"Growing in Wisdom and Knowledge"
Colossians 1:9-10
## Table of Contents

### INFORMATION FOR ALL FAMILIES (PINK)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Student Agreement</td>
<td>2</td>
</tr>
<tr>
<td>School Philosophy &amp; Government</td>
<td>4</td>
</tr>
<tr>
<td>Admissions/Enrollment</td>
<td>6</td>
</tr>
<tr>
<td>Attendance</td>
<td>8</td>
</tr>
<tr>
<td>Dress Code</td>
<td>10</td>
</tr>
<tr>
<td>School Administration</td>
<td>11</td>
</tr>
<tr>
<td>General School Guidelines</td>
<td>12</td>
</tr>
<tr>
<td>Mathew 18 Principle</td>
<td>14</td>
</tr>
<tr>
<td>General Information</td>
<td>14</td>
</tr>
</tbody>
</table>

### INFORMATION FOR ELEMENTARY FAMILIES (GREEN)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Building Hours</td>
<td>2</td>
</tr>
<tr>
<td>Academics</td>
<td>2</td>
</tr>
<tr>
<td>Discipline</td>
<td>3</td>
</tr>
<tr>
<td>Dress Code</td>
<td>7</td>
</tr>
<tr>
<td>General School Regulations</td>
<td>10</td>
</tr>
<tr>
<td>General Information</td>
<td>10</td>
</tr>
</tbody>
</table>

### INFORMATION FOR SECONDARY FAMILIES (BLUE)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Building Hours</td>
<td>2</td>
</tr>
<tr>
<td>Academics</td>
<td>2</td>
</tr>
<tr>
<td>Course Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Discipline (Code of Conduct)</td>
<td>8</td>
</tr>
<tr>
<td>Student Honor Code</td>
<td>9</td>
</tr>
<tr>
<td>Dress Code</td>
<td>11</td>
</tr>
<tr>
<td>General School Regulations &amp; Information</td>
<td>14</td>
</tr>
</tbody>
</table>

### ATHLETIC HANDBOOK (GOLDENROD)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Table of Contents</td>
<td>3</td>
</tr>
</tbody>
</table>
• We desire NEATNESS in the dress of our student body.
• We want to emphasize the principle of MODESTY.
• A student’s dress should not draw undue attention to him/herself.
• We ask the parents to take responsibility for ensuring their student(s) complies with the dress code.
• Because styles change rapidly, we cannot cover every clothing possibility.
• Girls are to dress as girls and boys are to dress like boys. (i.e. Spirit Week and all other student activities)
• Each student’s appearance will be judged on an individual basis.
• The administration will make the final decision on the appropriateness of a student’s dress and appearance.
• Students violating the code will be dealt with as privately as possible. If necessary, the student may be sent home to change or not be allowed to attend class until a change of clothing can be made available. Students should not expect to be continually warned about Dress Code Violations.

Please refer to the Elementary and Secondary Sections for specific dress code details.

PICTURE DAY DRESS CODE
All Students in Pre-School - 3rd Grade will be allowed to wear jeans with a collared shirt (boys) or nice top (girls) OR they may wear their "frilly" dresses to the knee (girls) or "spiffy" outfits with shirt, tie or sweater, and dress slacks (boys).

All Students in Grades 4 - 12, EXCEPT SENIOR GUYS, will be allowed to wear jeans with a collared shirt (gentlemen) or nice top (ladies). If they choose not to wear jeans with a nice shirt or top, then students should wear their school uniform.

Senior Guys should wear jeans, their school uniform pants, or dress slacks with a dress shirt, tie and sport coat (ties and sport coats only need to be worn for the picture).

--- SCHOOL ADMINISTRATION ---

OFFICE HOURS
During the school year, the school office is open on school days from 7:30 a.m. until 4:00 p.m. At other times, you may leave a message and we will return your call as soon as possible. Summer office hours will be established and appropriate notification sent out prior to the end of the school year.

SCHOOL HOURS
The normal school day begins at 8:00 a.m. and concludes at 3:10 p.m. Students may go to their homerooms or classrooms beginning at 7:50 a.m. Due to supervisory requirements, students should not arrive at school earlier than 7:30 a.m. Those arriving between 7:30 - 7:50 a.m. must report to an assigned waiting area that will be supervised by an elementary or secondary teacher. Once a student arrives at school in the morning, he/she is not to leave the school grounds until school dismisses, except by special permission from the office. Students remaining on the CCS campus after 3:30 p.m. will be required go to Extended Child Care (ECC).

EXTENDED CHILD CARE
After 3:30 p.m., all students on CCS property are required to go to extended childcare (ECC) unless they are involved in a scheduled, supervised school activity. There will be a daily charge for supervision of children in ECC. ECC hours conclude promptly at 6:00 p.m.

STUDENT PICK-UP AND DROP-OFF
Refer Carpool Instructions discussed at Orientation. As a reminder, there is no pick-up and drop-off in the back parking lot. All full day K5-12 pick-up will occur in the lower parking lot. Preschool students will be picked up at the preschool house.

**Whomever is permitted to pick up your student from CCS, must have their name listed in RenWeb/transportation by the custodial parent or guardian.**

INCLEMENT WEATHER
Should we need to cancel school due to snow or other inclement weather conditions, an announcement will be aired over local radio and television stations. We will make every effort to get this on the air by 6:30 a.m. Please do not call the school or staff since all closing announcements will be made via the news media, social media and email.

Please be aware that delayed openings may also be announced. We could possibly delay the opening of school for one or two hours (or potentially decide to cancel) depending upon weather conditions. Please continue to listen for updates on your local stations. Half-Day preschool and half-day K5 programs are cancelled for the day when a two hour delay is called.

