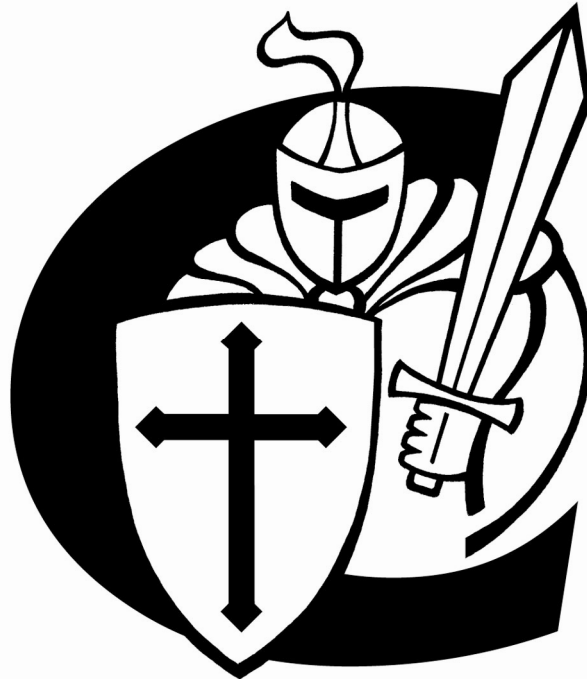
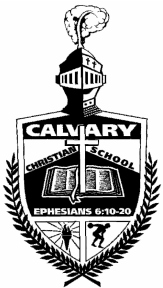

Calvary Christian High School *2009 – 2010 Student Handbook*



Jim Kincaid, High School Principal
706-323-0467 Ext. 207



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

CALVARY CHRISTIAN SCHOOL

A Ministry of Calvary Baptist Church

7556 Old Moon Road • Columbus, Georgia 31909

CALVARY KNIGHTS



August, 2009

Dear Parent:

I am honored that you have chosen Calvary Christian School to assist you in the educational development of your child. The entire faculty and staff, as well as myself, are committed to providing a caring, yet challenging environment.

“CCS exists to encourage students to accept Jesus Christ as Savior and Lord, develop a Biblical worldview, and fulfill their God-given responsibilities to the family, church, and community.”

This mission statement exemplifies our motives in curriculum, programs, and discipline.

I challenge you to pray for the teachers and the staff everyday. Through the grace of God and His will, I am convinced, if we work as a team, the Lord will be honored through your child and the educational experience he/she will receive here at Calvary.

In His Service,

*Jim Kincaid
Principal*

MISSION STATEMENT

*Calvary Christian School exists to encourage
students to:*

Accept Christ as Savior and Lord

Develop a Biblical Worldview

and

Fulfill their God-given Responsibilities

in Home, Church, and Community

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CALVARY CHRISTIAN SCHOOL CORE VALUES

- Calvary Christian School is a service-based ministry that recognizes families as clients and works to meet their needs.
- Calvary Christian School exists to lead students to seek, know, love and serve Jesus Christ.
- The culture of Calvary Christian School results in the development of the whole child as is evidenced in their lives as Christian leaders.
- Unique in the Calvary Christian School experience is a high standard of academic excellence, resulting in the opportunity for each student to reach his/her fullest potential.
- Calvary Christian School is committed to recruiting and retaining competent teachers and to their continuing personal and professional development.
- Calvary Christian School fosters the building of relationships that result in effective communication and ongoing accountability.
- Calvary Christian School will develop Godly leaders who adopt the relevance of a Christian worldview, whose faith and work are inseparable and who engage their culture and change it.

TEACHER PROFILE

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

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

WHAT ARE WE WORKING TOWARD?

THE GRADUATE PROFILE

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

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

ADMISSIONS

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

Please visit our Website at www.CalvaryKnights.com for admissions procedure and forms.

Immunization – All students entering school are required by state law to present a certificate of immunization to be kept on file in the school office.

