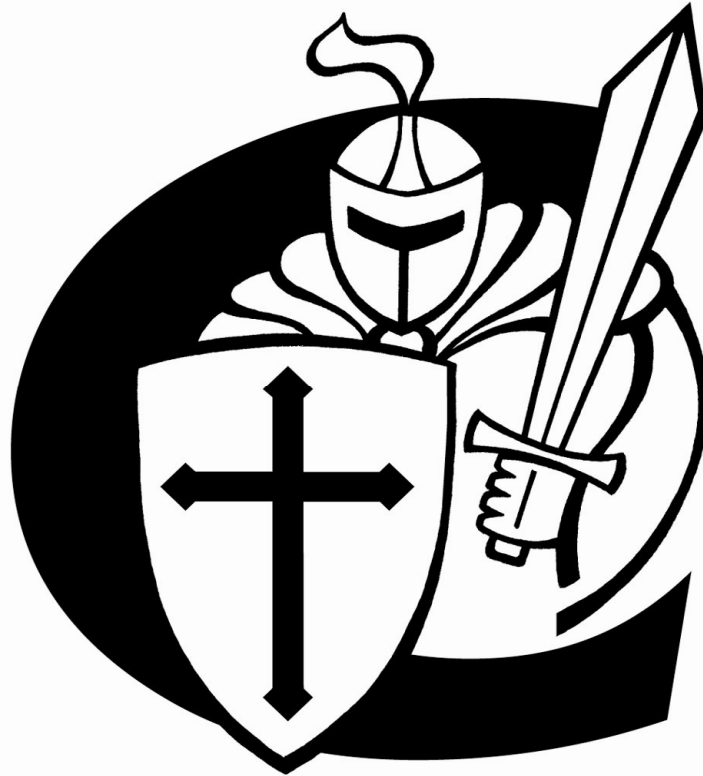


Calvary Christian

Middle School Handbook

2009-2010



Darlene Tucker, Middle School Principal

School Motto: Teaching the Whole Child the Whole Truth

School Scripture: Ephesians 6:10-20

School Colors: Green & Black

Team Name: Calvary Knights

School Website: www.calvaryknights.com

Office Hours: 7:45 am – 4:00 pm

ADMISSIONS

The following factors will be considered in approving applications for admission into Calvary Christian Middle School: **(1)** conduct, attitude, and citizenship references, **(2)** absence of previous history of alcohol, tobacco, or other drug use, or a record of truancy, **(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.

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. Georgia State Law now requires students entering the sixth grade to have the second dose of the MMR vaccine and the chicken pox vaccine or proof that the child has had chicken pox.

Non-Discriminatory Policy – Calvary Christian School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in loan programs and 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), the Georgia Accrediting Commission (K-12) and the Association of Christian Schools International (K-12). CCS students consistently score well above the national norms on standardized achievement tests.

Homework Policy – Homework for Middle School students represents an integral part of the instructional strategy of CCS. Homework can assist students in their quest to acquire basic knowledge and develop critical and analytical thinking skills. It helps them prepare for work done in class and provides practice to achieve mastery of concepts taught in class. In addition, it allows students to apply practices and principles in problem solving. Homework helps to develop the perspective that not all learning is teacher oriented. All homework assignments are expected to be completed accurately, neatly, and on time. Teachers are encouraged to provide time for students to start homework in class. Late homework will not be accepted for credit but must be completed. Major projects will be accepted late but the grade will be dropped one letter grade for each day it is late. Parents need to make sure that their children are prepared to come to school with necessary materials, proper rest, homework complete, and prepared to take tests and quizzes. NOTE: Homework is significantly reduced on Wednesday to encourage participation in mid-week church activities. However, tests and quizzes may be scheduled on Thursdays.

Academic Grading Scale

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

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. Grades may also be accessed on-line. Grades will be updated each week. **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 any time utilizing the ParentsWeb. Grades are updated weekly, but final averages are not official until final updates are submitted by the teacher and posted on the report card.

Honor Roll – Students making all A’s and B’s will be placed on the Honor Roll for each nine-week period.

Principal’s List – Students making all A’s will be placed on the Principal’s List for each nine-week period.

Testing – During the spring of each year, all students in grades 6 – 8 will be given a standardized achievement test covering broad subject-matter categories. Results will be mailed to parents with the final report card.