BUILDING SECURITY
We live in a day and age where school security is an integral part of our planning process and focus. Each and every day, we have the opportunity to impact hundreds of students of all ages. As such, we take this responsibility very seriously. While our desire would be to have facilities where our parents and families could come and go at will, we realize this is no longer possible due to security concerns. Our first responsibility lies in educating and protecting your children.

NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS

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

Full Day 8:00 a.m. – 3:10 p.m.
Half Day 8:00 a.m. – 12:00 p.m.
8:00 a.m. - 11:00 a.m. (Preschool-Kindergarten)

- - - BUILDING HOURS - - -

The normal school day begins at 8:00 a.m. and concludes at 3:10 p.m. Students may go to their homerooms or classrooms beginning at 7:50 a.m. Due to supervisory requirements, students should not arrive at school earlier than 7:30 a.m. Those arriving between 7:30 – 7:50 a.m. must report to an assigned waiting area that will be supervised by an elementary or secondary teacher. Once a student arrives at school in the morning, he/she is not to leave the school grounds until school dismisses, except by special permission from the office. Students remaining on the CCS campus after 3:30 p.m. will be required go to Extended Child Care (ECC).

Due to safety and security issues, younger siblings are not permitted to wait for older siblings who have games or practices after school.

Students who need to see a teacher or go to another approved location after school may do so if he/she promptly goes to that location.

- - - ACADEMICS - - -

COMPUTERS

Students are not allowed to use any computers or computer devices (CCS owned or personally owned) until the student and his/her parents have read the Acceptable Use Policy (AUP) and have turned in an AUP User Agreement Form for the current school year. The Agreement Form must be signed by both the student and his/her parent or guardian.

PROMOTION POLICY

Any student in grades 1-6 who fails two academic subjects (math, English, reading, history, science, spelling) may be required to repeat the same grade level. In addition, the student may be required to receive tutoring as approved by the administration prior to returning the next school year. Any student, who receives an "F" in a core academic subject for a semester, will be required to repeat that semester’s work. This will be accomplished through a paid tutor or taken through an institution approved by the CCS Administration.

Students are promoted to the next grade level and placed in a grade appropriate classroom. Classroom roster placement is made with faculty/administration consideration and prayer. Administration is unable to accept parental request for teacher or classroom placement due to the inability to fulfill every parent’s request.

FIELD TRIPS

As a vital part of the academic process, all elementary classes take trips to interesting and educational places throughout the area. Permission slips will be sent home prior to a field trip. In order for a student to participate in a field trip, the permission slip must be signed by a parent and returned to the classroom teacher. Fees will normally be charged to cover expenses (some of these fees may be collected as part of the registration process). Each field trip will have an appropriate dress code. Students are expected to attend and participate in field trips.

GRADE SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>99-100</td>
<td>A: 96-98</td>
</tr>
<tr>
<td>B</td>
<td>92-93</td>
<td>B: 88-91</td>
</tr>
<tr>
<td>C</td>
<td>83-85</td>
<td>C: 79-82</td>
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<tr>
<td>D</td>
<td>74-75</td>
<td>D: 72-73</td>
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<td>F</td>
<td>69 or below</td>
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</tr>
</tbody>
</table>

HONOR ROLLS

The honor roll is published at the end of each grading period. There are two honor rolls:

1. First Honor Roll = 3.95 or higher
2. Second Honor Roll = 3.45 - 3.9499

HOMEWORK

Homework is an important part of the educational process. Homework will be graded for completeness, accuracy, and neatness. At times, parent’s signature on assignments may be requested to indicate that the child has made a conscientious effort to complete the assignment. Students in grades 1st-6th will be required to use an agenda (similar to an assignment notebook) to record daily homework assignments.

Each student will have varying amounts of work to complete outside of school hours. This may be unfinished class work, extra projects, or memory work. Parents should also insist that their child(ren) regularly brings home papers for them to review (e.g., daily work, tests, projects, etc.).

It is important to understand that homework is not an option. It is expected that homework will be completed by the due date. Incomplete or partial work may not be accepted, and failure to turn in homework may result in grade penalties.
Points will be taken off for late work. Teacher orientation information will provide grade specific details. While parents should assist their children by explaining homework when necessary, the work must be completed by the student. He/she must take the responsibility for it. Parents can help their child in his/her homework by helping establish good study habits.

**MAKE-UP WORK**

Students are responsible for obtaining assignments and accomplishing the required make-up work for all absences. It is not the responsibility of the teacher to "chase down" students who are missing work. When students are absent from school due to illness, they or their parents should get missed homework assignments via Renweb, by contacting the teacher or a fellow classmate at school. Due to the time it takes to assemble work and assignments, it is important that the office receive your request by 10:00 a.m. Time to complete the work (due to illness) is commensurate to the days missed (i.e. two days missed equal two days to complete and return the work). It may be necessary to make up tests after school, during recess, or a specials class for elementary students. If a student is absent for reasons other than illness (family vacations) work provided in advance will be at the discretion of the teacher. To restate what is in the "General" section of this handbook regarding family trips: Requests for approval for these trips must be submitted in writing/email to the appropriate principal at least two weeks in advance. Requests for work, prior to family vacation, should be made at least two weeks in advance and submitted to the teacher. Please understand that oral instruction given during an absence cannot be replicated and may affect your child's performance and grades. Make-up work provided in advance for family vacations is due the first day back to school. All make-up work submitted after the due date will be considered late and may be given a late grade.

**REPORT CARDS**

Report cards are issued at the end of each quarter. Our intent is to inform parents of their child's educational, social, personal, and spiritual growth in school. If a teacher feels there is cause for concern over a student's lack of progress, he/she may request a parent conference any time during the grading period. Parents are encouraged to contact a teacher if in doubt about a grade or a student's evaluation in a particular subject.