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

ACADEMICS

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

Course Changes – Students will have one week at the beginning of each semester to make necessary course changes. **(2 weeks for Honors and AP courses.) Parental Approval is required.**

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

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

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

ACADEMIC GRADING SCALE

		GPA WEIGHTING		
		REGULAR	HONORS	AP
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	73-79	2.0	2.5	3.0
D	70-72	1.0	1.5	2.0
F	Below 70	.0	.0	.0

Report Cards – Report cards will be issued every nine weeks. In addition, a mid-quarter Progress Report will be sent home at the middle of each grading period. **Final report cards will be mailed after school has concluded (once the Stanford Achievement Test scores have been received by the school).**

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

Honor Roll – Students earning at least a "B" average in every subject will be placed on the Honor Roll for each nine-week period.

Principal's List – Students earning A's in every subject will be placed on the Principal's List for each nine week period.

National Honor Society – This is a prestigious national organization, and membership is a significant honor for students who are accepted by a vote of the teachers and administration. Eligibility is determined by a 3.6 GPA and nomination process that considers leadership, service, and Christian character.

Testing – During the spring of each year, all students in grades 9-11 will be given standardized achievement tests covering broad subject-matter categories. Results will be mailed to parents with the final report card.

In October of every year, the PLAN is administered to all 10th grade students. The PLAN is the preparation test for the ACT, a college entrance exam. There is a career exploration section of the PLAN, as well as an academic section which tests English, Math, Reading, and Science skills. Sophomores receive test scores approximately 4-6 weeks after testing. The guidance counselor distributes these scores and discusses results with the students.

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

Promotion Requirements

To be promoted to:

10th – Students must have earned 6 credits (6.5 for class of 2011 and beyond)

11th – Students must have earned 12 credits (13 for class of 2011 and beyond)

12th – Students must have earned 18 credits including 3 English and 3 Math (19.5)

Graduation requires: 23 credits for General Academic Diploma*

25 credits for College Prep Diploma*

Honors Academic Diploma must include:

26 credits, including 2 AP classes and 4 honors classes (one year of college credit may be substituted for an honors class); 90 cumulative numeric average

Discovery School Diploma

Students have earned high school credits in academic subject areas with the aide of smaller class size, modified curriculum, and/or accommodations that directly relate to their diagnosed learning needs and their Individual Student Support Plan. The credits earned are academic and elective courses, but may not include the higher level course work required by CCS and the state of Georgia for a General High School Diploma.

***Credit Requirements for Class of 2011**

In compliance with the state of Georgia's graduation requirements, Calvary graduates will be required to have four (4) credits of science for a college preparatory diploma. Therefore, the total credits required for graduation increases from 25 to 26 for a College Prep diploma and 23 to 24 for a General Academic diploma. In addition, geography (a semester class) is a requirement and will count as an academic elective (.5) credit. This policy is effective with the Class of 2011.

Credit Requirements for Seniors (Effective 2008-2009)

All seniors must register for six (6) courses including a minimum of four (4) core courses. Other courses may include electives such as art, choir, weight training, yearbook, teacher/office assistant, and/or study hall (no credit). Seniors who hold a job and work after school may register for five (5) courses instead of six (6) as long as their graduation requirements are met and the school has a work permit on file. Seniors enrolled in dual credit courses may also be considered as an exception and allowed to register for only five (5) courses if they need to leave school early to attend classes.

GRADUATION REQUIREMENTS

Academic Diploma		General Diploma	
English	4.0 credits	English	4.0 credits
Math	4.0 credits	Math	3.0 credits
Science	3.0 credits	Science	3.0 credits
Social Studies	3.0 credits	Social Studies	3.0 credits
Bible	4.0 credits	Bible	4.0 credits
Health/P.E.	1.0 credit	Health/P.E.	1.0 credit
Communications	0.5 credit	Communications	0.5 credit
Computer App.	0.5 credit	Electives	4.0 credits
Foreign Language	2.0 credits	Computer App.	<u>0.5 credit</u>
Electives	<u>3.0 credit</u>		23 credits
	25 credits		

A student must have completed the required number of credits to graduate; however, if there are extenuating circumstances, a student may “walk” as long as he/she lacks no more than 1.0 credit. Summer school would be required and a diploma would be issued upon completion of credit.

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

Note 1: Transfer students entering 10th or 11th grade will be required to earn three units of Bible (two units for entering seniors) to meet graduation requirements. Multiple units may be accomplished through various options approved by the principal. However, the student is still required to complete the proper number of credits for graduation.