In October of every year, the EXCEL is administered to all 8th grade students. The EXCEL is the preparation test for the ACT, a college entrance exam. There is a career exploration section of the EXCEL, as well as an academic section which tests English, Math, Reading, and Science skills. Eighth Graders receive test scores approximately 4-6 weeks after testing. The Middle School principal distributes these scores and discusses results with the students.

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.

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 situations is 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 semester. A letter of notification will be sent to the parents. A conference will be held with the parents, the student and 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 having no average below a "C" in any subject.

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

AFTER SCHOOL CARE

In order to ensure safety for all our students, After School Care is provided. Sixth graders are a part of our Extended Care Program and should be registered for that. Seventh and Eighth graders that must remain on campus will be picked up by the After School Care teacher at 4 PM and taken to the cafeteria. There will be a room available for them to work on homework or study as well as play in the gym. There is a charge for this After School Care.

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, or 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. Extremes in hair styles are unacceptable.

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
- 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

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.

ATTENDANCE

School Hours – 8:00 a.m. – 3:15 p.m.

Attendance Policy – 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 family trips. When parents consider removing children from classes, they should weigh the following factors carefully:

1. School represents a commitment to intellectual and personal discipline. Unnecessary absences may encourage the student to take that commitment lightly.
2. Absences, which disrupt our school schedules and procedures, affect other students in the class, faculty plans, and athletic or musical events.

Check In/Out

Students must be checked out through the office by parents for medical or other emergency personal reasons. 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 office before leaving the campus.

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 arriving after classes begin must report to the office to sign in and obtain an admit slip.

Middle School students who are being released to parents early **must be signed out in the Middle School office.**

Absences

We do realize that occasionally students will be absent. Each absence will fall into one of four categories:

1. **School Trips** – An absence that is initiated by the school and given prior approval by the administrator is not counted in the student's total absences. These include:
 - a) School-scheduled field trips
 - b) School-sponsored/scheduled activities, including sports
2. **Excused Absences** – Certain absences will be considered excused if the school receives a note from the parent/guardian on the day of the student's return to school.

If a note is not received on the day of the student's return, the absence is considered unexcused. (See policy regarding unexcused absences and assigned work.) The following is a list of acceptable reasons for an approved absence:

- a) Illness of student
 - b) Death in immediate family
 - c) Attending the funeral of a close friend or relative
 - d) Doctor/dentist appointment (please schedule after school hours when possible)
 - e) Family emergency
 - f) Family vacation (To be excused, this must be approved by the middle school principal two weeks in advance. The student's work will be collected and given to the student. The work should be completed by the time the student returns.)
3. **Unexcused Absences** – All other absences are unexcused and also count against the student's total absences. The following is a partial list of examples of absences that would be considered unapproved.
 - a) Babysitting (this includes siblings)
 - b) Missed car pool
 - c) Oversleeping
 - d) Truancy
 - e) Suspension
 - f) Lack of a written parental excuse slip on the day the student returns to school.
 - g) Some absences, even with parent permission, may be deemed unexcused, such as working on a major paper or sleeping in because of a prior night's event.
 4. **Early Release** – These are absences from class due to a student being released early from school in the custody of a parent for approved reasons cited in category two above.

Students may make up all work missed due to absences in categories one, two, and four. The student should contact the teachers of all classes that 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.

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

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 on Tuesday, the student will be expected to make up that test on the day of returning to class. Most make-up tests will be given after school so the student will not miss additional class time.

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

Special Note: Student Trips—Students may be excused from school for special occasions such as: a) Church sponsored retreats
b) Mission trips

These special trips must be cleared in advance with the administrator. The administrator will be glad to discuss other special considerations. Students taking special trips must bring a note signed by a parent explaining the trip. This must be done at least **one week** in advance. Teachers will be given a form to list work that will be missed. These forms will be given to the student. Work must be completed during the student's trip unless prior approval is received.

Tardy Policy – Tardiness disrupts the entire class, in addition to affecting the late arriver's school routine. Parents are encouraged to assist in making sure that students are prompt in arriving to school. Four (4) tardies will be allowed each quarter without penalty. An email will be sent to the parent on the 4th tardy to inform the student and parents that the next tardy will result in a detention. **Detentions will be issued for each tardy beyond this allowance.** **Students not in the classroom when the class period begins will be marked tardy by the teacher.** Students arriving late to school must report to the office for a pass to class. Work missed due to an excused tardy must be made up no later than the end of the day that the tardy occurred or as directed by the teacher. Excessive detentions due to tardies will escalate the severity of consequences.

