another, he or she may be asked to repeat the grade or be required to be successfully tutored for the summer. If a child is on the borderline academically and displays a distinct lack of maturity for his/her age, he or she may be asked to repeat the grade.

## SECONDARY DIVISION

### GENERAL POLICIES

#### STUDENT EMPLOYMENT CERTIFICATES

Employment certificates issued to allow for the employment of minors are commonly called “work permits.” Indiana law requires all persons employed under the age of 18 to obtain a work permit. Students must first obtain an “Intent to Employ” form from a prospective employer or from the Calvary Christian School secondary reception office.

Calvary Christian School does not issue work permits. A student must see the guidance counselor at the public school the student would normally attend for the permit. When applying for the work permit, the student must show proof of age and the “Intent to Employ” form to the guidance counselor. Students may not hold more than one work permit at a time. Work permit may be revoked if, after issuance, there is a decrease in the student’s grades and/or attendance at school. The student will have the right to appeal to the school principal if the work permit is revoked.

#### STUDENT DRIVER REGULATIONS

Driving to school is a privilege, not a right, for Calvary Christian School students. There are a few basic rules that students must follow to drive to school.

1. All students who drive to school must obtain permission from the administration office.
2. Cars must be parked at the designated place upon arrival at school. Students are not to sit in their cars until school starts but should go to the designated area inside the school building. Written permission shall be obtained from the administration for each authorized use of a car during the regular school day.
3. Student drivers must file a record of their driver’s license and insurance coverage (and names of regular riders, if any) with the office.
4. Students must have full insurance coverage to drive cars to school.
5. Students must observe all posted speed zones and follow regular traffic patterns.
6. Students may not be in or go to cars in the parking lot during regular school hours.
7. Students may not sit in their cars with other students after school. Students must leave the campus after school.
8. Students violating the school regulations regarding the use of automobiles may be denied permission for car use.
9. Students may not play loud offensive music in their cars on campus.
10. Students should always lock cars parked on the school grounds. The school is not responsible for stolen items.
11. Boys and girls are not to ride together, to or from school, or ride home together after sports practice.

#### SCHEDULE CHANGE POLICY

Students requesting a schedule change must do so no later than the week prior to the new semester. Schedule changes will be approved for the following reasons:

1. Seniors who need additional classes for graduation.
2. Necessary administrative changes.

#### STUDENT WITHDRAWAL

All students who wish to withdraw from Calvary Christian School are asked to notify the administration office several days before the last day of attendance. Textbooks should be turned in to the administration office. A parent or guardian signature is required on the withdrawal form if the student is under 18 years of age. Students planning a transfer should notify the school administration office as soon as possible before the transfer.

## **CO-CURRICULAR ACTIVITIES**

Several co-curricular activities are available to secondary students at Calvary Christian School. Each student is encouraged to give serious thought to becoming a member of a club or organization. Students who belong to a club or organization may improve academically, socially, and may enjoy school more than students who choose not to become part of a club or organization.

The student council is composed of elected representatives from each high school class. Students should discuss suggestions for improvement with their student council representatives.

Students who are not in attendance at school during the entire day will not be permitted to participate in or attend a club or organization activity that day. Exceptions to this rule will be granted only by the school administrator.

## **NATIONAL BETA CLUB**

National Beta Club is open to students in the ninth through twelfth grades that are selected by a faculty committee. The criteria for membership in National Beta Club are scholarship (3.0 GPA or better), leadership, service, and character. Calvary Christian School is a chapter member of the National Beta Club and, as a chapter, abides by the National Beta Club regulations.

## **HIGHER EDUCATION DAYS**

The purpose of higher education days is to allow senior students the opportunity to visit universities, colleges, and other institutions of higher learning. Each student is permitted two (2) higher education days. Students must meet basic criteria set forth by the admissions office of the school they wish to visit. No higher education days will be allowed the day before or after pre-scheduled school breaks.

Students who wish to take advantage of higher education days should bring a note from a parent or guardian requesting the day and naming the institution to be visited. The student should also inform each teacher of the planned absence from class.

Upon the first day back at school, the student should bring verification of the visit to the administration office or the student will be issued an unexcused absence. Acceptable verification is defined as any notice showing a signature of the admissions department (counselor, professor, etc.)

## **GRADING POLICIES**

### **SCHOOL SCHEDULE**

Classes begin promptly at 8:05 a.m. and end at 2:55 p.m. each day. Students should not arrive prior to 7:50 a.m. Those who arrive early must enter through the Extended Care door and will be charged a fee. Students must exit the school grounds after 3:00 p.m., unless attending a scheduled club or class meeting. If a student must wait for a ride after school, he or she should report to the designated after school care secondary supervision room until the person designated to pick up the student arrives. No student is to be roaming the school corridors after dismissal. Although before school care is not offered at this time, after school supervision is offered for students in grades 7 – 12 from 3:15 p.m. until 5:00 p.m. each school day. Secondary students who remain after 3:15 p.m. should report to the assigned secondary classroom. The school office maintains a price list for this service. After school supervision is not offered on school half days.