Note 2: Only one period of Study Hall may be scheduled during any semester.

Note 3: The Valedictorian and Salutatorian of each senior class must have attended Calvary the last four consecutive semesters to qualify for this award.

Accel Program

Description: The Accel Program, a high school joint enrollment program, is administered by the Georgia Student Finance Commission. Columbus State University is one of the providers for the Accel Program. All application and enrollment paperwork is completed through CSU. The second part of the application is completed by the high school guidance counselor and returned to CSU.

Below is Calvary’s policy regarding credit transfer for courses completed through the Accel Program.

**Calvary will award .5 credits to each semester course completed through the Accel Program.

**Each course will be weighted .5 Quality Point, the same weight honors high school courses awarded.

**Grades for Accel courses are not calculated into numeric averages since only letter grades are awarded for college courses.

**Courses taken through the Accel Program will count towards elective credit in regards to graduation requirements.

Qualifications for Class Officers – Must have a 3.0 GPA with no failing grades; positive reputation and Christian testimony among students and teachers; willing to responsibly carry out duties assigned to the office and class as a whole.

TRANSFER CREDIT POLICY

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

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

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

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

RECORD REVIEW POLICY

1. Principals, their Administrative Assistants, and the High School Guidance Counselor are responsible for maintaining the cumulative records on each student.
2. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
3. Outside of the school community, the only person(s), usually the parent, who has legal responsibility for the student, may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the Principal in writing.
4. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student.

5. According to the law, the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

SERVICE HOURS

Believing that the servant life of Christ should be modeled, the Service Hours program of Calvary Christian School is based on Galatians 5:13b – "...through love serve one another". The ultimate goal is to cultivate in students an appreciation for all God has given them and an awareness of the less fortunate around them. It is also designed to help students recognize that they can make a difference in the lives of others and instill in them the desire to do so. The Service Hours opportunity is a volunteer opportunity for students so that these important lessons can be taught in a fashion that is fun and meaningful for the students, no stress for the parents, and not disruptive to the school day. Students are encouraged to select service projects where they actually work and interact with individuals.

The requirements are as follows:

- 9th Grade: 5 hours per semester
- 10th Grade: 8 hours per semester
- 11th Grade: 10 hours per semester
- 12th Grade: 10 hours per semester

All work will be credited based on the submission of the Service Hours Form and approval by the student's Bible teacher, Administrator or Guidance Counselor. The student's Bible teacher will record the number of Service Hours served. An incomplete Bible grade will be recorded for the semester until the Service Hour requirement is met.

First semester service hours are due by the first Monday of December

Second semester service hours are due by the first Monday of May

Work which would qualify could include but is not limited to the following organizations or categories: (Individual creativity is encouraged but must be approved before credit can be awarded.)

1. Parks and recreation work
2. Volunteer help to the elderly
3. Painting/Yard work/Housekeeping for the handicapped/elderly/shut-in
4. Mission Trips
5. Nursing home/Hospital ministry (including Calvary Gardens)
6. Red Cross/Blood Banks
7. Pregnancy Centers
8. March of Dimes, MS, Cancer Societies, etc.
9. Fire Department/Police Department
10. Goodwill/Salvation Army
11. Soup Kitchens/Rescue Missions/Food Banks/Shelters
12. Ronald McDonald House
13. Church Activities (only those specifically aimed at community outreach and involvement such as VBS, city-wide crusades, youth activities, etc.) would be considered on an individual basis.

Work which would not qualify is as follows:

1. Work in which the student receives any form of compensation
2. Work done for any immediate member of the family

3. Free babysitting
4. School activities
5. Usual church activity such as nursery duty, Sunday School, youth group, youth choir,
6. Set up/clean up for church activities or church ministries usually performed by church members

With acceptable documentation, service hours accumulated during the summer months may be counted for a student's semester requirement. The Senior trip will count as service hours for 2nd semester only.

CHAPEL

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

ACADEMIC PROBATION

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

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

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

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

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

A student may be released from probation if he/she has no F's for the semester and the numeric average is above the minimum requirement.

