

# Calvary Christian School

## Parent-Student Handbook



Dear Parents and Students,

Hello from all of us at Calvary! To our new families we want to say welcome and to our returning families, welcome back! It is with great anticipation that we are again looking forward to another exciting year of challenging opportunities and growth in our Lord.

We are grateful that you have entrusted your child(ren) to us and pray that everything that is said and done in the classrooms and hallways of Calvary Christian School is honoring to the Lord Jesus Christ.

As a staff, student body and families, I pray we will, by God's grace, create and maintain an atmosphere of love, encouragement, respect and trust. I pray that our walk is by God's Spirit, Christ-like in all of our actions and attitudes.

The information contained in this handbook is intended to help answer questions about the policies, procedures and activities at Calvary Christian School. I encourage you to read through it carefully. Always feel free to talk with me or any staff member about concerns or questions you may have.

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity."

1 Tim 4:12,



Ryan Hyde  
Head of School



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## ARRIVAL TIME

Students at Rush campus should arrive for the school day no earlier than 7:45 a.m.

4<sup>th</sup>-12<sup>th</sup> grade students may go directly to their homerooms at 7:45.

K4 and K5 classrooms will open at 8:20.

CR9 campus will open doors at 7:45. Classroom will open at 8:05.

Morning supervision will be available for students from 7:45 until classrooms open. Rush campus students will meet in the cafeteria and CR9 students will meet in a classroom.

## ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

CCS is a member of the ACSI, a service organization of Christian Schools in the U.S. and many foreign countries. As a member school, our faculty members share in the benefit of a yearly convention and many support services. Our students may participate in regional Speech, Spelling, Math, Science, Art, Music, Writing, Publishing and/or Athletic Contests that are sponsored by ACSI.

## AFTER SCHOOL CARE ENRICHMENT PROGRAM

We are pleased to make our After School Care Enrichment Program available for you and your child. Our program offers a safe, nurturing, Christ-centered environment for your child. The teacher's purpose in this program is to be an extension of our Christian school ministry and philosophy. Students will have an opportunity to complete homework, utilize school technology to improve in academic areas, and free play. Full-time students in grades K4 – 6th grade may enroll in the After School Care Enrichment Program.

Please see the “After School Care Enrichment Program” tile in the CCS app for the After School Care Enrichment Program Handbook, Fee Structure, General Details, Sign Up Form, and Scheduling Tab.

## ATTENDANCE, PUNCTUALITY, AND ABSENCES

There is a high correlation to daily attendance and student learning. We must rely upon the good judgment and integrity of the parents to encourage regular attendance by their children. If your child is not attending school, please record any absences in the CCS app inside the “Report an Absence” tile before 9:00. At 9:00, our office will begin making attendance phone calls so please record your absence before then.

Attendance at school provides a student with the classroom experience and is an important part of their education. We encourage students to stay home when they are ill, however, we want to emphasize that good attendance is good training. It reinforces values such as, commitment, self-discipline and fulfillment of responsibilities. In most cases, excessive absences affect academic achievement. For this reason the following policy has been adopted.

Failure of a student to attend school will be considered an excused/or unexcused absence. Reasons for excused absences are: a personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or a providential hindrance.

Other absences will be unexcused. Vacation will be counted as an unexcused absence. **Students on the Ed Choice program have up to 21 days of unexcused absence before they lose that scholarship.** Student absences on a 2 hour delay or 1:00 release will count as a full day absence.

When a student’s absence is known ahead of time, it is the responsibility of the student/parents to contact the teacher(s) and secure the class assignments for the period of the planned absence. The parent can greatly increase the child’s success by completing the Family Leave Request. This form should be turned into the office prior to the beginning of the vacation. If the absence is unplanned, the student shall meet with their teacher(s) on the first day they return to school and make arrangements to make up the missed work. All make up work, whether for planned or unplanned absences, will be given a day for each day absent up to a maximum of 5 days (not including weekends). Any make up work received after the maximum days may be given a grade of zero (0).

If a student arrives to school after the homeroom but before 10:00 am, they will be counted as Tardy. Arrival after 10:00 AM will be counted as ½ day absent. Departure time between 10:00-2:00 will also be considered ½ day absent. Five tardies in a grading period will disqualify a student from receiving perfect attendance. Students participating in same day extracurricular events must be present for a minimum of three hours or have their participation approved by an administrator. Any student who is tardy or re-entering school must report to the office for an entry slip into their class and must be signed in by a parent/guardian via the CCS app. A parent/guardian must contact the school office as well as sign out in the CCS app in order for a student to leave school early.



## BAG POLICY – SCHOOL SEARCH AND SEIZURE POLICY

Bags brought to school should be able to fit inside a students' locker with the door closed.

Authorized school personnel have the right to search any students' belongings brought onto school campus when they deem necessary.

## BIBLE VERSION

Our school will use the ESV translation of the Bible. However, students may use other translations. A hardback edition of the ESV is available for purchase in the school office if you'd like to buy one at CCS.

## C.A.P.P. TRAINING

All CCS volunteers, coaches, and staff members are required to receive training regarding child abuse. An online training and application form must be completed, and volunteers must agree to follow CAPP policies before they may serve as a volunteer. An online renewal application must be submitted each additional year. This is available in the CCS app in the “Volunteer” tile.

## CELL PHONE POLICY

Please do not call the school during class hours and ask to speak to your child or your child's teacher. Students are not permitted to use the phone except in cases of emergency, then with permission. Parents are asked to leave messages with the secretary. The secretary will see that the message is given to the student or teacher. Please do not distract students by texting or calling them.

During school hours students are expected to have their cell phones, headphones, and any other personal devices turned off and, in their lockers or backpacks. If devices are seen or heard by staff members, it will be taken until the end of the class period and the student will be given an automatic after school detention. After three after-school detentions due to cell phone misuse, a one-day out of school suspension will be given.

## CHAPEL

Chapel services will be held on a weekly basis. Students in K5-3<sup>rd</sup> grade and 4<sup>th</sup>-12<sup>th</sup> will be in separate chapels.

## CLASSROOM DEVICES & TECHNOLOGY AGREEMENT

Classrooms have been equipped with computers. 9th-12th grade students will be provided a device for the duration of their enrollment at CCS. These devices are CCS property and will be returned upon graduation or transfer from CCS.