### **REPORTING TO CLASS**

Students will be counted tardy if they arrive to their classrooms after the second bell rings at 8:05 am. If a student arrives tardy to school prior to 9:00 a.m., he or she should report directly to his or her class. Individual classroom teachers will have their own guidelines as to whether students are to be seated when the second bell rings. After the 9:00 a.m. bell, students who are tardy should sign in and receive a tardy pass at the school office prior to going to class.

## **CLOSED CAMPUS**

Our school operates on a **closed campus policy** in that students are not allowed to leave campus during the inclusive hours of their classes without written permission.

## **PROGRESS REPORTS**

Progress reports are issued every three weeks for students in grades 7 – 12. If a student has a “D” or “F” recorded on the progress report, he or she must have the report signed by a parent or guardian and the report must be returned to the secondary office within two (2) days after it is issued.

## **ACHIEVEMENT TESTS**

All Calvary Christian School junior high and senior high students are given achievement tests in the fall of each school year to measure their achievement in the areas of English, Mathematics, Science and Social Studies. The *ISTEP* achievement test series is the instrument used for this purpose. All student responses are electronically scored and a detailed sheet listing the child’s results is provided to the parent with the final report card. Students in grades 10 through 12 will be required to pass the *GQE* version of the *ISTEP* prior to graduation.

It is highly recommended that all juniors and seniors take either the SAT (Scholastic Aptitude Test) or the ACT (American College Test) before graduation. Students may pick up information on testing dates and locations from the secondary office.

It is also recommended that sophomores and/or juniors take the PSAT prior to attempting the SAT or ACT. Further information is available in the secondary office.

## **FINAL EXAMS**

At the end of each quarter or at the end of each school year, final examinations may be given in each subject. Those students who maintain perfect attendance throughout the school year will be exempt from taking the end of the school year final examinations.

## **INCOMPLETE GRADES**

Incomplete grades must be approved by the principal. A student who receives an incomplete rather than a grade in a course must take the initiative to communicate with the teacher regarding the missing work. If the incomplete is not made up by the end of the fifth school day following the quarter, the student may be withdrawn from the class and assigned a final grade. If there are extenuating circumstances which prevent the student from meeting the fifth day deadline, the student’s parent or guardian may contact the teacher to request an extension.

## **ACADEMIC INFORMATION**

This section is designed to provide the parents and secondary students of Calvary Christian School with information regarding course offerings and the school’s academic requirements for graduation. Any student who is willing to apply him/herself satisfactorily and do what is required of him/her by the teacher can expect to do well in school. Students who have such motivations should make the transition into college quite easily.

Courses have been carefully developed to prepare our students for entrance into college. With a strong commitment to the Bible and solid coverage of language, mathematics, and the sciences, we feel that our students are more than adequately equipped for a challenging future. We remind our parents and students that CCS teaches all classes in light of the Word of God, and we do not apologize for such a commitment. These convictions affect the academic orientation of all classes taught at Calvary Christian School.

It is our desire that each student, with the encouragement of his or her parents, works hard and does his or her very best at the task that has been set before them. Although graduation may seem a long time away, hard work and perseverance now will reap dividends when the student has successfully completed all requirements and the diploma is in hand.

## PROMOTION – JUNIOR HIGH

Each student who has passed 70% of all courses will be promoted to the next grade level. Students who do not achieve a 70% will be retained in the current grade and will be required to attend summer school in order to pass to the next grade. Proof of a passing grade in summer school must be on file in the administration office before a student will be promoted.

## GRADUATION INFORMATION – SENIOR HIGH

Calvary Christian School offers two types of graduation opportunities: the traditional diploma and the honors diploma. The Indiana Department of Education is in the process of changing graduation guidelines. The guidelines vary according to the year that a student entered ninth (9<sup>th</sup>) grade. More information is available at: <http://ideanet.doe.state.in.us/core40/pdf/Core40DiplReqsComp.pdf>

The **Traditional Diploma** requires 43 credits from the following areas:

English/Language Arts:	(8) credits to include coursework from the following: literature, composition, and speech.
Social Studies:	(4) credits to include U.S. History, World History, government and economics.
Mathematics:	(6) credits to include Algebra I and II, and geometry.
Science*:	(4) credits to include biology, physical science, chemistry, or physics.
Foreign Language:	(4) credits in one foreign language.
Bible:	(8) credits from Bible classes.

Students entering ninth (9) grade in the 2006 – 2007 school year will be required to have accumulated six (6) science credits prior to graduation.

The **Honors Diploma** requires 47 credits from the following areas:

English/Language Arts:	(8) credits to include coursework from the following: literature, composition, and speech.
Social Studies:	(6) credits to include U.S. History, World History, government and economics.*
Mathematics:	(8) credits to include Algebra I, Algebra II, geometry, and pre-calculus.
Science:	(6) credits to include biology, physical science, chemistry, or physics.
Foreign Language:	(6) credits to include three years of a foreign language or two years of one foreign language and one year of another foreign language.
Bible:	(8) credits from Bible classes.