A student with one F will have his/her status reviewed by the Administration and may have his/her probation extended for the following semester.

If a student receives two F's or a numeric average below 75, the Principal will decide if the student will be allowed to remain in school.

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

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

ATHLETICS

Calvary Christian School seeks to provide opportunities for each student to participate in at least one athletic activity. The focus of Calvary Christian School's Athletic Department is to build Christ-like character through physical activities and competition.

All student athletes must have a complete physical prior to participation in any sport.

Parents of players who do not have an assigned responsibility are not allowed in the locker room immediately preceding, during halftime, or after a game.

Confrontational issues relating to a game should be discussed in private the day following the game.

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

Students who are academically ineligible may not compete but are required to follow existing guidelines for practice procedures. They **may not** be dismissed from class early to attend home or away games.

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

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

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

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

Athletic Cuts – If, due to the large number of students trying out for a team, adequate supervision cannot be given, and skills cannot be adequately taught, some students may have to be cut from the team. The number of students accepted for a team is also dependent upon the number of coaches available to teach skills, the size of the available facility being used, and number of

students who can play in the game at any one time according to the rules of the game. Also, their previous grades will be considered.

Transportation – Calvary Christian School will attempt to provide transportation to away practices and games. High school students are not permitted to drive to away games.

ATHLETIC & EXTRACURRICULAR ACADEMIC ELIGIBILITY

Evaluation for the new school year will begin at the conclusion of the first 4 ½ weeks Mid-term Progress Report.

Throughout the school year, evaluations for athletic and extracurricular eligibility begin on the day mid-term progress reports and report cards are issued. Grades are checked again 3 weeks after Mid-term and report cards to determine if students have made sufficient progress to become academically eligible.

Students must maintain a cumulative 75 average or better and may not have more than 2 D’s or one F with no D’s at the time of evaluation.

Students receiving an “incomplete” in any subject at the time of academic evaluation will not be eligible to participate in games/performances unless there is a specific time frame established by the teacher for completion of the incomplete.

For sports and extracurricular eligibility, a student may not be eligible to participate in activities **for the day** if they miss more than two academic periods of the school day, excluding time away from campus for preplanned absences, doctor appointments, or school related activities.

Students involved in activities beyond school hours that are considered an integral part of an academic class are not included in eligibility requirements. However, the teacher should consider possible academic hardships to students due to extra practices and/or time out of class.

ATTENDANCE

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

BELL SCHEDULE

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

CHECK IN / OUT

Students may be checked out through the office by parents for medical or other emergency personal reasons. High-school students not accompanied by parents must have verbal phone permission or parent note to check out for medical reasons or doctor appointments. Other check outs are not permitted unless specific permission is gained from the administration as a pre-planned or family crisis absence. All students must be signed out at the receptionist desk before leaving the campus.

Seniors have the privilege of leaving campus 7th period if no academic class is scheduled that period rather than taking a study hall. A letter of parental consent approved by the Guidance Counselor must be on file in the office.

For sports and extracurricular eligibility, a student may not be eligible to participate in activities for the day if they miss more than two academic periods of the school day, excluding time away from campus for preplanned absences, doctor appointments, or school related activities.

Students checking in after 8:05 a.m. must report to the office to sign in and obtain an admit slip.

OPERATING HOURS

Office Hours: 7:45 am – 4:00 pm

School Hours: 8:00 am – 3:15 pm

Summer Hours: 9:00 am – 1:00 pm (Monday – Thursday, office closed on Friday)

ABSENCES

An absence that is initiated by the school such as school-scheduled field trips or activities including sports will not be counted in the student's total absences.

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

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

If a signed parent note is not received, the absence is considered **unexcused** and the student will have a "0" added to his daily average for that day.

A student will be counted absent if 20 minutes or more of a class are missed. These count toward total absences and may or may not be counted as excused. Students receiving an unexcused absence will have a "0" added to their daily grade average for that day.

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

High School students who are being checked out of school early by a parent or guardian must be

signed out at the High School Office.