Please monitor your child's progress through Renweb and his/her daily work. Minimally, teachers will update Renweb grades on a weekly basis for those assignments that have been graded. Please understand that grades are not equal in value. They are subdivided into categories and weighted by assignment: therefore, you cannot calculate your child's average on your own. Please understand that if your child is absent, his grades will not be updated immediately upon receiving the work.

**STUDENT RECORDS**

Parents and students have the right to inspect and copy the student's academic and health records. Requests must be made through the administration.

--- DISCIPLINE ---

Education at Calvary Christian School involves more than just quality academics. Character building is an integral part of our program. As Christians, we operate from the premise that living our lives based on Biblical standards enables us to glorify and please God. Within the school setting there are certain character traits, which not only please God, but make for positive relationships within the school community.

In an atmosphere of definitive and positive Christian standards of conduct, there is an opportunity for the development of a strong and stable Christian character. Students displaying inappropriate attitudes and behavior will be appropriately disciplined.

Students are expected to refrain from the following or face disciplinary action, including suspension or expulsion (this list is not all-inclusive and may be amended at the discretion of the administration):

- Vulgar language or swearing
- Fighting
- Bullying
- Hands off policy
- Verbal abuse/criticism of other students
- Indecent exposure
- Leaving school or class without permission from authorized school personnel
- Cheating
- Vandalism
- Stealing
- Disobedience
- Defiance/disrespect to teachers or school authorities
- Lying
- Sexual immorality
- Use, sale, or possession of illicit drugs or alcoholic beverages
- Possession of a potentially harmful weapon
- Smoking or possession of tobacco
- Threats of violence or violent acts
- Unauthorized cell phone usage

Students, whose conduct and behavior outside of school reflects poorly on accepted Christian behavior, may be subject to school probation or loss of enrollment. This
includes the improper use of the Internet and/or its resources.

**CONDUCT AND DISCIPLINE**

**GENERAL STUDENT CONDUCT**

Student standards and expectations are for the purpose of fostering spiritual development, encouraging wholesomeness, strengthening unity, and building integrity.

I Timothy 4:12 exhorts: "Let no man despise thy youth: but be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity". Conduct and appearance are visible testimonies of students' attitudes. Being a part of the C.C.S. family is a privilege, and with this privilege come certain responsibilities.

Students are expected to conduct themselves in accordance with these standards and guidelines and to exhibit a positive attitude in harmony with the spirit and purpose of the school. Any organized, functioning group in society must operate with a system of rules if it is to function properly. An orderly, well-disciplined, environment is a great aid to learning and enables students to develop positive character traits.

The Biblical principles upon which these standards are based are found in the following passages: I Cor. 8:9,12-13; 9:27; 10:31-32; 11:15; 14:40; Eph. 4:5-6; Phil. 1:27; Col. 3:17; 1 Tim. 2:9; 1 Pet. 2:9; 3:3; Heb. 13:17.

**EXPECTATIONS REGARDING STUDENT CONDUCT**

C.C.S. holds that the Bible is the infallible, divine Word of God, and that salvation by faith in Christ is the initial step in the Christian life. It is the responsibility of every Christian to grow into the image of Christ (Rom. 8:29), which is the work of the Holy Spirit (11 Cor. 3:18). This growth begins with salvation and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matt. 22:37-39; Rom. 13:8-10; Gal. 15:14). The Christian's goal is to live a life consecrated to God and separated from the world.

C.C.S. is committed to providing an educational environment that is conducive to spiritual, mental, social, and physical growth, and to the developing Christ-likeness in young people who are at many different stages of maturity in their Christian lives. All activities of the Christian should bring glory to God who dwells in us (I Cor. 8:9, 12-13; 10:32). The sensitive Christian will endeavor to avoid practices that could desensitize him to the needs of the lost, and that could hinder his personal growth (I Cor. 9:27).

**ELEMENTARY DISCIPLINE (Grades K3-6)**

**PRESCHOOL** - Please reference the Preschool Orientation package for additional information on this subject as it pertains to the preschool.

**ELEMENTARY HOW I ACT DISCIPLINE PLAN (K4-6): THE TALLY SYSTEM**

This system is designed to help students learn that they are responsible and accountable for their own behavior and to help them learn self-discipline. This system also positively re-enforces good actions and good attitudes. In addition to the Elementary HOW I ACT discipline system, teachers may implement additional consequences for student behavior. Examples of additional consequences may include: Character Building Response writing assignments, loss of recess, loss of specials classes, removal from the group for a period of time, etc.

**PURPOSES OF THE TALLY SYSTEM**

A. To be a reminder of good conduct. Colored tallies are visibly displayed in each elementary classroom as reminders of good conduct.

B. To give consistency in discipline. Acceptable conduct does not vary from class to class or from grade level to grade level. All students know exactly what is expected and acceptable behavior.

C. To reinforce and reward good actions and attitudes. Students are recognized and rewarded for initiating kind, helpful, and gracious acts.

D. To report a student's behavior to parents. To keep parents informed, a weekly tally report is sent to parents, usually in the student's Friday folder.

**HOW I ACT DISCIPLINE CODE**

A tally is a strip of colored construction paper. There are different colored tallies for different unacceptable behaviors.

- **Hullabaloo** (yellow) vs. Having a Quiet Spirit
  - For noises or actions which are disturbing and/or distracting to the class. Examples include unnecessary rattling of papers, screaming, and loud talking, etc.

- **Out of Order** (orange) vs. Ordering My Life
  - Examples include getting out of line, throwing things, passing notes, littering, eating at undesignated times and places, out of seat without permission, etc.

- **Work Not In** (green) vs. Working My Best
  - For not completing or turning in homework, assignments, working on unrelated materials, being unprepared (books, paper, pencil, gym clothes, etc.). All assignments must be turned in when due, or grade points may be deducted.