## SPECIAL ACADEMIC INFORMATION

1. All students while enrolled in Calvary Christian School are required to take Bible classes. Students who fail these classes must make them up by correspondence or through alternate means before graduation.
2. All students are required to take six (6) classes per year. Seniors must take at least 4 classes.
3. The majority of the academic subjects are of one year's duration. Students are expected to remain in these classes the entire school year. Students who drop a class during the course of the year may receive only partial credit for that class.
4. Requirements for graduation begin in ninth grade. For each full-time, annual course that is successfully completed during the school year, two (2) credits will be awarded. Completion of a semester course will receive one (1) credit. A minimum grade of "D-" is required to receive a unit of credit.
5. Any student receiving an "F" can receive credit toward graduation by successfully repeating that subject the following year. Other alternatives include repeating the course in summer school or night school, or taking a correspondence course from an approved academic institution. Such a course must correspond closely to the subject failed and must be approved by the administration.
6. Students graduating from Calvary Christian School may not transfer English courses or American Government from another school after their official enrollment in Calvary Christian School.
7. All courses attempted are included in the computation of a student's grade point average (GPA.) Should a student fail a subject, he or she will be required to repeat the class in summer school.

8. It is the student's responsibility to see that all courses are satisfactorily completed in order to graduate. Although student records will be checked frequently to make sure that all graduation requirements are being met, Calvary Christian School cannot be held responsible for any student who is deficient in credits at the end of his or her senior year.
9. Seniors will not be permitted to march in the commencement program if they lack more than one credit for graduation. Arrangements must also have been made to earn their credit in an approved summer school or correspondence school program before the student can march. Calvary Christian School cannot be held responsible for the inconvenience caused by a senior's failing courses during the last days of school.

## **AWARDS - ACADEMIC AND CHARACTER**

A certificate of achievement will be given at the end of each semester to the student having the highest G.P.A. in a main subject for that semester. An academic letter will be given during the awards assembly at the end of the school year to students who have achieved honor roll status. A student will receive an award pin for each additional year he or she maintains a "B" average for the entire school year.

A student will earn an award pin for the highest G.P.A. in a subject for the entire school year. This award will be given during the awards assembly at the end of the school year.

### **Secondary Level Awards**

#### Valedictorian

The graduating senior who has the highest "A" grade point average (GPA) will be named valedictorian of the senior class. He or she will wear the valedictorian shawl, will receive special recognition during the graduation ceremony, and will give a prepared speech at the graduation exercises.

#### Salutatorian

The graduating senior who has the second highest "A" grade point average (GPA) will be named salutatorian of the senior class. He or she will wear the salutatorian shawl and will receive special recognition during the graduation ceremony.

#### Student Body President Award

A gavel will be presented each year at graduation ceremonies to the outgoing president of the Student Council in appreciation of his or her leadership qualities during the school year.

#### Christian Character Award

A plaque will be presented each year at graduation ceremonies to the student in grades 9 through 12 who has displayed a high level of Christian character and integrity. This award is chosen by the teaching staff and is based on the following criteria: respect, attentiveness, integrity, a servant's heart, and a good steward of time and talent.

#### Principal's Award

A plaque will be presented each year at CCS graduation ceremonies to the student who has received the highest academic grade point average for the school year.

#### President's Award

A plaque will be presented each year at CCS graduation ceremonies to the student who has the best combined excellence in academics and Christian character. This award is the highest honor given by Calvary Christian School. The recipient of this award is chosen by the teaching staff; the decision is based on the following criteria: character, leadership, courage, service, and scholarship.

#### McFarland Award

A wooden camel will be presented to the student in grades six to eight who has accumulated the highest grade point average (GPA) during the school year. A student may earn this award only once. This award will be presented to a student who has been on honor roll each quarter.

Meritorious Award

A plaque will be presented to the sixth to eighth grade student who has shown the highest level of achievement in the following five areas: Christian character; courage against peer pressure; leadership; service; and scholarship.

Bible Award

A Bible will be presented to the student in sixth to eighth grades who has displayed a high level of Christian character and integrity during the school year.

# CONDUCT AND DISCIPLINE POLICY

## MISCONDUCT

As a school with a large number of grades our Conduct and Discipline Policy varies by grade level. In general, in lower self-contained grades (PreK to 5) teachers give their discipline policies to parents at Parent Orientation. Grades six and above are secondary grades and share the following policy.

Students will be given one (1) warning per class period and thereafter will receive thirty (30) minutes of lunch or after-school detention for all minor infractions. A list of minor infractions follows. Detention, in-school suspension, out-of-school suspension and expulsion be given at the discretion of the administration in certain irregular cases not covered by the list.

## DISCIPLINE

For secondary classes, students who accumulate three (3) detentions for the same offense will be subject to one (1) day of in-school suspension after review of the offense by the school administrator. The student who accumulates six (6) detentions for the same offense will receive a one day out-of-school suspension and must attend a student-parent-principal conference before he or she will be readmitted to class. Students who do not respond properly to correction or miss assigned detentions without attempts to reschedule them will be subject to a day of ISS or a parent/principal meeting, at the discretion of the principal

Any class work that a student misses due to in-school or out-of-school suspension will receive a grade of zero percent (0%) and the student will be required to complete the missed work during the suspension period. A student is responsible for taking any quiz or test that he or she missed while serving in-school suspension or out-of-school suspension.

All parents of students receiving in-school or out-of-school suspension will be notified by letter concerning the suspension and the seriousness of the offense.