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

Special family/student trips

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

- A. Church sponsored retreats
- B. Mission trips
- C. Family trips/vacations
- D. College visits

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

- A. Bring a note signed by a parent explaining the trip. This should be done several days in advance of the absence.
- B. Secure a homework form from the office. This form must be completed by having each teacher sign in the column provided.
- C. Complete all class work in advance, if possible, or make prior arrangements with teachers as to the date it must be turned in.

A zero daily grade is added to a student's average for each unexcused absence in a class.

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

College Visits

Juniors and Seniors are each permitted two (2) days in the year to visit colleges. A College Day Form must be signed by all teachers, parent(s), and student and turned in to the Guidance Counselor **PRIOR** to the visit in order for the absence not to be counted against total absences.

TARDIES

Tardiness disrupts the entire class, in addition to affecting the late student's school routine. Parents are encouraged to assist in making sure that students are prompt in arriving at school. Three (3) tardies will be allowed each quarter with no consequence (these tardies would include, but are not limited to: power outage, sibling/parent made student late, dead battery, flat tire, slow traffic, etc.). After the third tardy, a detention will be issued. Every second tardy thereafter an additional detention will be issued (i.e. tardies 4, 6, 8, etc.). Because of the three "free" tardies, exceptions will be considered in only extreme situations when a written detailed explanation is submitted to Mr. Kincaid by the parent. Tardies due to DR or DDS appointments are always excused when accompanied by a note from the DR or DDS office. Students not in the classroom when the class period begins will be marked tardy by the teacher. Students checking in any time during the day after 8:05 must report to the office for an admit slip to class. ***Excessive detentions due to tardies will escalate the severity of consequences.***

SEVERE WEATHER CLOSING

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

CHURCH/SCHOOL PROPERTY

Desks, chairs, tables, and all real property at Calvary Christian School belongs to Calvary Baptist Church. Students must treat all property inside the church/school building with respect. Students must not lean back in chairs, deface property, or sit on desktops. ***STUDENTS WHO ARE RESPONSIBLE FOR DAMAGE OF CHURCH PROPERTY WHETHER INTENTIONAL OR ACCIDENTAL WILL BE RESPONSIBLE FOR ALL REPAIRS OR REPLACEMENT. PARENTS MUST BE AWARE THAT VANDALISM CANNOT BE TOLERATED AT CALVARY CHRISTIAN SCHOOL.***

COMMUNICATION

Email - Email is becoming the preferred method for "general" communication with parents. Phone calls are utilized by teacher and administration when dialog and immediate exchange of response is necessary. Teachers can be reached at his/her first and last name@calvaryknights.com

Web Site – www.CalvaryKnights.com has a vast array of pertinent and timely information that can be accessed 24 hours a day. Check it out frequently.

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

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

FACULTY

Every faculty member is dedicated to helping each student reach his or her full potential in an atmosphere of Christian love. High school teachers have at least a Bachelor's Degree; all have or are currently seeking certification through Association of Christian Schools International and Georgia Accrediting Commission.

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

RESOLVING CONFLICTS BY MATTHEW 18 PRINCIPLES

(MATTHEW 18:15-16)

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

who discern such behavior should assume the Biblical responsibility to confront in a loving way those demonstrating such behavior.

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

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

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

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

APPEARANCE POLICY

The following factors are taken into consideration in developing an appearance policy:

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

It is essential that students, parents, and faculty members adhere to the program on a daily basis because the personal appearance of each member of the student body reflects upon the entire school. Students are expected to dress in a neat and modest fashion, appropriate for the activities in which the students are involved.

The following list is for students in 1st through 12th grades. Early Education (K3-Kindergarten) students may wear clothing of any type that does not have writing or pictures.

ACCEPTABLE

GIRLS: all tops must be no lower than 4 closed-finger widths from collar bone

GIRLS: tank tops and camisoles worn under sweaters, shirts, & tops must be no lower than 4 closed-finger widths from collar bone; must **completely cover** bust line and midriff and be loose fitting, if visible. Sleeveless tops and blouses must fit the total width of the shoulder.