- **Intentional Disobedience** (red) vs. Intentionally Being Honest and Respectful
  - Willful defiance or absolute refusal to obey a rule or direct command. It also applies to actions of a serious nature such as cheating, lying, fighting, or any action endangering another
person or causing damage to facilities. Students will be dealt with immediately and appropriately; parents will be contacted promptly.

**Attitude Lacking (light blue) vs. Always Being Happy**
Facial expressions which show a defiant, sneering, haughty spirit, or uncooperative attitude, slamming doors, worldly conversation, insolence, negativity, sarcasm or similar expressions which do not express joy, peace, love, patience, or self-control.

**Courtesy Lacking (dark Blue) vs. Caring for Others**
Actions affecting staff, teachers and peers such as passing between two people and not excusing himself, rudeness, inconsiderate behavior, hitting, pushing, shoving, lack of manners and similar behaviors which do not express patience, kindness, goodness, faithfulness, or gentleness.

**Talking (pink) vs. Talking Only With Permission**
Disruptive or inconsiderate talking, talking without permission, or talking before being recognized.

**Incentives**
**Tokens: (Purple Tallies/Tickets/Cougar Bucks)**
- A. Given at respective grade levels
- B. Can be given out every day or on a weekly basis
- C. May be spent on a weekly basis in the classroom
- D. May be spent on a quarterly basis at the “Principal Store”

**“Friday” Free Time:**
- A. Given by each classroom teacher
- B. Equivalent to lack of negative tallies given during that week
- C. If a student gets six or more tallies in a week, they forfeit ALL Friday free time.

**Given for:**
- A. Lack of unacceptable colored tallies given that week
- B. Extra tokens may be given at the discretion of the teacher

**Consequences**
- A. A child may serve a “time-out” in their own classroom or another supervised classroom with the agreement of that teacher.
- B. Green Tally - Work may be completed on the playground with teacher supervision. This is not inclusive of work not turned due to excused absenteeism.
- C. Each tally reminder equals 5 minutes deducted from the “Friday Free Time.”
- D. Character response forms or other makeup work that has not been completed may be assigned to those students who lose their “Friday Free Time.”
- E. Principal visit may be prompted by the following behaviors:
  1. Bullying
  2. Fighting
  3. Bodily harm to another student
  4. Getting in someone’s face
  5. Direct intentional disobedience
  6. Cheating
  7. Lying
  8. Stealing
  9. Defacing property
  10. Vulgar or unwholesome language
  11. Verbal threats to a teacher or another student
  12. Other actions determined by the teacher

In extreme situations, the school's personnel are authorized to use suspension or expulsion. CCS, in partnership with the home and the church, strives to build character in the lives of its students based on the principles found in God's Word. Such character qualities include but are not limited to respect, tolerance, forgiveness, self-control, compassion, and sensitivity. On a practical level this includes how we treat one another, how we respond to conflict, reconciliation, and forgiveness (Eph. 4:32, Matthew 18: 15-22, Matthew 22: 37-40, I Cor. 13: 4-8, Galatians 5:22-23). Because we believe every student deserves a safe learning environment, CCS is committed to dealing with unacceptable behaviors in our school. The following bullying policy is based on Scriptural principles and current research on bullying.

**CCS PLAGIARISM POLICY**
Plagiarism is a very serious breach of trust and illegal. In institutions of higher education, plagiarism is dealt with by removing a student from the class with a failing grade and possibly expulsion. It is a form of cheating and stealing. We take this matter very seriously at CCS. We want our students to do their own work.

Plagiarism, as defined by Merriam-Webster, is “to use the words or ideas of another person as if they were your own words or ideas.” Despite this simple definition, plagiarism takes many forms:
- Turning in a paper you did not write.
- Directly copying a phrase or more of someone else’s work without quoting or citing.
- Copying test answers from another student or from a book or internet source.
- Changing a few words in a copied sentence and taking credit for the sentence by not quoting or citing the source.

These more severe forms of plagiarism will not receive a passing grade and could result in a 1-Day suspension. There are also more subtle forms of plagiarism, such as:
- Citing incorrectly
- Paraphrasing without credit
- Not placing a reference after a quote

These subtle forms of plagiarism will be dealt with according to the teacher.
There are a number of online tools available to detect plagiarism. Some of the free sites are: "plagscan", "paperrater", and "plagiarism-detect". For a nominal fee, students can use "turnitin". One of the best ways is to simply "google" the phrase or sentence in question.

SIXTH GRADERS GRADUATED CODE OF CONDUCT
Sixth grade students will move to the MS/HS Code of Conduct during the second semester of the school year. This transition will be preempted with a meeting with 6th grade parents and students, providing specific information on the CCS Code of Conduct being given at the August orientation and reiterated in a December parent meeting. The MS/HS Code of Conduct can be reviewed in the Secondary Families section of the Parent/Student Handbook.

CCS BULLYING POLICY

What is bullying? Bullying involves repeated, systematic, deliberate, and specific attacks by individuals or by groups on others over time. Bullying occurs when a person hurts, frightens or intimidates another person on a continual and deliberate basis. Bullying is NOT random acts of unkindness, aggression, intimidation, or single acts of nastiness.

What do bullying behaviors look like?

Direct Physical Bullying includes repeated:
- Hitting, tripping, pushing, kicking, shoving, and inappropriate physical contact.

Direct Verbal Bullying includes repeated:
- Name-calling, put downs, insults, sexual and racist remarks, intimidating, threatening, and verbal abuse.