Excused Tardies – will be for doctor and dentist appointments only. A note from the doctor/dentist must be given to the office in order for it to count as excused. If at all possible, please schedule these appointments after school or on a school holiday. Work missed due to an excused tardy must be made up no later than the next class period.

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; CCS will follow Muscogee County School District's example as announced by the broadcast media.**

ATHLETICS

Calvary Christian School seeks to provide opportunities for each student to participate in athletic activity. Calvary Athletics fosters the building of relationships that result in effective communication and ongoing accountability. The athletic department offers the following sports for middle school and high school students.

- Soccer – Boys and girls
- Cross Country –Boys and girls
- Fast Pitch Softball – Girls
- Volleyball – Girls
- Basketball – Boys and girls
- Wrestling – Boys
- Cheerleading – Girls
- Baseball – Boys
- Golf – Boys
- Tennis – Boys and girls

Academic Eligibility

Every athlete representing Calvary Christian School must realize the importance of maintaining at least the minimum academic standards. Throughout the school year, academic evaluations will take place at the time of progress reports and again when report cards go out. Evaluation for the new school year will begin with the Progress Report for 1st Quarter.

1. Athletes become ineligible at the time of evaluation if the athlete has 3 points or more.
D = 1 point F = 2 points.
2. Athletes receiving an “incomplete” in any subject during an academic evaluation may be placed on temporary probation until the teacher and student declare a time to complete outstanding work.
3. Students who are academically ineligible may not compete, but are required to attend all practices unless the coach excuses them from practice. Ineligible students may not dress out for games, home or away, and may not attend games with the team. They also may not be excused from class early.
4. All athletes should be encouraged to be in all classes the day following games regardless of the time the team arrives back in town.
5. Athletes returning late from an away game will not be excused for any tardiness or from assignments or tests given the following day.
6. Each athlete is responsible for work missed due to athletic absences. Additional make-up time may be requested from the respective teacher(s).
7. If the athlete will be departing school prior to the end of the school day, he/she is responsible for preparing and submitting, to any teacher of missed classes, any and all assignments that are due for that day. There are no excuses and students must complete this task prior to departure.
8. Students must be in school before 3rd period begins the day of any game in order to be eligible to participate in the event that day.
9. Students must be certified eligible to participate in athletic events by the Athletic Director, according to GISA guidelines.

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.

CHURCH/SCHOOL PROPERTY

Desks, chairs, tables, and all real property at Calvary Christian School belong to Calvary Baptist Church. Parents are asked to encourage their children to treat all property inside the church buildings with respect. Students must not lean back in chairs, deface property, or sit on desktops. *STUDENTS WHO ARE RESPONSIBLE FOR DESTRUCTION OF CHURCH PROPERTY, WHETHER INTENTIONAL OR ACCIDENTAL WILL BE RESPONSIBLE FOR ALL REPAIRS OR REPLACEMENT. PARENTS MUST BE AWARE THAT VANDALISM WILL NOT BE TOLERATED AT CALVARY CHRISTIAN SCHOOL.*

COMMUNICATIONS

Middle School Mid-Knight News – The “Mid-Knight News” is a bi-weekly communication that contains important information regarding school matters and activities. The newsletter is sent via email on Fridays, every two weeks.

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 make an appointment in advance. Conferences should be scheduled before or after school hours. *Teachers are never free to spend time with individual parents during the school day.*

Web Site – Information on school calendar events, lunch menus, etc., may be obtained from Calvary Christian School's website. This may be accessed at www.calvaryknights.com.

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. All teachers can be reached at his/her name @calvaryknights.com.

DISCIPLINE

In their book, Classroom Discipline, Gibbs and Haddock state eight discipline principles. They say discipline is related to the word “disciple” which refers to positive direction out of a personal desire to please God; the mark of sonship; a framework for godliness; essentially a decision-making process; and a process in which peers play an important role. Basically, they summarize that the goal of discipline is self-control and self-discipline.

It is expected that students will respond positively to the Biblical teaching regarding good behavior. In classroom and school activity situations, students will answer to the teacher or staff member in charge for behavior and attitude.