Calvary Christian School (CCS) has taken precautions to restrict access to controversial materials to comply with Children's Internet Privacy Protection Act, known as CIPA. For the purposes of this policy, the term network will include routers, switches, servers, cables, access points, PC's, and any other electrical equipment required to run our electronic infrastructure.

Educational Purposes Only: CCS is providing access to its computer networks and the Internet for educational purposes only. All other use is expressly forbidden. More specifically, uses that violate the law or encourage others to violate the law are strictly forbidden. It is never acceptable to use another person's password or username/screen name. Uses that do not contribute to the educational process are forbidden.

Examples of forbidden uses include, but are not limited to:

- Sending offensive or harassing messages

- Making any physical, hardware, or software changes to school issued devices
  - Uses that cause harm to others or damage to their property

- Viewing, attempting to view, transmitting, or downloading pornographic materials
  - Offering for sale or use or encouraging the sale or use of any illegal substance

- Intentionally obtaining copies of, or modifying files, other data, or passwords belonging to other users.

- Intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)

- Disrupting the operation of the network through use or abuse of the hardware or software. Installation of unauthorized hardware or software.

- Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.

- Processing or accessing information on school property related to "hacking"
  - Intentionally circumventing filtering or monitoring hardware and/or software. Use of school computers or network to purchase or sell online.

Creating or distributing spam, chain letters, or other mass unsolicited mailings Any other content or action that the CCS staff determines to be inappropriate

No personal electronic devices will be allowed on the CCS network without approval from CCS administration. This includes wireless as well as wired devices. As personal electronic equipment increases, the possibility of Network infection by viruses, worms, and malware also increases.

The school reserves the right to monitor all usage of the computer network and Internet access. All files shall be and remain the property of CCS and no user shall have any expectation of privacy regarding such materials.

The use of electronic devices and the CCS network is a privilege, which can be revoked by CCS at any time and for any reason. The school reserves the right to make necessary changes in order to maintain the integrity of the network. If damage is caused to a student or school owned device or the network, the student responsible will be liable for all repairs and replacement costs incurred. This may include having his or her access to the CCS network and internet terminated, which CCS may refuse to reinstate for the remainder of the student's enrollment at CCS. A user violates this policy by his or her own action, failing to report any violations by other users, or permitting another to use his or her account or password to access the computer network and Internet.

## CLASSROOM SUPPLIES

Supply lists are posted in our app and online (click academics>supply lists). Parents are expected to provide these items as needed throughout the school year.



## CONFERENCES

Parent conferences are scheduled to follow the first nine-week grading period and will also be held in the spring. We encourage parents/guardians to attend conferences whenever possible.

Additional conferences during the year may be scheduled at the request of parents or teachers.

Calvary teachers are available at the end of each school day if a parent would like to meet, our families do not have to wait until an official conference session.

## CODE OF CONDUCT, DISCIPLINARY CATEGORIES, AND CONSEQUENCES

### **Code of Conduct:**

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). And the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (I Corinthians 10:31, Ecclesiastes 9:10), Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Calvary Christian School, we realize that man's wisdom falls short of God's Standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17, NIV). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students at Calvary Christian School, both on and off campus, so that we might all live and work well together.

The guidelines for student conduct are listed below:

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person their person and property. (See Ephesians 4:28-32)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and 1 Thessalonians 5:12-13.)
3. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)
4. Refrain from a public display of affection on campus. As students, you are expected to conduct yourselves in a discreet and Christian manner. Therefore, while on campus, you should follow a "hands off" policy.

5. Do not bring dangerous items on campus, this would include anything that could be construed as a weapon (administration reserves the right to classify what is considered dangerous).
6. Do your own work. Don't give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense.
7. Avoid plagiarism. The definition of plagiarism is "the use of another writer's ideas or words without giving the writer credit."
8. Live your life in such a way that your Christian testimony is evident and in alignment with biblical values.
9. The code of conduct applies both on and off campus while the student is enrolled at Calvary Christian.

### **Disciplinary Categories:**

It is expected that all students follow the guidelines set forth in this handbook as well as those classroom procedures established by their teachers. A disciplined classroom brings about an excellent atmosphere for learning. Should a student not respond as expected, it may be necessary to use some form of discipline. Guidelines we use are listed below.

1. Speaking out of turn or interruption of a teacher or other student. Category 1
2. Unauthorized touching, hitting, fighting, or threats. Category 2 or 3 depending on the circumstance.
3. Disrespect shown to a teacher, staff member, volunteers, visitors. Category 2
4. Willful disobedience or misbehavior after reasonable requests. Category 2
5. Chronic or repeated lying, cheating, disruption, or other misbehavior. Category 2 or 3
6. Malicious damage or unauthorized use of property. Category 2 or 3
7. Unacceptable racial, ethnic, religious or hate speaking. Category 2 or 3
8. Profane, vulgar or foul language written, spoken or transmitted. Category 2 or 3
9. Provoking panic or malicious activation of fire alarm. Category 2 or 3
10. Possession of banned substances, dangerous instruments, etc. Category 3
11. Inappropriate use of computers or the internet. Category 2 or 3
12. Public display of affection. Category 1

### **Consequences:**

Category 1: Any minor disturbances that prevent classroom instruction or a school activity.

May result in one or more of the following:

1. Loss of playtime
2. Loss of class privileges

3. Discipline notice
4. Detention (lunch or after school)
5. Conference with parent(s)
6. Student/Administrator conference

Category 2: Activities and attitudes that show disrespect for authority, others, or property.

May result in one or more of the following:

1. Detention (lunch or after school)
2. Student/Administrator conference
3. Suspension (in school or out of school) or probation
4. Conference with parents/Administrator

Category 3: Violation of national, state, local laws or activities that seriously threaten the safety of other students, gross disrespect for authority, property, or violation of Biblical principles of conduct.

May result in one or more of the following:

1. Suspension, probation, or expulsion (Suspensions are generally out of school and can be up to ten days. Parents will be informed of the school's intent and may be allowed to have input prior to the final decision.)
2. In lieu of expulsion, the student may withdraw from school.

We believe that the Bible clearly teaches that discipline finds its source in love, not anger or revenge. Care will always be taken to use situations requiring discipline as a time to counsel and pray with the students involved.