Indirect Bullying – This type of bullying is designed to hurt someone's social reputation, and/or cause humiliation. Indirect bullying includes repeated:
- malicious manipulation of others to do things they don't want to do
- setting someone up to be bullied
- lying
- spreading rumors or hurtful gossip
- playing nasty jokes to embarrass or humiliate
- hurtful teasing or making fun of someone
- harassment
- hiding or destroying someone's belongings
- mimicking
- encouraging others to socially exclude others
- damaging someone's social reputation and social appearance
- sending notes, e-mail or text messages with bullying words or threats

What are some things you can do to help stop bullying?
- Notify the parents of the bully to express your concerns and to follow the Matthew 18 Principle
  Matthew 18 Principle:
  1) Go to the party who offended you and/or that you have personal concerns with. (vs. 15 - "Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone:"
  2) Desired results: "If he shall hear thee, thou has gained thy brother." (vs. 15)
  3) If the party chooses not to listen to one's concerns, then take one or two other witnesses and share your concerns. (vs. 16)
- Notify the teacher(s)
- Teach your child how to respond to conflict/confrontation.

In order for this or any policy to be effective, all interested parties must share responsibility in working towards a resolution. In the event that a bullying incident has been identified, action will be taken based on the MS/HS Discipline System and an Elementary Action Plan. Repeated bullying incidents may result in suspension or expulsion from CCS.

ELEMENTARY ACTION PLAN
In order for this or any policy to be effective, all interested parties must share responsibility in working towards a resolution. In the event that a bullying incident has been identified based on the above definition, the following action plan will be implemented:

FIRST OCCURRENCE:
Student:
1) Tell your parents and your teacher.
2) With your teacher, confront the bully directly about his/her behavior and tell him/her to stop.

Teacher:
1) Help the student confront the bully.
2) Take the bully through the Steps to Reconciliation with the offended student.
3) Give the bully a courtesy lacking tally and have him/her complete a Character Building Response form.
4) Notify both sets of parents.
5) Notify the Principal.
6) Document the incident.

Parents:
1) Notify the bully's parents of your concerns (Matthew 18 principle).
NOTE: If the teacher is not aware your child is being bullied, notify the teacher and the above steps will be implemented.

SECOND OCCURRENCE:
Student:
1) Tell your parents and your teacher.
Teacher:
1) Take the bully through the Steps to Reconciliation with the offended student.
2) Give the bully a red tally and have him/her complete a Character Building Response form.
3) Notify the principal
4) Document the incident.

Principal:
1) Call both sets of parents.
2) Set up a conference with both sets of parents.
3) Require the bully to sign a behavioral contract promising not to bully others.
4) Document the meeting.

Parents:
1) Communicate concerns to principal at meeting.

THIRD OCCURRENCE:
Student:
1) Tell your parents and your teacher.
Teacher:
1) Notify the Principal
2) Document the incident

Principal:
1) Contact the bully’s parents.
2) Conference with the bully and his/her parents.
3) One day suspension for the student.

Further occurrences may result in an additional suspension or expulsion from CCS pending board approval.

SOCIAL MEDIA, VIDEOS, & UPLOADING POLICY
Students are not to be posting to social media sites (Facebook, Twitter, Instagram, etc.) during school hours. Because CCS strives to keep an upstanding reputation in the community, students will be held accountable for the posts and images they release to social media outlets concerning CCS, its faculty and administration and other students.

CELL PHONES/IPODS/ELECTRONIC DEVICES
In the 21st century, cell phones, IPODS, and numerous other electronic communication devices have become a way of life. We accept this and realize that many of our students carry these items, especially cell phones, to school. However, the school environment is not conducive to cell phones or other electronic devices being used during the school day. While students may carry cell phones in their pockets, book bags, purses, etc., they may not be visible, turned on, or used during the school day without specific permission from a faculty member or administrator. Should a student be observed with a cell phone turned on and visible (or any other electronic device), the following consequences will occur:

- the item will be confiscated and held in the school office until a parent comes in to retrieve it;
- the student will receive a detention.

Should the student repeat the violation a second time, the following consequences will occur:

- the item will be confiscated and held in the school office until a parent comes in to retrieve it
- the student will receive an immediate one-day suspension
- a third time would lead to an immediate three-day suspension
- subsequent violations reveal an attitude of rebellion and contempt for the school’s rules and may lead to an expulsion.

--- DRESS CODE ---

GENERAL PHILOSOPHY
Because of the wide differences in backgrounds and spiritual preferences/convictions, acceptance and cooperation are very important. The standard of dress at Calvary Christian School is designed to reflect the MNM principle: modesty, neatness, and moderation. Our desire is that the dress code be one that contributes to a distinctive Christian education and promotes an effective learning environment. Our dress codes are designed to promote a high level of personal character and appearance.

It is important to understand that if we do not allow a particular article/style of clothing or dress, we are not saying the item is wrong to wear at other times - just not to school. Our dress code is not designed to support or encourage the latest fashion trends and fads. This means that clothing bought at some of the popular clothing stores may not meet CCS standards.

Decisions regarding clothing choices are, at times, very complex. Because styles change frequently, we cannot anticipate and cover every possible fashion style ahead of time. Developing a dress code that is all-encompassing is nearly impossible. In all dress code issues, the administration reserves the right to make the final decision on the appropriateness of clothing and appearance. The administration and Executive Committee also reserves the right to make adjustments to the dress code should the need arise.

We recognize that families, and sometimes school officials, interpret the dress code in a different manner. We realize that consistency and fairness are vital to having an effective dress code. Yet, there is a grave danger in giving the
impression that externals are more important than internals ("the hidden man of the heart" - I Peter 3:4). We desire, with your help, to let our young people know that "what" you are is most important.

Please try to understand and apply the following thoughts regarding the dress code:

- We desire that our students reflect the best possible image of our school and of the Lord.
- We desire NEATNESS in the dress of our student body.
- We want to emphasize the principle of MODESTY.
- A student's dress should not draw undue attention to him/herself.
- Girls are to dress as girls and boys are to dress like boys. (i.e. Spirit Week and all other student activities)
- We ask the parents to take responsibility for ensuring their student(s) complies with the dress code.
- Because styles change rapidly, we cannot cover every clothing possibility.
- Each student's appearance will be judged on an individual basis.
- The administration will make the final decision on the appropriateness of a student's dress and appearance.
- Students violating the code will be dealt with as privately as possible. If necessary, the student may be sent home to change or not be allowed to attend class until a change of clothing can be made available. Students should not expect to be continually warned about Dress Code Violations.