1. Each student will receive a copy of the Parent – Student Handbook during the first week of school. The handbook will be discussed in great length in chapel and all questions will be answered. Parents and students are responsible to read the entire book and sign the Student – Conduct Agreement.
2. Detention forms will be copied and one copy will be sent home to be signed by the parent and to be returned the next day to the high school office. Parents and students will be required to sign the detention form as an acknowledgment to the offense. Failure to sign the form will result in additional detention.
3. Detention will be served the next day after the detention was given.
4. Students accumulating six (6) detentions for the same offense will be placed on probation. This means that they may not be permitted to participate in extra-curricular activities or hold any class office.
5. Students may not miss their assigned day of detention without permission from the administrator. Students may not miss any detention because of athletic games or practices. Students who miss detention because of previously scheduled doctors' appointments must serve the detention within two (2) days of the missed detention and must bring a note from their parents in advance.
6. The student must complete any detention work assigned during the detention or the work must be completed at home to receive credit for serving the detention.
7. If the administration feels that detention is not changing the student's behavior, the administration may use other means in lieu of detention.
8. Although a student may not have enough detention to warrant a suspension or expulsion, the detention record weighs heavily in the decision whether or not to re-admit the student for the next school term.
9. Major infractions will be dealt with on an individual basis by the administration.
10. Repeated minor infractions will result in those infractions being elevated to the major infraction level and will be dealt with as major infractions.
11. The administration reserves the right to accelerate the disciplinary process at their discretion.

**LIST OF MINOR INFRACTIONS**

**Possible Offenses for Detention or Other Punishments (not intended to be comprehensive)**

Absent for detention	Unprepared for class	Dress code violation
Note passing	Gambling	Disrespect of property
Direct disobedience	Failure to return notes	Gum chewing
Horseplay	Hair code violation	Lying
Littering	Disrespect of persons	Loitering
Cheating	Inattention in class	Irreverence in chapel
Improper language	Failure to comply	Misuse of hall pass
Vulgarity	Bullying	Improper physical contact
Damaging school building or property	Wearing inappropriate jewelry	Eating/drinking where off limits

**EXPULSION OR PUNISHMENT OF SERIOUS OFFENSES**

Calvary Christian School expects all students to live above reproach, showing respect to God, country, family, and fellow students. Therefore, lying, cheating, theft and profanity will not be tolerated. Attendance at Calvary Christian School is a privilege, not a right.

*Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed. The conduct of a student off campus is just as important as his or her conduct on campus. Christian behavior, as defined, in part, in the Ten Commandments, in the laws of our land, and in the Position Papers of the UPC, are expected to be followed to the best of one’s human ability. This expectation of activities and attitudes that are known to be Biblically acceptable is not just for school behavior but as a lifestyle lived all day and all year. Therefore, any student involved in any of the following, on or off campus, may be expelled as a student, depending upon his or her involvement: use or possession of tobacco, alcohol, or illicit drugs; involvement in immoral acts, including pornography and any other sexual activity be it heterosexual or homosexual, the promotion or adherence to homosexual ideology or behavior, any violations of the law of the land which could result in the arrest of a student, disrespectful acts or intimidating acts toward any faculty member or fellow student; gambling; stealing; attending parties where alcohol or drugs are used; or attending any night club. Any student involved in any of the above may be expelled at any time before graduation and will not receive a diploma, even if all work has been completed.*

*The school president, board, and administration of CCS reserve the right make decisions relative to the punishment of inappropriate behavior, as we define it, in its sole discretion. It will be the right of these school leaders, as listed above, to expel CCS students based upon their knowledge and wisdom in a manner that may not be based upon precedent.*

**CORPORAL PUNISHMENT (PADDLING)**

Corporal punishment is not a normal means of correcting students at CCS. It will not be used without the written direction/permission of the student’s parent(s) or guardian(s). Paddling is the form of corporal correction that is used at CCS under the following guidelines:

- a. The offender will be paddled by a staff member of the same gender.
- b. The paddling will take place in the office, away from other students, with an adult witness.
- c. Parents/guardians are welcomed and often required to be present at the time of the paddling.
- d. A wooden paddle will be used.
- e. No more than three (3) strokes will be used in the administration of corporal correction per event.

Corporal correction will not become the normal means of punishing a student that continues to break rules. If this means does not change his or her behavior, other means will be used up to the need to expel.

## APPENDIX A

### IMMUNIZATION REQUIREMENTS

#### Minimum Immunization Requirements for Students Enrolled in Pre-Kindergarten

- 4 Doses of diphtheria-tetanus-acellular pertussis (DTaP), Diphtheria-tetanus-pertussis (DTP), Pediatric diphtheria-tetanus vaccine (DT) or any combination of the three is required;
- 3 Doses of either oral polio (OPV) or inactivated polio (IPV) vaccine in any combination;
- 1 Dose of measles (rubeola) vaccine on or after the first birthday;
- 1 Dose of rubella (German Measles) vaccine on or after the first birthday;
- 1 Dose of mumps vaccine on or after the first birthday.