## CONTINUOUS ENROLLMENT

Calvary utilizes continuous enrollment. This process automatically promotes enrolled children to the next grade level. Calvary parents will need to login to their FACTS account to pay the continuous enrollment down payment, update any contact information, and submit an updated pastors recommendation form.

## DANCE GUIDELINES

At Calvary Christian School, we want our students to have a great time at our events and we also want to honor God in everything we say and do. The goal of Calvary's dance policy is to provide a framework to decide when and how dances will take place. Procedures are provided below so that a safe and comfortable environment for dancing will be created that includes good chaperoning, wholesome music, and a God-honoring, positive, and uplifting atmosphere.

### **Dress Code:**

It is expected that all students adhere to the dress code of Calvary Christian School at any school function.

At a formal school dance (i.e., Homecomings, Winter Dance, and Prom)

- **Ladies-** Dresses should be no shorter than 3" from the top of the knee. Slit in the dress must meet the same requirement and be no higher than 3" from the top of the knee. Tops of dresses must not be revealing, no cleavage or mid-section should be shown. Dresses do not have to have sleeves, but they should not be cut low in the front or the back.
- **Men-** Khaki or dress slacks should be worn, jacket and tie are optional. No denim or blue jeans are allowed.

At informal school dances (i.e., junior high dances)

- **Ladies:** Shirts, dresses, skirts, pants, and shorts must meet standard dress code policy requirements.
- **Men:** Shirts, pants, and shorts must meet standard dress code policy requirements.

**Calvary administration and/or staff reserve the right to serve as final authority on student dance dress code.**

*Dress Code Enforcement-* Violation of dress code will require the clothing to be altered to meet dress code or changed into option that meets dress code before continuing at the school dance.

### **Music:**

All music played at dances must be pre-approved, and no music will be played that has not been approved. Music suggestions can be sent to our approval team via the CCS app under the tile "Dance Guidelines". The criteria for determining the play list will be: 1.) that it is good for dancing and 2.) does not have offensive or suggestive language or content.

### **Guidelines:**

Students and their guests attending any Calvary event are expected to behave in a manner suitable to Christ and the code of conduct set forth in the Parent Student Handbook and as determined by staff.

*Personal displays of affection-* It can and should be assumed that any behavior not permissible during school hours will also be prohibited at all dances; this includes inappropriate displays of affection.

*Slow dancing-* when members of the opposite sex are slow dancing there must be a foot of space between them. Chaperones will monitor dancing to ensure students are following this guideline. Junior high dances will not have slow dances. Overall, dancing in general should be appropriate.

*Supervision-* The minimum number of chaperones is 1 for every 10 students that are expected to attend the event. There should be both male and female chaperones at the event. Chaperones are to be supervising the students and ensuring that all of the guidelines listed above are followed.

*In and Out Privilege-* For high school dances, students may leave any hosted dance before the stated ending time. They are not allowed to re-enter the dance and must vacate the premises (including the parking area). It is the responsibility of the student/guest to notify their parents of the change in their plans. It is not the responsibility of the chaperones to contact parents if their student leaves early. For junior high dances, students may only leave early if a parent checks them out with a chaperone. **At the end of the dance, when the students leave the premises, they are no longer under the direct supervision of CCS chaperones.** Parents are encouraged to know their child's plans after the dance (e.g., location, activity, friends, and time frame). Networking with other parents is highly recommended for any "after-party" activities.

*Enforcement-* Violations of school dance rules can be cause for a student to be denied dance attendance privileges, parent notification, or other disciplinary action deemed appropriate by administration.

*Guests-* Dances are for Calvary students, but outside guests may attend with the approval of the administration. CCS students must submit an application to invite a student from another school, a recent graduate, or an underclassman from CCS (Prom only) to a dance. The guest form must be submitted for approval one week prior to the date of the dance to the administration. CCS students may only invite one guest per student. All students and guests must fulfill the following requirements:

- Guests must currently be in high school (9th-12th grade) or 20 years of age or younger.
- Guests must adhere to school expectations of behavior and dress code.
- Guests must be of the opposite biological gender.
- Guest must be in good standing with CCS—no student who has been expelled or allowed to withdraw under disciplinary circumstances from CCS may attend.

*"Guest swapping" (i.e., bring a guest who is not intended to be your date but the date of someone else) is NOT permitted. If guest swapping occurs, all parties will be asked to leave the event.*

Outside Guest forms are available on the “Dance Guideline” tile in the CCS App or in the office at Rush Campus. Once completed the form can be turned into the Head of School. **Forms are not accepted the night of the dance.**



## DISMISSAL, STUDENT DROP OFF, AND STUDENT PICK UP

K4+K5: opens at 8:20, school starts at 8:30, and is dismissed at 3:00

1st-3rd Grade: opens at 8:05, school starts at 8:15, and is dismissed at 3:00

4th-12th Grade: opens at 7:45, school starts at 8:00, and is dismissed at 3:15

If your child is to be picked up after school by one of the local day-care facilities, please fill out the authorization form in the office. Day care employees must sign each student out each day.

**As fellow believers, we understand family emergencies, car problems, and traffic problems, and will give grace and will care for children until the parent arrives. To eliminate recurring late pick-ups and to ensure that our employees can leave on time, students that are not picked up by 3:30 PM will be placed in the afterschool program and will be charged a drop-in fee. CR9 students not picked up by 3:30 will be in the school office and families will be charged the afterschool care drop-in fee.**

To ensure student safety we want to keep students and vehicles separated and vehicles traveling in the same direction. Please see our YouTube channel or app for the most recent instructions on drop off and pick up procedures.