DRESS CODE GUIDELINES

Calvary Christian School currently utilizes the Schoolbelles Company and Lands' End as our exclusive uniform providers. In addition to the approved Schoolbelles and Lands' End selections, spirit wear may also be purchased from the bookstore or O-line Sports to be worn to school. Other clothing options will be covered throughout this section.

- Tennis shoes, casual shoes, or dress shoes may be worn to school. Elementary students may also wear "dress" style sandals, with a back strap, to school. House slippers, soccer slides, flip-flop style sandals, or overly casual sandals may NOT be worn to school.
- Only girls may wear earrings. Other body piercings are not acceptable.
- Clothing with logos, advertisements, or pictures associated with non-Christian values may not be worn to school. Decisions regarding clothing of this nature are at the discretion of the administration.
- Clothing, hairstyles, make-up, etc. that would identify with punk, rock, gothic, grunge, or other youth subcultures deemed inappropriate may not be worn. This is at the discretion of the administration.

UNIFORM DRESS CODE GUIDELINES

CCS requires elementary students to wear uniforms supplied by the Schoolbelles Company and/or Lands' End.

NORMAL SCHOOL DAY

Preschool/K5 Dress Code

The CCS preschool/K5 children are to wear the uniforms supplied by the Schoolbelles Company and/or Land's End. Should the child be unable to acquire a uniform that would fit due to lack of appropriate uniform size, the elementary principal or preschool director should be consulted before the beginning of the school year.

- The CCS preschool/K5 children are not required to wear belts with their pants, shorts or capris having belt loops.
- If preschool/K5 children are not able to tie their shoes, tennis shoes with Velcro should be worn.
- Accidents can always happen to a preschooler. A change of clothing, including underwear and socks, is a necessity. (The change of clothing does not have to be a CCS school uniform.)

Uniform requirements for K-6th grade girls (please refer to the Schoolbelles catalog or the Lands' End catalog for the specific CCS clothing choices):

- Jumper for K-3rd grade girls.
- Fourth-6th grade girls may wear a jumper or pleated skirt.
- Skirts and jumpers must be no shorter than the top of the kneecap (front and back). This applies throughout the school year.
- Capris, shorts, skorts, scooters, or pants. All shorts, skorts, scooters, skirts and jumpers must come to the top of the knee. These items must be purchased from Schoolbelles or Lands' End.
- Red, white, gold, gray or black knit shirt with CCS logo.
- To ensure a modest appearance, appropriate underclothing must be worn and not be visible while standing or sitting.
- If leggings are worn, they must be worn with skirts, jumpers, skorts or scooters which must come to the top of the kneecaps.

Uniform requirements for K-6th grade boys (please refer to the Schoolbelles catalog and the Lands' End catalog for the specific CCS clothing choices):

- Red, white, gold, gray or black knit shirt with logo.
- Pants, cargo pants, shorts and cargo shorts.

Uniform standards for all K-6th grade students:

- Traditional shirts must be tucked in at all times. Students may wear the elastic banded shirts that are designed to be worn untucked.
- Approved sweaters or pullovers may be worn. Students must wear a uniform shirt underneath.
• Spirit-wear may also be worn as outerwear. Spirit-wear is defined as CCS logo-wear (e.g., fleece wear) sold or approved by the administration. Students must wear a uniform shirt underneath spirit-wear. Outerwear worn during the school day (i.e. sweatshirts, sweaters, etc.) must have the approved CCS logo on it or be CCS approved.
• Belts must be worn with pants, shorts, or Capri’s having belt loops.
• T-shirts, turtlenecks, or other pullover style shirts worn under uniform shirts cannot have any writing or graphics that are visible (including through the uniform shirt).
• Jackets or non-uniform outerwear may not be worn to class.

COUGAR FRIDAY
Every Friday will be a Cougar Friday. On Cougar Friday, students may wear a t-shirt or hoodie related to a CCS activity. These items include CCS team shirts, CCS club shirts, CCS field trip or class trip shirts, CCS uniform shirts, etc.
• Uniform shirts with the CCS logo may also be worn on casual days.
• In addition to jeans, knee-length jean skirts, knee-length shorts and jean Capri’s, girls may wear any uniform selection bottoms. Uniform shorts may also be worn on casual days. Athletic wear and nylon, spandex, sweat suit material, etc. may not be worn. Girls may not wear non-uniform, jumpers, dresses, or skorts.
• In addition to jeans and jean shorts, boys may wear any uniform selection bottoms. Shorts may be made of jean or khaki material and must be similar in length to the uniform shorts sold by Schoolbelles. Athletic wear and nylon, spandex, sweat suit material, etc. may not be worn.
• Jeans must be in good repair, having no holes, no torn or ragged hems, and no ragged edges are allowed. Jeans cannot be tight-fitting and must be modest. Bibs, overly faded, or oversized jeans are not allowed.
• T-shirts may be worn untucked.
• All guidelines related to modesty must be followed.
• Casual days are considered a privilege. Students not adhering to the uniform, non-uniform, or casual day guidelines may lose the privilege of participating in future casual days.

NON-UNIFORM DRESS CODE GUIDELINES
While uniforms will be required on most school days, there will be days on which students are allowed to wear non-uniform clothing. Our goal on non-uniform days is to reflect modesty, neatness, and moderation. On non-uniform days that are not identified as a “Cougar Friday”, the following dress code guidelines will apply:

All Students:
• Dress slacks/pants must be neat, clean in appearance, not torn or baggy, and not dragging the floor (no jeans).
• Shirts/tops must be neat, clean, and modest. Shirts may have a small, chest-type manufacturer’s logo. T-shirts are not allowed.
• Clothing with logos, advertisements, or pictures associated with non-Christian values is not acceptable.
• Students attending school events (outside of school hours) must follow the principles of modesty and neatness. The guidelines listed for non-uniform or casual days must be followed.