The following discipline policy applies to students on campus, field trips, and at all school related functions. However, when serious offenses outside of the school limits occur and become public and impact the reputation or character of the school, disciplinary measures may also be taken. When student behavior makes disciplinary measures necessary, such measures will be carried out firmly and consistently. The following forms of discipline can be used.

Detention – Students will be notified at least two days in advance. It will be held from 7:00 – 7:50 AM 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 8:00 AM – 12:00 Noon.

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.

The first line of disciplinary action will take place in the classroom. The teacher will take it and the consequences will follow soon after the infraction. Examples of infractions would be:

- Missed homework in a class
- First dress code violation
- Being disruptive
- Horse playing
- Inappropriate show of affection
- Materials of questionable moral value
- Chewing gum
- Eating or drinking in class
- Littering
- Second dress code violation (if different from first violation)

The classroom teachers will consistently enforce classroom rules/policies and will notify the parents when disciplinary action is necessary. Classroom policies relating to discipline by the teacher will be clearly stated to students and parents in writing at the beginning of the school year. The teacher will notify parents when a student misbehaves. Normally, a student, with the help of the parents and teacher, will correct the problem and not continue to do it. However, if a pattern occurs where a student is continuing to do any of the above, then that student will be sent to the administration.

The second line of disciplinary action at school will take place by the administration. The student will be sent to the administration when a pattern develops with the above-mentioned and automatically when the following occurs:

- Possession of materials of questionable moral value
- Persistent disobedience (includes additional dress code violations)
- Fighting
- Disrespect
- Possession of skateboards, tape recorders, CD players, MP3 players, I-Pods, Game Boys, walkmans, Discmans, etc. at school
- Unacceptable language or gestures
- Malicious actions towards anyone
- Leaving school between arrival and dismissal without permission
- Skipping class/school
- Cheating
- Lying
- Possession and/or use of alcohol/tobacco and drugs on or off campus
- Stealing
- Sexual immorality
- Vandalism or destruction of school or personal property
- Possession of firearms, air rifles, ammunition, explosives, fireworks, or cutting instruments, etc.
- ANY OTHER ACT OF MISCONDUCT WHICH, IN THE OPINION OF THE ADMINISTRATION, IS FOUND TO BE INEXCUSABLE AND/OR BRINGS DISHONOR TO ONE'S PERSONAL TESTIMONY OR CALVARY CHRISTIAN SCHOOL WILL RECEIVE DISCIPLINE. This includes, but is not limited to any of the following: improper postings on "MySpace", "FaceBook" or text messaging. We have no desire to monitor student behavior outside the classroom or online, however, we have, on occasion, had to deal with discipline issues related to what a student has written or posted to these social networks or through the ph one lines.

Cell Phone Policy

Most of our students have cell phones and other electronic entertainment devices in their possession when they arrive at school each day. While these phones/devices serve a useful and beneficial purpose they are becoming a growing distraction to students during class time. Students who use their phones for texting and getting on the web are finding it difficult to refrain from checking messages and communicating with friends frequently during the school day. This has expanded into an ever-increasing distraction for students during class time and for some, it is an activity they find difficult to curb while at school.

In an effort to minimize these distractions that compete for the attention of students, we are asking that cell phones and other communication and listening devices be turned off and be stored **ONLY** in the student's locker or vehicle during school hours. Students may not have their phones in their possession, in their book bag or inside a purse that is carried during class periods, break, or lunch. *These devices may not be visible in any way once the school day*

begins. We ask that students leaving school before 3:15 PM refrain from use until after they exit the buildings. Students found in possession of a cell phone will have the phone taken, to be returned to a parent only, and will receive a Saturday detention for the first violation. Subsequent violations will be a suspension level offense.

We want to assure parents and students that an office phone is available to use when a legitimate need arises. The office personnel also will make every effort to deliver crucial messages to students as necessary during the school day. Please assist us by encouraging your student to keep his/her phone properly stored during the school day.

“Facebook” Policy

“Facebook” and other social networking sites have become the most popular web sites visited by young people today. As a school, we have blocked access to these sites on school computers. In addition to that, we have consistently encouraged parents to monitor their children’s Internet access at home, especially in regard to “Facebook” and other social networking sites.