## DRESS CODE

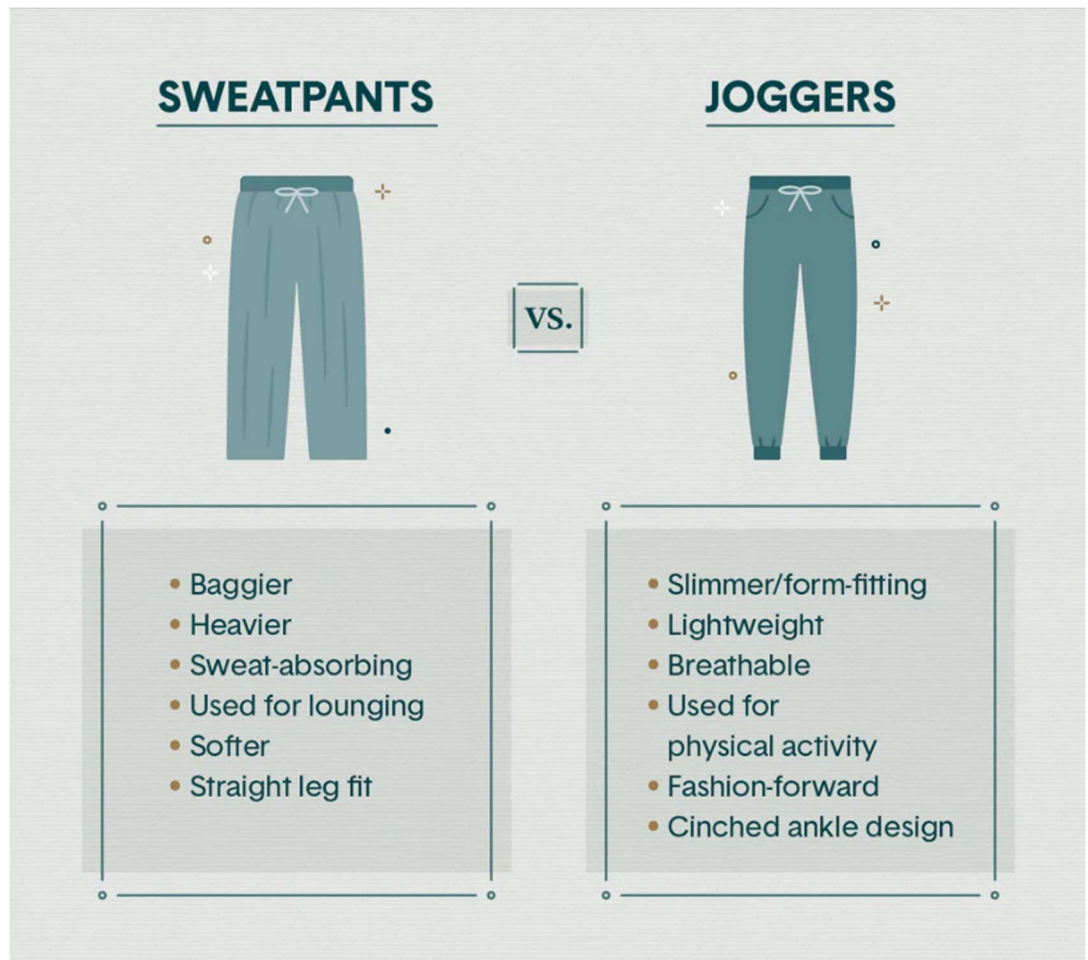
The major responsibility for complying with Calvary Christian School's dress code lies with the students and parents. Student attitudes are formed significantly by their parents. Teachers should not have to point out violations. Given the wide range of opinions regarding what is appropriate or inappropriate dress, we ask for your cooperation in supporting this dress code even when your personal preference would differ. As a Christian School we are concerned with our student's heart attitudes as well as their outward adornment of hair, jewelry, and clothing. We desire for students to have a sense of professionalism when attending school and school events.

Any specific issues not addressed in this policy are left to the discretion of the school administration. In situations concerning questionable clothing, the administration will make the final decision regarding the appropriateness of the item or situation.

### GENERAL GUIDELINES

1. Hair must be clean and not obstruct vision. Hats and hoods must not be worn at school unless designated during a spirit week.
2. Shoes must be always worn for safety.
3. Students may not have visible tattoos or facial piercings.
4. Clothing must be clean, free from rips or holes, and all print must be God-honoring. (Small emblems, trademarks, logos, writing, graphics, slogans, or sayings may be worn as long as they are not promoting or associated with causes, products, organizations, media, or movements contrary to biblical values or deemed inappropriate by administration)
5. Clothing:
  - **Shirts**- must cover the chest, back, and have sleeves. No tank tops are permitted unless covered throughout the entire school day. Shirts with holes in the shoulder are permitted as long as no straps are shown. Shirts must be long enough that no skin is shown when hands are raised and must not be sheer or see-through. If shirts are not long enough, sheer or see through a tank top or shirt should be worn underneath.
  - **Dresses and Skirts**- are to be no shorter than 3" from the top of the knee when standing and sitting even if leggings or tights are worn underneath.
  - **Shorts**- must be clean, free of rips and holes, and fit appropriately (not skintight). Shorts must not be more than 3" from the top of the knee. Athletic shorts are not permitted unless designated during spirit week or special event.
  - **Pants**- must be clean, free of rips and holes, and fit appropriately (not skintight). Leggings, sweatpants, and pajama pants are not permitted. When pants are form fitting (leggings, yoga pants, etc.) a top, skirt, or dress that is no shorter than 3" from the top of the knee when standing in the front and the back must be worn.
    - Joggers are allowed. We will differentiate joggers from sweatpants through the following criteria.

- Joggers are typically more fitted, lightweight, flexible, have cuffs around the ankle, and are more professional looking in style while sweatpants are heavier/thick materials, baggier, loungewear in style, and intended for cold weather.



#### **K4-3<sup>rd</sup> Grade Clause:**

The administration and teachers allow for differences in dressing expectations of student in primary grade (K4-3<sup>rd</sup> grade). However, an overall look of modesty must prevail for all students.

#### **Physical Education Clothing:**

Clothes worn for physical education must meet school standards of modesty and respect. Athletic shoes, t-shirts, sweatshirts, athletic shorts (must not be shorter than 3" from the top of the knee), athletic capris, or athletic pants may be worn. The physical education teacher will instruct the students about additional dress requirements.

#### **Athletic Clothing:**

Clothing for all athletic practices must meet school standards of modesty and respect. Athletic uniforms may slightly differ based on the sport. For practices athletes are permitted to wear tank tops and cut offs that are not cut below the chest and cover undergarments.

### **Dance Dress Code Policy:**

It is expected that all students adhere to the dress code of Calvary Christian School at any school function.