Girls:
• Clothing may not be tight-fitting, cut too low, or be made of revealing fabrics.
• Tops must be long enough to prevent the midriff, back, or undergarments from showing. This applies to when a student is standing or sitting.
• Skirts/dresses must meet the same length requirements as Schoolbelles/Lands’ End Uniform skirts.
• If leggings are worn, they must be worn with skirts, jumpers, skorts or scooters which must come to the top of the kneecaps.

HAIR GUIDELINES
• Hair must remain one of the natural colors (i.e., brown, black, blonde, red).
• Attention drawing hairstyles are not acceptable. Unacceptable examples include styles that are highly spiked, tails, mullets, Mohawk, dreadlocks, punk, oversized natural cuts, etc.
• Hair must be neatly groomed. For boys, extreme hairstyles and accessories, including facial and ear piercings will be avoided. Hair should be neat and well-groomed. Hair will be kept above the lower earlobe, off the collar and off the eyebrows. It will fit the general contour of the head. Sideburns must be no longer than the bottom of the earlobe and will be kept neatly trimmed. All questions about hairstyles and length will be referred to the school administrator. If action is deemed necessary, the student will be told exactly where they are outside the above mentioned policy and what he must do to get within regulation. This will also be clearly communicated to the parents. If you have a question about a hairstyle please seek guidance from the administration.
OTHER DRESS CODE GUIDELINES
In addition to school dress, there will be specific dress codes for other school related activities. For many of these activities (e.g., banquets, music programs, etc.), the dress code will be given out prior to the activity.

Generally, our desire is to represent CCS in all we do - including our dress. When we attend after-school events, such as athletic events, our dress should be one that is modest, neat, and in moderation (the MNM principle). The general guidelines for Cougar Friday provide a good format for dress at these events.

As previously stated, decisions regarding clothing choices are, at times, very complex. Our goal is to provide direction and guidelines for our students, parents, and staff. Our desire is to "come along side" your family in their understanding of and adherence to these standards. Additionally, students are expected to be within these guidelines at all times. It will not be our policy to constantly remind students of dress code violations or the need for a haircut, trim, etc. Students not meeting the dress code requirements will be dealt with on an individual basis. As appropriate, discipline will be administered as outlined in this Parent-Student Handbook.

GENERAL SCHOOL REGULATIONS

In order to maintain an effective learning environment, procedures of conduct and operation are necessary. The following are general school rules/guidelines that, in our opinion, provide for the orderly and safe operation of the school and are applicable to ALL students.

CELL PHONES/ELECTRONIC DEVICES
Please refer to page 7 of the Elementary section.

GUM
NO gum is allowed in the building or on school property at any time. This will be strictly enforced.

MEDICATION
Employees of CCS will not administer medication to students unless written permission is received from the parent or guardian.
- Medications should be brought to school in a container labeled with the following information: student's name, name of medication, and time and dosage of medication (prescription medications must be in the original pharmacy containers).
- All medication is to be kept in the nurse's office.
- It is the responsibility of parents and students to comply with the doctor's orders concerning the administration of medications. School personnel will endeavor to assist students when possible.
  - All liquid medications are to be accompanied with a measuring device from home.
  - Every dose of medication administered by school personnel will be recorded on a prescribed form.

MINOR INJURIES: First aid treatment is administered in the school office. Supplies are kept on hand to care for minor incidents.
MAJOR INJURIES: If at any time a student needs medical attention, school authorities will contact the appropriate emergency medical personnel. Parents will be immediately contacted.

GENERAL INFORMATION

MATTHEW 18 PRINCIPLE
CCS parents agree to demonstrate their support and cooperation by: 1) trusting CCS faculty and administration with academic and disciplinary actions; 2) refrain from unproductive talk and gossip regarding administrative decisions, policies and procedures; and 3) practicing the Matthew 18 principle when resolving conflicts. When you go to the person(s) directly involved in the situation, problem or misunderstanding, you can generally solve most of the problems. Administration should be brought into the issue only after the parents, students, and teachers have discussed the situation.

ELEMENTARY PROGRAMS
Our elementary music programs are designed to teach the element of performance, commitment, and responsibility, as well as to entertain the audience. We ask that your family stay for the entire duration of the programs. Please remember that attendance at these programs is part of a student's music grade.

LOST AND FOUND
Items left at school will be collected and added to our Lost and Found. Periodically, these items will be displayed and may be claimed by the owner. Items, which are not reclaimed become the property of the school and may be disposed of as necessary. Please label your child's belongings. This will help us in locating lost items and in making a quick identification.

LUNCHROOM
A hot lunch program is available on most school days. Lunch orders must be placed on RenWeb by noon on Saturdays for the following week.

Students may also bring a lunch from home. Microwaves are available for 4th, 5th, and 6th grade students to use. Use of the microwave is a privilege. If a student shows
irresponsibility in using the microwave, as determined by the lunchroom staff, the student will lose the privilege of using the microwave. Younger students may not use the microwaves due to safety concerns.

Parents, siblings, etc. visiting during lunch hours should have a background check. They must check in and out at the school office, wearing a visitors badge during their visit. Visitors will be asked to sit and have lunch with their student at a separate table vs. sitting at the class lunch table.

SNACKS AND TREATS
Snack foods may be requested from parents for various elementary classes. Classroom teachers will send a note home if this applies to your child’s class.