#### Minimum Immunization Requirements for Students Enrolled in Kindergarten and Grade 1

- 5 Doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT), or **4 doses are acceptable if the 4<sup>th</sup> dose was on or after the 4<sup>th</sup> birthday;** (under 7 years of age)
- 4 Doses of any combination of IPV or OPV by age
- 4 – 6, or **3 doses of all OPV or IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday;**
- 2 Doses of measles (rubeola) vaccine on or after the first birthday;
- 1 Dose of rubella (German Measles) vaccine on or after the first birthday;
- 1 Dose of mumps vaccine on or after the first birthday;
- 3 Doses of hepatitis B vaccine for all Kindergarten and Grade 1 students;
- 1 Dose of Varicella (chickenpox) on or after the first birthday or record of disease. **Parental history of chickenpox disease is acceptable** as proof of immunity (no vaccine needed.) A written and signed statement from the parent/guardian indicating the dates of disease is all the documentation needed. Documentation by a physician is not necessary.

#### Minimum Immunization Requirements for Students Enrolled in Grade 2 – 6

- 3 Doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT) or Tetanus-diphtheria (Td) (grades listed above and/or 7 years of age or older);
- 4 Doses of any combination of IPV or OPV by age
- 4 – 6, or **3 doses of all OPV or IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday;**
- 2 Doses of measles (rubeola) vaccine on or after the first birthday;
- 1 Dose of rubella (German Measles) vaccine on or after the first birthday;
- 1 Dose of mumps vaccine on or after the first birthday.

#### Minimum Immunization Requirements for Students Enrolled in Grade 7 – 12 and for Students in Ungraded Classrooms who are 13 Years of Age or Older on August 1<sup>st</sup> of the Current School Year

- 3 Doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT) or Tetanus-diphtheria (Td);
- 3 Doses of Polio vaccine;
- 2 Doses of measles (rubeola) vaccine on or after the first birthday;
- 1 Dose of rubella (German Measles) on or after the first birthday;
- 1 Dose of mumps vaccine on or after the first birthday.

**APPENDIX B**

**PERMISSION TO ADMINISTER MEDICATION**

**Calvary Christian School**

This form must be completed and returned for any routine medication to be administered at school or school events. Original labeled prescription bottles must be given to the receptionist or school health coordinator.

All bottles must be labeled correctly by the pharmacy with the following information:

1. Name
2. Medication name
3. Dosage
4. Doctor's name

If at any time there is a change in the medication or dosage, we must have written instructions signed by the parent and dated as to when the change occurs. This updating is crucial to appropriate medical care, especially should an emergency arise.

Child's name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Prescribing Doctor \_\_\_\_\_

Diagnosis \_\_\_\_\_

Medication \_\_\_\_\_

Dose \_\_\_\_\_ Time \_\_\_\_\_

Special Instructions \_\_\_\_\_

Please be aware that the school is not responsible for finding your child to give medication, although reminders will be given to the child to report for medication if necessary. Please tell your child to come to the school office to know where to receive their medication.

I give permission for my child's teacher or designee to administer the above medication to my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX C**

**CCS Acceptable Use of the Internet Policy Form**

In making decisions regarding student access to the Internet, Calvary Christian School considers its own stated educational mission. Electronic information research skills are now important to the preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world. Calvary Christian School expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, **CCS reserves the right to limit Internet access for grade appropriateness and content.**

Outside of school, families bear the responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing Calvary Christian School provided Internet access must first have the permission of and must be supervised by Calvary Christian School professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in the classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of Calvary Christian School provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' must be in support of and consistent with the educational objectives of Calvary Christian School and its Acceptable Use of Technology Agreement. **Access is a privilege, not a right. Access entails responsibility.**

Calvary Christian School blocks certain websites for inappropriateness. If a student accidentally connects to websites that display sexually explicit, racist, or potentially offensive materials or music, the student must immediately disconnect from the site and notify the technology director. The ability to connect to such sites does not imply students are granted permission to visit the site. If a student's Internet activity reveals a clear intent to visit inappropriate Internet websites, disciplinary action will be taken which may result in student dismissal from school.

Students are not permitted to visit chat rooms or blog sites. The ability to access these sites does not imply that permission is granted to visit the site.

All Internet access is to go through the firewall. If a student is found to be deliberately attempting to bypass the firewall or school installed filter, disciplinary action will be taken by the administration.

All Internet activity on CCS computers is subject to monitoring and reviews by the CCS technology department and the administrator.

All students and a parent or legal guardian are required to sign this document and return it to the administration office before student use of Calvary Christian School computers and technology.

**Student Signature**

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

**Parent Signature**

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

**APPENDIX D**

**STUDENT CODE OF CONDUCT**

I have read and understand the Calvary Christian School Parent/Student Policy Manual, Dated for Spring, 2008 and agree to willingly follow the rules and spirit of the rules listed in it.

I understand that the guidelines listed in it apply to the behavior of students both at school and away from school and during the school year and between school terms, including

I understand and agree to the consequences listed in the policy manual.

I understand that I have a means of grievance where circumstances of a case may be presented to the School Board Discipline Committee and I agree to comply with their decision.

I understand that Calvary Christian School is a ministry of Calvary Tabernacle and as such is governed by the authority of the Pastor of Calvary Tabernacle who also acts as the President of the school.

I realize that though I will not be expected to become a member of Calvary Tabernacle, or adhere to the Apostolic Pentecostal tenets of their faith, that I will respect the right of Calvary Tabernacle and Calvary Christian School to run the daily operations and spiritual emphasis from their perspective.