While students view “Facebook” as a place to communicate with friends and express their opinions, students must be aware of the fact that there is no “presumption of privacy” with anything they say online. For this reason, we feel it necessary to remind students that our handbook states that “when serious offenses outside of the school limits occur and become public and negatively impacts the reputation or character of the school or students, disciplinary measures may also be taken.” Simply stated, students will be held accountable for anything of an inappropriate nature they may post on their “Facebook” or other sites online. This includes, but is not limited to, inappropriate language, pictures, threats, or confessions of inappropriate behavior. In addition, students who create websites for other students will be in violation of this policy and face disciplinary measures. Due to the broad array of actions, disciplinary measures could range up to and include dismissal from school.

DISCIPLINARY PROCEDURE

When a student is sent to the administration corrective action can take several forms. The number of visits to the administration and the seriousness of the infraction determine these forms.

1. Counseling with the student regarding his/her attitude and behavior.
2. Reading/Writing assignments to help the student understand and correct the problem.
3. Reporting the student’s attitude and behavior to the parents.
4. Detention
5. In-school Suspension
6. Out of School Suspension
7. Probation
8. Expulsion
9. Automatic Expulsion

The following is a brief explanation of consequences that students may receive for infractions that merit being sent to the school administration.

1. Parents will be notified when a student is sent to the administration. When it is necessary to simply counsel with the student about his/her behavior, then this notification may be in written form, either something sent home by the student or notification in the mail. However, the nature of the infraction may require the parents being notified immediately and required to come to the school. The problem will then be discussed among the student, parents, and administration. Corrective actions will follow.
2. Detentions will be assigned to students who continue a pattern of misconduct in the classroom or commit an infraction that merits him or her being sent immediately to the administration. These detentions will be assigned by the administration and will be held on Thursday mornings at 7:00 a.m. Detentions will last for one hour and will take precedence over another activity the student may be involved in at that time. The date of detention will be announced at least two days in advance.
3. In-School Suspension will be given when a student continues a pattern of misconduct. All schoolwork will be assigned and completed independently by the student while separated from the normal class routine. Students will receive credit for all work completed. In-School Suspension will take place right outside of the principal's office and the student will be supervised continually throughout the day. In-School Suspension may last from one to three days, depending on the infraction. The day(s) will be chosen by the administration and the parents will be notified.
4. Out of School Suspension will be given for repeated behavior issues or more serious offenses. Students serving Out of School Suspension may not participate in any school related activity during the suspension time. One point will be taken off each Quarter grade for each day of suspension. Supportive parental discipline will be expected.
5. For a student who continues a pattern of misconduct, a probation contract may become necessary. This contract can include areas of academic and/or behavior. When a probation contract becomes necessary, the parents will be notified to come to the school and discuss the contract with administration. This contract will be written by the administration and explained to the parents and student. It will involve measurable goals for the student or parents to complete. It will last for a designated time period, usually six to nine weeks. Sometimes it may be necessary to extend the time period. The administration, including the Headmaster, will sign this contract. If the contract is broken, then automatic expulsion could take place. This probation contract gives a student the opportunity to correct a serious academic/discipline problem and remain in school. The following are examples of reasons for probation:
 - Insufficient academic progress
 - A continued pattern of misconduct
 - A continued negative attitude and bad influence upon other students
 - Committing a serious breach of conduct inside or outside the school which has an adverse effect upon the testimony of the school
 - Failure of the parents to comply with the disciplinary procedures of the school
6. Expulsion will take place when it becomes obvious that the student is unwilling to adhere to school policy. This decision will be made by the administration, which includes the Headmaster. 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 attending a program involving a sibling may be granted by administration and will be decided on a case by case basis.)

7. Automatic expulsion may be necessary when certain serious infractions occur. Example: drug use.

The following is a list of characteristics that relate to this discipline policy:

1. Most discipline problems are initially taken care of by the classroom teacher.
2. Parents are notified of any problems.
3. Repeated infractions (patterns) will be dealt with by the administration and they will work with all involved to correct the problem.
4. Consequences will be swift in coming and appropriate for the infraction.
5. A series of steps will be taken to correct the problem; however, the seriousness of the infraction may require a skipping of steps to get to the appropriate consequence.
6. The ultimate goal is to get the student to a point of “self-control and self-discipline”.
7. Up until expulsion, there will always be hope in correcting the problem.
8. The discipline process will involve a team effort with communication and parent/student cooperation vital to a positive outcome.