At a formal school dance (i.e., Homecomings, Winter Dance, and Prom)

- **Ladies-** Dresses should be no shorter than 3” from the top of the knee. Slit in the dress must meet the same requirement and be no higher than 3” from the top of the knee. Tops of dresses must not be revealing, no cleavage or mid-section should be shown. Dresses do not have to have sleeves, but they should not be cut low in the front or the back.
- **Men-** Khaki or dress slacks should be worn, jacket and tie are optional. No denim or blue jeans are allowed.

At informal school dances (i.e., junior high dances)

- **Ladies:** Shirts, dresses, skirts, pants, and shorts must meet standard dress code policy requirements.
- **Men:** Shirts, pants, and shorts must meet standard dress code policy requirements.

**Calvary administration and/or staff reserve the right to serve as final authority on student dance dress code.**

*Dress Code Enforcement-* Violation of dress code will require the clothing to be altered to meet dress code or changed into option that meets dress code before continuing at the school dance.

Find more specific information under the “Dance Guidelines” section of this handbook and under the “Dance Guideline” tile in the CCS App.

### **ENFORCEMENT:**

If the dress code is not followed, the student will be spoken to privately by a staff member, sent to the office to receive a shirt/ pant option to wear until the end of the day, and given one warning. Students will return the borrowed clothing to the office before they leave for the day, any unreturned clothing will be charged to the students FACTs account. After one warning, an after-school detention will be automatically given to the student. After three after-school detentions pertaining to dress code issues, a one-day out of school suspension will be given.

## EARLY ENTRANCE INTO K4, K5, AND FIRST GRADE

A parent/guardian of a child who believes that his/her child exceeds the intellectual, physical, emotional, behavioral and social development requirements of kindergarten/first grade, but has not attained the required age, may request an evaluation by the school for kindergarten/first grade readiness. The child must be four (for K4) five (for K5) on or before the first day of January of the entering school year. The intent of the School Board is for the early entrance child to be in the upper fifteenth (15<sup>th</sup>) percentile of his/her peers. A committee consisting of the K5/first grade teacher and school administrator shall examine the evidence to determine early entrance. A parent shall be given a summary of the evaluation upon request. The parent shall be informed of possible implications of early enrollment which include, but are not limited to, compulsory school age designation, as well as later physical, social, intellectual and emotional development implications. The Head of School is the final level of appeal.

K4 students who obtain early entrance need to be aware that there is a high likelihood their child may need to receive a second year of the K4 program.

## ELIGIBILITY FOR K4, K5 AND GRADE 1

A child shall reach the appropriate age (4, 5, or 6) on or before August first (1st) of the school year in which she/he applies.

The child shall also exhibit appropriate intellectual, physical, emotional, behavioral and social development, as determined by a representative of the school using a standardized instrument(s). The Head of School is the last level of appeal for students not meeting the age, intellectual, physical, emotional, behavioral or social development standards. Students may pursue the early entry policy if they wish to enroll early.

## ENTRANCE INTO FIRST GRADE

A child shall have completed kindergarten (or an equivalent program). The kindergarten requirement may be waived if the child is six years old by August 1<sup>st</sup> and demonstrates the intellectual, physical, emotional, behavioral and social skills necessary for first grade and meets the document requirements. The final level of appeal is the Head of School.

## EMERGENCY CLOSING

If for any reason it becomes necessary to delay or close school, the details will be sent via one call, CCS app notification, WPKO, and our social media accounts (Facebook and Instagram page @ccsspartans)



## ENTRANCE REQUIREMENTS

It is the policy of Calvary Christian School to require that at least one parent (guardian) has, by faith, accepted Christ as their personal Savior, before a child from a family can be enrolled as a student. This is essential in order to maintain a good working relationship with the family because so many of our policies and procedures are based on Biblical teaching. The most desirable situation is when both parents are “born again” and the family is attending and is actively involved in the ministry of a fundamental, Bible teaching church. Families do not need to attend Calvary Baptist or another Baptist church in order to be eligible to enroll their children. We seek to maintain a good working relationship with many of the churches in our area and invite some of the area pastors to speak to our students during chapel sessions. It is our desire to enroll students from families who desire a Christ-centered education for their children.

## EXPULSION

Attendance at Calvary Christian School is a privilege. Attendance can be terminated when misbehavior, regardless of when or where it occurs, disrupts the school culture or climate, reflects poorly on the reputation of the school, impedes learning at the school, or endangers the safety of self or others at the school or a school activity. Expulsion is an extended suspension from school, school activities, and school property for serious or chronic misbehavior at school, school activities, at places other than school, and at times outside of the school day. The student and/or their parent (guardian) will have an opportunity to meet with the Administrator to explain the student's side of the actions. The expulsion decision will be made by the Head of School after consultation with school leadership. A student dismissed from CCS may be considered for readmission after the expulsion if there is repentance, evidenced by change of behavior over an extended time.

## FACILITY USE AND SEXUALITY POLICY

### I. Purpose

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

### II. Definitions

Sex means the biological condition of being male or female as determined at birth.

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

### III. Sincerely Held Religious Belief on Sexuality

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

### IV. Policy

Notwithstanding any other policy, Calvary's restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex. In any other Calvary facilities or settings where members of the Calvary community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), Calvary shall provide separate, private areas designated for use by members of the Calvary community based on their sex. Calvary recognizes there may be instances where members of the Calvary community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Calvary encourages members of our community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word. Calvary will at all times interact with members of our community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15). A member of the Calvary community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person—behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by Calvary which is cause for terminating his/her privilege of membership in the Calvary community. To preserve the function and integrity of Calvary and to provide a biblical role model to members of the Calvary community and the community-at-large, it is imperative that all members of the Calvary community agree to and abide by this policy.

## FIELD TRIPS

Activities away from the normal classroom make up a vital part of the instructional program. Parents may be asked to help with activities, furnish transportation, and serve as chaperones. Chaperone's must be legal adults (18 or older). Each child must have a Field Trip Permission Form and Emergency Medical Form on file prior to a trip (this is completed in the enrollment packet). Non-school minors attending are in the care of their family/guardian and are not under the umbrella of CCS. Related expenses, times, and appropriate dress information will be given to parents for each activity.

## FINANCIAL AID

Calvary Christian is a provider of the state of Ohio's Ed Choice and Jon Peterson scholarship system. Visit our website or app to learn more about those two state scholarships. We also offer need based financial aid. This process is completed through a third party (FACTS) and our Scholarship Granting Organization (SGO). Our goal is to always make a Christian education accessible to our families.