GIRLS: dresses and jumpers that are no more than 2" above the knee

ALL STUDENTS: (Tops/shirts can have no writing or pictures except Calvary related)

- Collared polo-style shirts
- Collared button-up shirt
- Turtle/mock neck shirt
- Dressy-style blouses and tops (i.e. "baby dolls")
- Zip-up hoodie or jacket with dress code approved top underneath (logo must be no more than 2" unless it is a Calvary logo)
- Sweaters
 - button up (cardigan)
 - crew neck pullover
 - v neck with crew neck or dress code approved top underneath
- Outerwear (garments to keep you warm) logo must be no more than 2" unless it is a Calvary logo
- Casual and cargo-style pants
- Walking and cargo-style shorts that are no more than 2" above the knee
- Skirts that are no more than 2" above the knee
- Skorts that are no more than 2" above the knee
- Capris
- Leggings with approved length dress or skirt
- Pants or shorts worn at the natural waist
- Pants or shorts that are loose fitting
- Sandals or flip-flops

UNACCEPTABLE

BOYS: hair that is over the eyebrows, collar or mid-ear

BOYS: facial hair

ALL STUDENTS:

- Crew neck T-shirts unless under a sweater
- Pull-over hoodie
- Pull-over sweatshirt
- Tank tops or camisoles (unless covered by a dress code approved top)
- Spaghetti straps or halter tops
- Any shirt that covers the midriff, but moves to reveal the midriff when the student sits or reaches
- Sportswear material or athletic-style shorts or pants
- Shorts or pants (and jeans on Friday) with frayed areas, holes or patches
- Pants or jeans that are too tight; no “skinny” styles
- Low riders or hip-hugger style pants, shorts, or jeans on Friday
- Chains on belt or wallet
- Any item with spikes
- Hats and caps worn inside the building or classrooms
- Visible tattoos and body piercing (other than earring for girls)

FRIDAY DRESS

- In addition to regular dress code, students may wear CCS, clearly Christian (positive, uplifting imagery/message) or plain T-shirts, or CCS hoodies/sweatshirts. (T-shirts must be outerwear – no “Hanes” or “Fruit of the Loom” undershirts.)
- Modestly loose fitting jeans (with no holes or frays) are allowed and must be worn at the natural waist – no “skinny” style jeans

MISCELLANEOUS

- Boys’ shirts must be tucked in at all times (except on Fridays)
- Boys must have belts on at all times
- Jewelry and makeup is to be neat and simple
- Hair is to be clean, neatly groomed, and trimmed. Students are not to wear extremes in hairstyles or hair colors
- Students are not permitted to wear camouflage items (camo jackets may not be worn in the classroom)
- Boys are to be clean-shaven

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

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

Regular school clothes, warm-ups, sweats, or other recreational wear is appropriate. Shorts may be worn that extend to mid-thigh or no less than a four inch (4”) inseam. Pictures and logos are fine if they are conservative. Boys must wear shirts and girls’ tops must be modest in appearance. (No halter-tops, backless or strapless tops allowed. Midriff must be covered and the bust line may not be revealing in any way.)

FORMAL OCCASIONS

Some occasions require a more formal appearance. Boys should wear a suit and tie or tuxedo. Girls’ dresses must completely cover bust-line and midriff.

TEXTBOOKS

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

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

LOCKERS

Lockers are provided for students. They are the property of the school. All lockers should be locked at all times. The combination will be on file in the school office and will be issued to the student along with their locker assignment. Lockers should be kept neat and clean at all times. There should be NO writing or stickers of any kind on the inside or outside of the locker. Pictures or personal notes may be taped to the locker but must be removed at scheduled times when lockers are cleaned. Food should never be kept in the locker overnight. Any item deemed inappropriate by the school administration may be confiscated from a locker at any time. Students are not permitted to use one another's lockers. Periodic "locker checks" may be held unannounced in order to determine that lockers are being appropriately used. If a student is found violating locker rules, locker privileges may be withdrawn from the student. Lockers will be cleaned out at the end of the year.

VISITORS

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

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

LUNCHES

While every attempt will be made to maintain low prices, increasing costs may require a change during the course of the year. Students will **NOT BE ALLOWED** to charge in the lunchroom unless it is an extreme emergency.

Seniors may leave campus for lunch two days a week (as selected by the Senior class), if they have a signed permission slip in the office. No students may check out for lunch except with their parents or family on special occasions. Students may not check out with other students for lunch parties. All students must return in time for class after lunch.