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. Lockers should be kept neat and clean at all times. Writing, pictures, or stickers of any kind are not to be used on the inside or outside of the locker. Food should never be kept in the locker overnight. Any item deemed inappropriate by the school administration may be confiscated from a locker at any time. Students are not permitted to 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 Christmas break and the end of the year.

LUNCHES

CCS has implemented a new lunch program this year. We have partnered with the SLA Management Company. SLA has had great experience in the management of school cafeterias, and they understand the importance of providing good food at a reasonable price. Middle school students will have three options each day. Parents can make deposits into their children's lunch accounts by making online deposits or sending money to school on Mondays. Middle school students may also pay with cash as they go through the line. All student lunch activity can be monitored online. Deposits will be reflected in accounts within 24 hours of receipt.

Menus for the entire month will be sent home with the MidKnight News and can also be found on the Calvary Knights website. Any of the middle school lunch options are \$4.50 and includes a

drink. Parents are always welcome to come and eat with your student and can also purchase a meal. As in the past, students can bring their lunch from home or have parents bring them lunch. Microwaves are available for students to use. Middle school lunch is from 12 noon until 12:30 p.m.

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 are to send 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. A medication form must accompany each medication. These may be obtained from the Nurse's office. 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.

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 a 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, than 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.

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 Middle School 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, low stress for the parents, and not disruptive to the school day.

Students are required to participate in service to others. The hours increase on a graduated scale according to grade:

6th grade: 4 hours for the year; 2 hours due by mid-December, 2 hours due by May.

7th grade: 6 hours for the year; 3 hours due by mid-December, 3 hours due by May.

8th grade: 8 hours for the year; 4 hours due by mid-December, 4 hours due by May.

Hours can be earned during the summer and count for both semesters. Hours earned helping in Vacation Bible School or youth mission trips will count to fulfill the Service Hours requirement. Students are encouraged to volunteer during the summer to alleviate the stress of completing the required hours during the school year.

Students will be asked to share their experiences with their peers in some sort of presentation during Bible class. They can keep a journal of their activities, create a photo display or simply write a speech about their activities. The purpose of this is two-fold:

1. To provide a measure of accountability to make sure students are volunteering.
2. To encourage and inspire other students who may be struggling with a service project.

Service Hour Forms are available from the Bible teacher and on-line at www.calvaryknights.com.

SUPPLIES

All students are responsible for purchasing their own supplies. A supply list will be furnished that lists supplies needed for each class. This is available at www.calvaryknights.com. Other items may be requested after school begins. No paper removed from spiral notebooks is to be used on the school campus.

TELEPHONE

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, forgotten lunch, forgotten glasses) will indicate this to the administrative assistant in the office. Students will not be allowed to call home for forgotten books or homework. **No other electronic devices such as pagers or cellular phones may be used during school hours. Cell phones must remain in the locker during the school day (see "Cell Phone Policy"). NOTE: Devices used will be confiscated and given to the Principal and will be returned only to the parents.**

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. No textbooks will be issued to any student while the payment is outstanding. Report cards will be held until penalties have been settled.

All textbooks must be returned to the teacher when a student is promoted or transferred.

VISITORS

All visitors, including parents, must sign in at the middle school 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 appropriate principal's office. Parents are also welcome to have lunch with their student.

Students not enrolled at CCS may not visit classrooms or lunch unless permission from the principal is obtained. Classroom visits should 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.

WEAPONS POLICY

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

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

I. Introduction

The school considers student possession of/use of/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 any of

these items 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 accessible or available, such as hidden by the student.

“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) or 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; or (b) an air gun, which includes any air pistol or 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; or (c) a sling shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon; or (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; or (e) a device commonly known as “throwing stars”, multi-pointed metal objects designed to embed upon impact; or (f) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (g) a dirk, which is a type of dagger; or (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; or (i) a stun-gun; or (j) any explosive device including fireworks; or (k) any bludgeon type weapons, which includes a bat, club, or blackjack; or (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 major 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 20-2-1181.

WITHDRAWAL PROCEDURES

Any parent desiring to withdraw their child from school should report to the school office to sign a Transfer of Records form giving CCS permission to forward school records. 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 includes 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.**