GRADES AND REPORT CARDS

**For the 2024-2025 school year, Calvary will move to a ten-point grading scale and a 4.0 GPA scale.**

The purpose of the reporting system is to give parents and students a periodic indication of progress in subject areas. Each student’s ability, attitude, and effort are taken into account during the grading period.

The school has the following letter-grade scale for 1<sup>st</sup>-12<sup>th</sup> Grade:

|               |               |               |              |          |
|---------------|---------------|---------------|--------------|----------|
| A+ 100-99.5%  | B+ 92.4-91.5% | C+ 82.4-81.5% | D+72.5-71.5% |          |
| A 99.4-93.5%  | B 91.4-83.5%  | C 81.4-73.5%  | D 71.5-65.5% |          |
|               |               |               |              | F: Below |
| A- 93.4-92.5% | B- 83.4-82.5% | C- 73.4-72.5% | D-73.4-72.5% | 64.5%    |

PLEASE NOTE: Students in K-4 & K5 will receive marks of S-Satisfactory, U-Unsatisfactory, N-Needs Improvement, I-Improving.

In order to pass a course, the student’s final average for the course must be 64.5% or better. The student’s percentage grade for the quarters and semester exams are averaged to get the final grade in each class.

## HONOR ROLLS

Full-time students in 4<sup>th</sup> grade and higher who do outstanding class work will be recognized by being named “Superior” if they receive a GPA of a 4.00; “High Honors” if their GPA is at least a 3.75; “Merit” if their GPA is at least a 3.50 with no D’s; or “Achievement” if their GPA is at least a 3.00 with no D’s.

## HARRASSMENT AND/OR AGGRESSIVE BEHAVIOR (including Bullying/Cyber-bullying)

The CCS School Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyber-bullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting harassment may take different forms, including but not limited to, the following:

- A. VERBAL: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks.
- B. NONVERBAL: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures. Nonverbal bullying may be in the form of electronic media including social networking sites.
- C. PHYSICAL: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. It would include, but not be limited to, such behaviors as stalking; bullying/cyber-bullying; intimidating; menacing; coercion; name-calling; taunting; making threats; and hazing.

The staff is available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyber-bullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the staff either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the incident(s). The staff will promptly compile a written summary of each such report that will be forwarded to the school Administrator.



Each report will be investigated in a timely manner and as confidentially as possible. The school will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding.

All individuals involved in an investigation as a witness, victim or alleged harasser will be instructed not to discuss the subject outside of the investigation. If an investigation reveals that a harassment complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the behavior or its recurrence.

Given the nature of harassing behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Making intentionally false reports about harassment or aggressive behavior is prohibited and will not be tolerated.

False reports may result in disciplinary action.

It is important to remember that the School's rules also apply to activities sponsored by CCS.

## HOMework

Believing that homework is an important part of the school program, each teacher is at liberty to give an appropriate amount of homework to aid students in advancing their studies. Each student is expected to complete all homework assignments. Homework is given for the following reasons:

FOR DRILL: Most students require solid drilling to master material essential to their educational progress.

FOR PRACTICE: Following classroom explanations, illustration, and drill over new material, homework is given so the material will be mastered.

FOR REMEDIAL ACTIVITY: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework, following instruction, is given to overcome such difficulty.

FOR SPECIAL PROJECTS: Book reports, compositions, special research assignments and projects are frequently the subject of home-work attention.

We do request full cooperation in seeing that the assignments are completed. (9/25/2014-Board Approved)

Homework assignments will not be given on Wednesday evening; however, homework assigned prior to Wednesday, may be called for on Thursday morning.

## HOME SCHOOL ENROLLMENT AND ATHLETIC PARTICIPATION

Home schooled children taking any course at Calvary must complete the admissions process. These students can reference our home school partnership handbook to select up to 3 courses to take as a part-time student. High school students wishing to participate in athletics must take one course at our physical location to be eligible for OHSAA athletics. Homeschool students are required to finish the academic courses that they are enrolled in, if not completed they may be deemed ineligible for sports for the next school year.

## IMMUNIZATION RECORDS

The Ohio Department of Education and the Ohio Department of Health require certain immunizations for entrance into a school system. Furthermore, no student may remain in school more than fourteen (14) days without a proper immunization record on file.

Ohio law does exempt immunizations for the following reasons:

- A physician or parent verifies in writing that the child has had natural rubella and/or mumps.
- A child's physician has certified in writing that a particular immunization is medically unadvised.
- A written statement from a parent or legal guardian that objects to immunization for good cause. When immunization updates are made, please send the school a copy from the medical office.

## KINDERGARTEN SCREENING

All students enrolled in our K4 or K5 kindergarten programs must participate in a screening session before enrollment can be finalized. Several dates are set during the spring and summer months for this screening.

## LIBRARY

Our school maintains a library that may be used by all of our students to check out books. Parents are asked to help see that students return books by the due date. Parents will be charged the replacement cost of any book lost while checked out by their child. The following guidelines will be observed in our library.

Lost books: If the cost of the book is known, parents will need to pay this amount. If the cost is not known, a pre-approved comparable book is to be given to the library as a replacement.

## LOST & FOUND

Rush Campus: lost and found articles are stored on the coat racks near the front entrance.

CR9 Campus: lost and found articles are stored in the office.

Articles not claimed will monthly be given to a charitable organization.

## LUNCHES AND DRINKS

There will be four days of hot school lunches during the school year. The calendar link on our website or school app will have the lunch menu as well as which days hot lunch is provided. Lunches consist of an entrée, fruit, vegetable, drink, and one other item. Prices for lunches will be made known before the school year begins. Lunch charges will be tracked on FACTS and parents are asked to always maintain a positive balance in their account.

Teachers reserve the right to decide what food or drink is allowed into their classroom.

**Food delivery services should not be bringing students food during the school day. If food is delivered to the school, the food will be turned away.**



## MEDIA RELEASE

The ability to opt in or out of CCS using your child's image in media promotions is included in each student's enrollment packet. Families wishing to change this preference should contact the appropriate school office.

## MEDICATION

By law we are not permitted to dispense any medicines. If a child must take medication, there must be written permission with an explanation for administration from the parent. It is the parent's responsibility to have all doses pre-measured with the time(s) clearly written on the medicine. The teacher can only remind; the child must then take it himself/herself. Please let us know if the medicine is to be refrigerated. No medicine can or will be dispensed by any school authority.