I have read, understand, and agree to comply in full with the guidelines of the Calvary Christian School Parent/Student Policy Manual, dated Spring, 2008.

Student \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
For self and on behalf of minor child

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
For self and on behalf of minor child

**FIELD TRIP PERMISSION SLIP**

**Calvary Christian School**

3639 S. Keystone Ave.  
Indianapolis, Indiana 46227  
(317) 789-8710  
(317) 789-8718 (fax)

Rev. Paul D. Mooney, President

Rev. Charles M. Barcus, Principal

To: \_\_\_\_\_

From: \_\_\_\_\_

Re: Field Trip to \_\_\_\_\_

**Field Trip General Information:**

***PERMISSION NOTE***

I/we the parent/guardian of the below named student, hereby give my/our approval to his/her participation in the field trip

to \_\_\_\_\_

on \_\_\_\_\_

including any and all risks and hazards incidental to such permission. I/we do hereby agree to hold harmless the organizers, supervisors, chaperones, and anyone connected with Calvary Christian School, Calvary Tabernacle Church including president, boards, and administration and staff and volunteers for any claim arising for an injury or harm to my/our child or children.

Child's Name \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

**APPROVED UNIFORMS FOR CALVARY CHRISTIAN SCHOOL**

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**Boy's/Girl's Logo Shirts**

The following shirts/sweatshirts may only be worn if they are embroidered with our school logo. Schoolbelles, Lands' End, and CCS will carry these shirts. Acceptable colors are: White, Navy, Light Blue, Light Yellow (but not Maize from Lands' End), and Hunter Green.



Logo Polo Shirt

Logo Camp Shirt (no tails; designed to be worn outside of slacks or skirt. Students in grades 7-12 may wear these shirts with tails out) – we are working on a supplier for these shirts.

Logo Sweatshirt

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**Sweaters and Turtlenecks (Boy's and Girl's)**

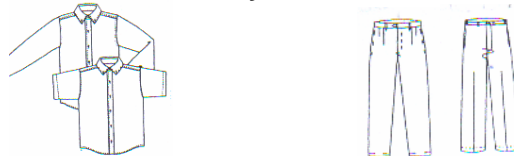


**Colors: White, Navy, Forest Green, Light Yellow (2008-2009 School Year will be the last year for Lands' End Maize Yellow)**

- Jersey knit v-neck or crew neck cardigan
- Fine gauge knit cardigan sweater (for girls)
- V-neck sweater vest
- V-neck pullover sweater
- Long Sleeve Turtleneck
- Mock Turtleneck

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**Boys' Items**



**Shirts (no logo required)**

**Colors: White, Light Blue, Light Yellow**

- Oxford shirt (long sleeve or short sleeve)
- Classic dress shirt (long sleeve or short sleeve)

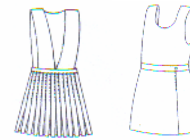
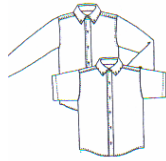
**Boys' Slacks**

**Colors: Navy, Khaki**

- Pleated or plain front pant (chinos/twill)
- Options: reinforced knee, elastic waist, and corduroy

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## Girl's Items



### Blouses (no logo required)

**Colors: White, Light Blue, and Light Yellow**

Peter Pan blouse (long sleeve or short sleeve)

Oxford blouse (long sleeve or short sleeve)

### Skirts and Jumpers

**Colors: Navy, Khaki, CCS Plaid (only available at Schoolbelles)**

V-Neck pleated jumper

Two pleat front jumper

Solid jumper

Pleated skirt

Kick pleat skirt

A-Line Skirt

Skort (Caution: must meet length requirements)

Long Skirt (mid-calf length)

CCS Plaid skirts (pleated and wraparound) and CCS Plaid jumpers are available only through Schoolbelles.

Stretchy bike shorts (to be worn under skirt) Colors: Navy, Hunter Green, Black

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## Gym Clothing Guidelines: Grades 7 thru 10

Boys: Solid navy nylon athletic pants.

Two CCS athletic P.E. T-shirts. (Available at CCS)

Girls: Split Skirt/culottes from Schoolbelles.

Two CCS athletic P.E. T-shirts. (Available at CCS)

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## Current Vendors

We encourage you to still use these vendors.

### Lands' End

- For a catalog call 1-800-469-2222 Preferred School No.: 9000-7750-4
- [www.landsend.com/school](http://www.landsend.com/school)

### Dennis Uniforms

[www.allseasonsuniforms.com/edw3a1.htm](http://www.allseasonsuniforms.com/edw3a1.htm) (for the long skirt)

[www.allseasonsuniforms.com/edw3a3.htm](http://www.allseasonsuniforms.com/edw3a3.htm) (for the medium skirt)

### Choice

1-877-324-6423

[Dennisuniform.com](http://Dennisuniform.com) School Code: 1065

### Schoolbelles

- Pick up a Buying Guide from the office at CCS
- Call for a catalog 1-888-637-3037 or 317-255-5275
- [www.schoolbelles.com](http://www.schoolbelles.com) School Code: 1798
- School code: "Basics"

## **APPENDIX G**

### **ATHLETIC DEPARTMENT GUIDELINES**

#### **ATHLETIC PROGRAM MISSION**

The mission of the CCS Athletic Program is to provide an opportunity for our students to increase physical fitness through practice and competition under the direction of leadership who will teach self-discipline, respect for authority, and Christian character. The CCS athletic program will provide students an opportunity to add richness to their school experience, circumstances that challenge them physically, and fellowship with athletes from other schools.