MEDICATIONS

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

COMMUNICABLE DISEASES

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

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

STUDENT DRIVERS

High school students who desire to drive on campus must have a valid driver's license and park in assigned student parking spaces. Students must adhere to the 5 mph speed limit while on campus. Students who drive must understand that it is a privilege to drive on campus and that the privilege may be revoked by the school administration for any inappropriate driving. Once a student arrives, he is to exit his vehicle and move away from the student parking lot. **THERE WILL BE NO LOITERING IN THE STUDENT PARKING LOT.** Driving privileges may be revoked for loud music from the car and/or loitering. Students are required to register their car and will be assigned a designated parking space. All vehicles driven by students are subject to search by the administrator.

SUPPLIES

All students are responsible for purchasing some of their own supplies. A supply list will be furnished for special supplies needed for each class. Other items may be requested after school begins. No paper removed from spiral notebooks is to be used on the school campus.

TELEPHONE CALLS

Students at school have no need for the use of the telephone except for unusual emergencies. The school's telephones and telephone lines must be kept free for school business. Students needing to use the phone for genuine emergencies (i.e. medical needs) will indicate this need to someone in the office. No other electronic devices such as iPods, BlackBerry devices or cellular phones are allowed to be used during school hours. NOTE: Devices used will be confiscated and given to the Principal and will be returned only to the parents. Students will receive a Saturday School for using or having their cell phone during school. Students will not be dismissed from class for personal phone calls. The office cannot guarantee getting phone messages to students. Please make other arrangements for messages.

SCHOOL DISCIPLINE

Ephesians 4:22 – 24

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

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

The Discipline Policy applies to students on campus, on a school bus or van, and at all school related functions. However, when serious offenses outside of these school limits occur and become public and impacting the reputation of the school, disciplinary measures may also be taken.

See the Disciplinary Guidelines (issued and signed by student/parents annually) for specific guidelines to disciplinary violations.

Detention – Students will be notified at least two days in advance. It will be held from 7:00am – 7:50am each Thursday morning in the designated room. During this teacher-supervised time students will be required to copy work assigned by the detention teacher.

Saturday School – reserved for more serious violations. Students are assigned from 1 to 4 hours of Saturday detention from 8:00am – 12:00noon.

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

Out of School Suspension – One point will be taken off each Quarter grade for each day of suspension. Supportive parental discipline will be expected.

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

Reasons for Probation:

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

Steps to Invoking Probation:

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

EXPULSION

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

WITHDRAWAL PROCEDURES

Any student desiring to withdraw from school should report to the school office to receive a withdrawal form. Parents are requested to meet with the Administration for an exit interview before a student is withdrawn from Calvary Christian School.

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

School transcripts and records will be sent upon request of other schools after the parents have signed a release for such transmission of records. Official school records are always sent to other schools through the mail; they cannot be released to individuals.

WEAPONS POLICY

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

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

I. Introduction

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

II. Student Action

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

III. Definition

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

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

"Threat" includes, but is not limited to:

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

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

- a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive;
- b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, paintball, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns;
- c) a slung shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon;
- d) a sling shot, which is a forked piece of wood, metal, plastic, or similar substance, having an elastic band fastened to the prongs for shooting small stones and pebbles;
- e) a device commonly known as "throwing stars", multi-pointed metal objects designed to embed upon impact;
- f) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle;
- g) a dirk, which a type of dagger; or any type of dagger

- h) any device commonly known as “nun-chu-ka sticks” consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- i) a stun-gun;
- j) any explosive device including fireworks;
- k) any bludgeon type weapon, which includes a bat (outside of athletic use and under adult supervision), club, or blackjack;
- l) any of the following: straight-edge razor, spring stick, or darts.

IV. Incident Reporting and Action

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

V. Limitation of Policy

This policy does not apply to adults over 21 years of age, teachers, and other school personnel who are authorized to possess or carry weapons as long as the weapon is in a locked compartment of a motor vehicle or one which is in a locked container or in a locked firearms rack which is on a motor vehicle.

VI. Georgia State Law

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