### Prescribed Drugs:

No prescribed drug will be allowed to be given by any school employee. The student must self-manage the prescribed drug in the presence of an authorized person. A written request, signed by the parent, guardian, or other person having care or charge of the student, will allow the drug to be self-managed by the student. Any severe adverse reactions need to be reported to the proper individuals immediately.

### Non-prescribed drugs or medicines:

A non-prescribed drug can be administered by an authorized school employee who has taken the medical training for school personnel. A written request, signed by the parent, guardian, or other person having care or charge of the student, will give permission to the school employee to administer the necessary non-prescribed drug. Any severe adverse reactions need to be reported to the proper individuals immediately.

The form that must be signed by the parent, guardian, or others in charge of the student will consist of:

- Name and address of the student. Grade of the student.
- Name of medicine, dosage and times to be taken that can be self-managed or administered. Times of the intervals – signed by the student and designated staff member.
- Date of administration – signed by the student and designated staff member. Emergency phone numbers.

## MEDICAL RECORDS

Any and all medical records on file at CCS will only be transferred if the student is in good financial standing.

## MID-NINE WEEK REPORTS

Students in 1<sup>st</sup>-12<sup>th</sup> grade will receive an interim report mid-way through the grading period. Weekly automatic grade reports will also be emailed in an effort to better communicate this information with parents.

## NON-DISCRIMINATION POLICY

Calvary Christian School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/ extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school initiated desegregation. Calvary Christian School will not discriminate on the basis of race, color or ethnic origin in the hiring of its personnel.

## OBJECTIVES

The purposes and goals of CCS are:

- To effectively teach that Jesus Christ is the Son of God and that His death and resurrection provide forgiveness of sin and new life through faith in Him.
- For each student to make a personal commitment to Christ.
- To cause within the student's thinking and understanding that Jesus Christ is central in all areas of life. To create in each student a firm conviction that the Bible is a practical guide to life and living.
- To develop in each student a keen understanding of academic studies.
- To instruct students thoroughly in arts and sciences that they might develop to the glory of God, spiritually, socially, mentally, and physically, not in their natural energy but through new life in Christ.
- To effectively teach the principles of faith that each student will purpose to yield himself completely to God in submission and obedience.
- To cause each student to progress in Christian living through fellowship with the Lord Jesus Christ in studying the Holy Scriptures, prayer, and Christian service activities.
- To develop in students a positive attitude toward God ordained authority structures through the application of scriptural principles in the administration of discipline.
- To cause each student to work effectively with perseverance both independently and cooperatively. To develop within each student a scriptural understanding of how to live, think, and learn.
- To develop within each student a Christian attitude of self-discipline and responsibility. To cause each student to appreciate and desire wholesome recreation.
- To develop in students the proper attitude, ideals, habits, knowledge, and skills which are the necessary preparation for effective Christian witness in this life.
- To give the student the kinds of experience that will help him experience a living faith in God that will make him a credit to Christ, his community, and himself.

## PARKING

Rush Campus: Visitor parking is restricted to the front parts of the parking area (near Rush Ave.). Do not drive around the building or park in the rear during school hours, as this is the play area. Do not park in the carports or along the entire perimeter (fire lanes) of the building, or any other area designated with traffic cones.

CR9 Campus: Use drive through lanes for pick up and drop up. Visitor wishing to enter the building should park in a designated spot in the front lot.

## PARENTAL COMMUNICATION

We make an effort to keep parents informed of coming events and changing schedules by use of e-mail, website [www.ccsspartans.com](http://www.ccsspartans.com), and hard copy memos. Using the webforms inside your FACTs account, please update any personal information including a change of address, phone, email address, etc.

All questions, concerns, complaints, or suggestions that you may have should be directed to the teacher or staff member involved. If a question is not answered satisfactorily or if the situation is not resolved as you feel it should be, please feel free to speak to an administrator.

Our channels of communication and their purpose are as follows

- Primary Facebook page: this will be used to share stories and snapshots of life at school
- Primary Instagram page: this will be used to share stories and snapshots of life at school (crosspost from FB)
- Calvary Families Facebook page: this will be used to share school announcements and allow families to connect to each other
- Youtube: We'll upload school videos to our YouTube channel.
- Website: Our school website is geared towards prospective families
- CCS App: the app is designed to share information to our current families
- One Call: Texts will be preferred to quickly inform current families of announcements or changes
- Classroom Programs: Teachers may use individual texting platforms to have 2 way communication to their students families.



## PARENT-TEACHER STUDENT FELLOWSHIP (PTSF)

The PTSF is a support group made up of interested parents, alumni, and faculty. Its purpose is to provide fellowship opportunities for school families. Officers are chosen by the group members and consist of president, vice president, secretary, and treasurer.

The responsibility of each office is listed below:

### *President*

Preside at all PTSF business meetings and officers meetings.

Arrange for devotions at all PTSF meetings.

Work closely with the school administrator in planning yearly PTSF projects. Promote attendance at and support of the PTSF meetings.

Execute other duties as needs arise.

### *Vice-President*

Preside at PTSF meetings in absence of president.

Faithfully attend and support the PTSF meetings and projects.

Other duties as needs arise.

### *Secretary*

Prepare accurate minutes of all PTSF and other committee meetings.

Attend all committee and PTSF meetings.

Give the treasurer's report in the absence of the treasurer.

Make phone calls, arrange details, etc., of anything connected with PTSF programs and/or projects. Other secretarial duties as need arises.

### *Treasurer*

Keep accurate reports and accounts of all PTSF funds.

Attend all PTSF meetings

Take minutes of any meeting in the event of the secretary's absence.

Disperse all PTSF monies to proper recipients upon approval by PTSF officers.

Keep PTSF well informed as to fund-raising progress, expenditures and current balance. Other duties related to finances as the need arises.

Submit an annual report of all financial transactions to the deacon board

## PROMOTION-RETENTION-PLACEMENT POLICY

Students will be promoted to the next grade level upon satisfactory completion of work required at the current grade level of enrollment. "Satisfactory completion of work" is construed to mean:

An academic grade earned of "D" or above for the yearly average, as based upon the current grading scale, in the major academic subjects.