#### **REQUIREMENTS FOR CCS ATHLETIC PARTICIPATION**

- Each athlete must have a school-approved Parent/Physician Certificate on file in the athletic office to be eligible to participate in a practice or contest. These physicals are valid for one calendar year from the certificate date.
- Each athlete and parent must have a signed Student Code of Conduct on file in the athletic office to be eligible to participate in practice or games.
- Team uniforms will be specified by the coach and will be worn by all players. Shorts are not part of the school athletic uniform and should not be worn at any time while the student is representing the Calvary Christian School athletic program.

#### **ATTENDANCE REQUIREMENTS FOR PARTICIPATION**

- Athletes may not participate in a game or practice if they were not in attendance at school for the entire school day on the day of the activity.
- Exceptions for the above are for officially excused absences that meet with the permission of the principal or Athletic Director (AD).
- CCS students are encouraged to participate in many school activities and it is not uncommon for students to be involved in more than one extra-curricular activity at a time. When schedule conflicts arise, the student or parent should notify the coach or AD as soon as possible to pursue resolution.
- Final resolution for an excused absence rests with the principal in consultation with the staff.

#### **SPORTSMANSHIP**

Any athlete who is disqualified before, during, or after a game for unsportsmanlike conduct shall not participate in the next scheduled athletic event. Any player who receives a second game disqualification during that season will be disqualified for the balance of that season. The CCS administration will review all disqualifications and reserves the right to impose additional penalties.

#### **CITIZENSHIP**

Students who participate in athletics must display good citizenship both in and out of school. Students who do not display good citizenship in accordance with acceptable behavior at CCS (Code of Conduct) will be suspended from participating in athletics.

#### **ATHLETIC CODE OF CONDUCT**

This code shall apply to all students connected to the athletic program of CCS and shall govern inclusively all athletes, managers, trainers, coaches and student coaches.

An athlete's conduct in and out of school shall be such as to neither reflect discredit upon their school or to create a disruptive influence on the discipline, good order, nor the moral or educational environment in the school. It is recognized that the principal, by the administrative authority vested in that office, may exclude such contestants from representing their school.

Students wearing uniforms represent our school, and their conduct reflects on the student body as a whole. Athletes must watch every aspect of their behavior during play, traveling, or while in the stands. Fighting, abusive language or poor conduct will not be tolerated and will be subject to the immediate removal from the team.

The participants shall be considered in violation of the code if the athlete has committed felonies, acts of vandalism, theft, shows disrespect, participates in hazing, bullying, intimidation, pornography, inappropriate sexual conversations, or consumes or possesses alcoholic beverages, tobacco products, or illicit controlled substances (drugs).

Participation in school athletics is a privilege, which carries with it varying degrees of honor, responsibility, and sacrifice. CCS athletes are representing CCS as well as Calvary Tabernacle and its leadership which support and are committed to our organization.

### **TRANSPORTATION/PICK-UP**

- Students will travel with the team and coach to and from games under the authority of the coach or appointed drivers. Exceptions may be granted by the coach with the permission of the parents of the student(s) involved.
- Under normal circumstances, only athletes, coaches, and student assistants travel in the team van. Occasionally a "Fan Van" is arranged for non-athletes to travel to a game.
- Athletes are to be picked up within 15 minutes after practice or the pick up time following a game.

### **PRACTICE AND ATTENDANCE**

- Practice times are for the coach and student athletes only. Parents are welcome to visit any time but students may not unless with their parent and with coach permission.
- Athletes must notify a coach if missing a practice.
- Unexcused absences from practices will lead to suspension of a game.

### **GAME AND TOURNAMENT GUIDELINES**

- Students are the responsibility of their coach during the entire time of a game or tournament either at home or away.
- While a student is not expected to shadow a coach during a lengthy event, a coach is responsible for the safety and behavior of student athletes.
- Students may not leave a sporting event without the coach and team unless specific, written permission by their parent/guardian has been granted and then only with their coaches permission.
- Injured players are to stay with their team and are not to loiter around the school.
- Once players have arrived at a game, they are not to leave without permission of the coach or the adult who is supervising them.

## **GAME DAY ATHLETIC DRESS GUIDELINES**

On game days, students will dress up as an honor to their participation, to promote their game, and encourage school spirit. Dress clothes and shoes will be worn by both girls and boys.

- Girls will wear dresses or dress skirts and blouses, and dress shoes.
- Boys will wear dress slacks and a dress sport coat, a dress shirt and tie, and dress shoes.

Students not meeting these guidelines will be out of dress code and will be ineligible to attend the game that day.

## **VARSITY**

The varsity team is the most intensely competitive level of athletics; therefore, athletes who are chosen to participate at this level will have demonstrated the following:

- A high level of competence in their sport.
- The emotional capacity to share the responsibility of developing the team and themselves to full potential.

The development of responsibility is a high priority of the varsity program. Having been confronted with less demanding situations at the junior varsity (JV) level, varsity athletes are expected to make an even firmer commitment to their team and the pursuit of excellence.

The athletes' playing times are determined by the nature of the sport, the situation, and the coach's judgment. Every team member cannot expect to play in every contest.

## **JUNIOR VARSITY**

The goal of the program is to develop players for varsity competition. This program will attempt to play everyone while striving to win. This level of competition provides for individual skill development and for the understanding of the team concept. It must be realized that some situations may prevent every team member from playing in every contest.

- Students in grades 7-10 are eligible to play on a J.V. team.
- A student who has been a player on a varsity team is ineligible to play on a J.V. varsity team. The varsity and J.V. seasons are to be for different groups of students.
- If a junior varsity team is limited in number, an older student who occasionally has played or will play on our varsity team may play on our J.V. team.

## **ELEMENTS TO TEAM MEMBERSHIP**

Participation in our extracurricular athletic program is an honor that students earn through their attendance, behavior, and class performance (grades). In addition to our current AP guidelines, a student must have acceptable attendance and behavior.

A three week progress report (tri-term) will be sent home as indicated on the school calendar. The intent of the tri-terms is to give regular information to parents, students and coaches about the progress of students.

## **INAPPROPRIATE ISSUES TO DISCUSS WITH COACHES**

- Student playing time
- Team strategy
- Play calling
- Other student athletes

## **ATHLETIC ELIGIBILITY STANDARDS**

The athletic program at Calvary Christian School works with the academic program in providing a balanced school experience for our students, exercising both their brains and their bodies. In addition to improving physical conditioning, important life skills and spiritual lessons can be learned in a sports program that is run properly.

In our academics and athletics we strive to maintain proper priorities. We want a student to do well in classes to earn the honor of involvement in our sports program.

CCS uses the following athletic eligibility standards to measure consistent academic progress. Students that do not meet the standards are placed on academic probation (AP).

1. A student who receives two D's or one F on a report card will be on AP. Report cards are sent home each quarter. Quarters are approximately nine weeks long.
2. Players on AP are expected, under normal circumstances, to attend games even though they will not be able to participate.
3. A student on AP can regain academic eligibility by having appropriate grades on one tri-term report. There are three tri-terms in a quarter so a student would need to have good grades for three weeks in a row to begin playing again.
4. The coach and teachers, working in agreement, reserve the right to make ineligible to play a game any student who is not upholding their Athletic Code of Conduct or similar athletic agreement.
5. If a student receives AP a second time during an academic year, he or she will be ineligible to practice or play for the remainder of the year.

### **Practice during Academic Probation (AP)**

- First Three Weeks: Students will practice no more than half of a regular week's practices during their first three weeks of AP.
- Second Three Weeks: Students will be able to participate in all practices once their first tri-term grade card contains no more than one D.

### **Games during Academic Probation**

- Student will wear the uniform and sit with the team during the complete length of AP.
- While in uniform, student will be able to be in team pictures, etc.
- No games will be played by a student on AP.

## **SPORTS FEE**

Since sports activities are not funded by tuition, the Calvary Christian School athletic program must have some means of generating income to defray the expenses that ticket sales and fund-raisers do not cover: uniforms, equipment, officials' fees, transportation, and miscellaneous expenses. The athletic department currently charges a sports participation fee per sport played. The fees are non-refundable and are due at the beginning of the sport.

## **AWARDS/ATHLETIC LETTERS**

The academic and athletic departments of Calvary Christian School realize that diligent student effort is required to achieve high academic marks and athletic skill. These departments seek to recognize student achievement through the presentation of academic and athletic letters and pins.

The general criteria for receipt of letters and pins are:

1. A student must display a Christian attitude and proper conduct at all times toward other players, coaches, officials, teammates, and fans;
2. A student should attend all practice sessions unless excused by the coach of that particular sport;
3. A student must meet all training rules required by the individual coaches;

4. If a player is injured during the season and cannot participate in the sport, he or she will receive an award if recommended by the coach of that sport and the school administration;
5. A student must maintain an overall "C" average per nine weeks (students are permitted one "D" on the report card);
6. Awards will be presented at the end-of-the-year awards program or banquet;
7. Each athlete should respect the school letter or award so long as he or she is a student at the school;
8. A single letter will represent all school sports;
9. The major letter will be earned upon completion of the first year of varsity team play;
10. Chevrons will be given to high school students only for each additional completed year on the varsity team after the major letter is earned;
11. The major school letter will be a six inch letter, to be displayed on the upper left chest portion of the athletic jacket or uniform cardigan or;
12. The major letter will be displayed on the center front of the pullover style uniform sweater;
13. If a student is eligible for the varsity team while a junior high school student, he or she will receive a four inch letter to be displayed as stated above. Only high school students will be eligible for chevrons.
14. A student may letter in academics if he or she maintains a "B" average for an entire school year. A student will receive an award pin for each additional year he or she maintains a "B" average for the entire school year;
15. Patches and/ or pins may also be earned through participation in clubs or events. The criteria for earning a patch/pin for each club or event will be determined by club sponsors or school administration officials.