An academic grade or evaluation of "S" in the minor academic areas for the yearly average for all grade levels.

Conditional promotion can be used for students who have an identified learning need and have not yet satisfactorily met the minimum competencies for the next grade level yet are determined to be best served by going on to the next grade level. These students will be conditionally placed in the next grade for one quarter (nine weeks). At the conclusion of the first quarter teachers and family will meet to discuss the students progress. A determination will then be made to make the conditional placement permanent or revert to the previous grade level.

The following criteria will be used to determine recommendations for retention of students in their current grade (repeating a grade). At no time will retention be used as disciplinary action. The parents' input into the final decision will be carefully considered in each case. A recommendation to retain a student may be made if any student:

Has an incomplete, unsatisfactory, or failing grade in reading or any other two (2) major academic areas (Mathematics, Language, History, or Geography).

Scores at a Stanine level of 3 or below in any four areas tested in a standardized achievement test. Has a total yearly unexcused absence in excess of 18 days (10%), in any given school year.

Gives evidence of extreme social immaturity.

Demonstrates other major weaknesses, which hinder satisfactory academic progress.

A student would not be recommended for retention if, in the school's judgment, such retention would result in added social or academic problems. Such students may be placed on probation in the next grade with certain requirements, which may involve after hours tutoring. If these stipulations are not met, the student may be placed back to the previous grade at the end of the stated probation period. The administrator will make the final decision after consulting with the teacher(s) and parents in cases involving older students who consistently perform at an unsatisfactory level.

## RECESS

We feel it is important for the children to get exercise and fresh air whenever possible. For this reason, all children in grades K-4 through 6th grade will be required to go outside during each recess unless:

- The temperature is less than 20° F
- There is rain or wet snow falling. ("Wet snow," means any form of snow which results in getting students wet.)
- The children do not have adequate protection to keep them warm and dry, (boots, hats, gloves, warm coats, etc.) Parents should send adequate clothing for the students to wear outside. There is a note or phone call from home requesting that they remain inside. (This should be done each day that you want them to remain inside.)

**HS students should refrain from using elementary playground equipment.**

Rules for certain group games have been established by our staff and students are expected to obey them without question. Failure to do so may result in a student losing some recess privileges.

## RETURNED CHECK CHARGE

By Board action, each check returned to C.C.S. will result in a \$15.00 charge to be added to the account.

## SAFETY DRILLS

During the school year, fire, tornado, intruder, and bus evacuation drills will be held as required by law or as recommended by agencies. The goal is for students and staff to be trained with the correct procedures to be followed in the event of an emergency.

## SCHEDULE

K4+K5 runs from 8:30-3:00

1<sup>st</sup>-3<sup>rd</sup> Grade runs from 8:15-3:00

4<sup>th</sup>-12<sup>th</sup> grade is from 8:00-3:15.

Unless arrangements are made in advance for early arrival, students should not plan to arrive before 7:45 AM and should be picked up no later than 3:30 PM. **As fellow believers, we understand family emergencies, car problems, and traffic problems, and will give grace and will care for children until the parent arrives. To eliminate recurring late pick-ups and to ensure that our employees can leave on time, students that are not picked up by 3:30 PM will be placed in the afterschool program and will be charged a drop-in fee. CR9 students not picked up by 3:30 will be in the school office and families will be charged the afterschool care drop-in fee.**

Office hours during the school year shall be from 7:45 AM until 4:00 PM.

During the summer months, the office hours are Tuesday-Thursday from 9:00-3:00.

## SCHOOL CALENDAR

A school calendar is posted on our school website and app. This should be used for reference throughout the school year.

## SCHOOL PICTURES

The date for school pictures is noted on the school calendar. Information and packet prices will be sent home prior to the designated date. Payment for school pictures must be made in advance through the packets or online.



## SCHOOL PROGRAMS

Several special programs will be planned during the school year. Rehearsals, when needed, will take place during the class day. Students should always wear the appropriate attire as determined by the event/teacher when participating in a program.

## SICKNESS

If a child becomes ill at school, parents will be called and asked to make arrangements to have their child picked up and taken home. We do not have the necessary facilities to care for sick children at school. Children with fevers should remain at home.

## SIGNING A STUDENT OUT

We do not encourage early dismissal of students from class. A full day of instruction is essential to accomplish our academic goals. The official sign in and out online form can be found on our website and app. The school must speak with an authorized adult before allowing a student to leave campus.

## TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. They are to be kept covered and handled carefully. Parents are responsible for paying for lost or damaged textbooks.

## TRANSCRIPTS

Transcripts may be released after a parent request. Tuition balances must be below \$2,500 for CCS to release student transcripts. By signing this student handbook, you are authorizing Calvary Christian to hold all school records until this policy has been met.

## TRANSPORTATION

You are eligible to be transported by your home public district if your district is within 30 minutes of our school. Contact your local public schools transportation supervisor to see if you are eligible. You can also find information on the CCS app under the transportation tile.

# TUITION PAYMENT

We utilize FACTS tuition to manage our families tuition payments. You can find a full schedule of all tuition and fees on our website or app.

## VISITORS

We welcome visitors to our school; however, we ask that parents not visit during the first two weeks of school. Please phone the school office at least one day ahead of time to arrange a visit. This will allow our teachers the opportunity to prepare for your visit. Student visitors will not be permitted unless their parents are considering enrolling them in our school. All visitors must wear an identifying name tag that can be picked up from the CCS office after checking in.



## VOLUNTEER STAFF PROGRAM

Our school uses volunteer workers in a number of capacities. Parents of students and friends of our school are encouraged to participate; by doing so, they make CCS a better school! Parents will be made aware of the needs and opportunities for involvement early in the school year. Please see the “Volunteer” tile in the CCS app for more information on this process.

## WEDNESDAY PLAY POLICY

School activities are permitted on Wednesdays as long as the activity is dismissed on or before 4:30. The purpose of this policy is to not create program that could potentially compete with local Wednesday night church services. Our mission is to come alongside the church in raising students for Christ, we do not want to hurt that very thing by offering programs that would compete with those church services. It is possible in rare instances that an OHSA tournament game may take place on a Wednesday. School leadership reserves the right to determine our participation in these contests, it is our desire that play on Wednesday will not be a regularly scheduled game night.