Elementary birthday treats are optional, but if provided, please follow these guidelines:

- Provide easily dispensed food items for each child to do so during lunch time. Class time will not be used in grades 1-6 for distribution of individual birthday celebrations.
- Please provide napkins, if needed.
- Please do not send in decorations.
- Please be aware we are not able to provide refrigerator/freezer space.

WITHHOLDING REPORT CARDS
Official school records and report cards will not be released if the student owes fines, has school property not returned, or if the family is in arrears on tuition payments. This does not include fines for individual class activities. Excessively overdue accounts may have their Renweb access restricted.
NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS

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

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>Full Day</td>
<td>8:00 a.m. – 3:10 p.m.</td>
</tr>
<tr>
<td>Half Day</td>
<td>8:00 a.m. – 12:00 p.m.</td>
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</tbody>
</table>

**- - - BUILDING HOURS - - -**

The normal school day begins at 8:00 a.m. and concludes at 3:10 p.m. Students may go to their homerooms or classrooms beginning at 7:50 a.m. Due to supervisory requirements, students should not arrive at school earlier than 7:30 a.m. Those arriving between 7:30 - 7:50 a.m. must report to an assigned waiting area that will be supervised by an elementary or secondary teacher. Once a student arrives at school in the morning, he/she is not to leave the school grounds until school dismisses, except by special permission from the office. Students remaining on the CCS campus after 3:30 p.m. will be required to go to Extended Child Care (ECC).

Due to safety and security issues, younger siblings are not permitted to wait for older siblings who have games or practices after school. Those students must go to ECC.

Students who need to see a teacher or go to another approved location after school may do so if he/she promptly goes to that location.

**- - - ACADEMICS - - -**

Calvary Christian School offers a full range of academics, with emphasis on preparation for entering college. The middle school student utilizes the foundational studies of the elementary grades, solidifies the areas of basic knowledge, and develops the skills needed for success in high school. Students in high school must face the demand of concentrated study in specific subject areas. Proper sequencing is carefully monitored in the overall program, as well as for individual students. This will ensure each student fulfills the requirements for high school graduation, as well as meeting the requirements for all future endeavors.

The curriculum and graduation requirements that have been established meet and exceed the KY requirements for graduation ensuring that all students are given challenging academic opportunities and are prepared for any college or university.

Each summer, students in grades six through eleven are given the opportunity to register for classes for the next school year. It is important that parents are actively involved in this process and parents are strongly encouraged to approve their child’s schedule before the schedule is submitted online. After the first week of school in the fall semester, no schedule changes will be permitted, without special written permission by the classroom teacher, administration, and parent.

**SCHEDULE CHANGES AFTER THE ADD/DROP PERIOD**

At the beginning of the school year students are given 4 school days to drop and add classes. As a rule of thumb, this policy is hard and fast. Occasionally, a student will struggle with a difficult class. When there is a need to drop a class, the following criteria must be in place.

- The student must truly be struggling (this cannot be due to a lack of effort on the students part).
- The student must express his or her concern to their teacher and the administration.
- The student’s parents must express their concern to the teacher and set up a time to discuss the student’s difficulties.
- The student’s issues should be discussed with the administration via the parents and/or the teacher.
- The teacher must recommend dismissal from class.
- The parents must recommend/approve dismissal from class.
- The student must also agree with the recommendation of dismissal from the class.
- After presented with the issue, administration must give final approval.

If learning disabilities are officially documented and on file these will help determine the decision. All involved must understand that if the course is a required class, that credit must be made up in an approved manner. CCS makes no guarantee of provision for the "making up" of this credit.

Understanding that hard work develops us as individuals and teaches us diligence and commitment, this policy will never be enacted to preserve a student’s GPA.

**MIDDLE AND HIGH SCHOOL (7TH - 12TH)**

**COMPUTERS**

Students are not allowed to use any computers or computer devices (CCS owned or personally owned) until the student and their parents have read the Permissible Use Policy and have turned in a Permissible Use Policy User Agreement Form for the current school year. The Agreement Form must be signed by both the student and their parent or guardian.

**COURSE FAILURE**

At the middle school level, we operate on a semester basis for credit to meet the requirements to move forward to the next grade level. If a 7th or 8th grade student fails a required core course for a semester, the student must make
up that semester of the class through a credit make-up course approved by the administration.

At the high school level, we operate on a semester basis for credit to meet graduation guidelines. This means a student must maintain a grade point average of 70 or higher for the semester in order to receive credit. If a student fails a required core course for the semester, the student must make up that semester of the class through a credit make-up course approved by the administration.

If a high school student fails an elective course for the semester, the student may need to make up the elective course, if the credit is needed to meet credit requirements for graduation. The make-up course would need to be approved by the administration.

Any middle or high school student needing to make-up a course should have the make-up course completed before the next school year begins. See the CCS Guidance Counselor for more information and guidelines for credit recovery.

CREDIT RECOVERY POLICY

- The courses offered through the CCS Credit Recovery Program will be determined year to year, based on teacher availability.
- Teachers will have first priority to teach their own credit recovery course. If they are not available, the teacher of the course can recommend another qualified teacher (has taught the class before/has a degree in the subject).
- The cost of a credit recovery class at CCS will be $300, ($200 going to the teacher, and $100 going to the school.), and must be paid before the class begins.
- For a course to meet credit requirements, it must be approved by the CCS Administration through the CCS Credit Recovery Program.
- If a teacher is not able to teach the credit recovery course, the student will need to take the credit recovery course through the CCS Online Academy.

Course Requirements

1. Up to 8 hours meetings the teacher and the student. This will be at the discretion of the teacher.
   a. This time is for instruction/tutoring.
   b. This time is not for the student to do homework.
   c. Homework and other assignments are to be completed outside of and in addition to these 8 hours.
2. The length of the course is at the discretion of the teacher.
3. The course must cover the objectives for the semester in which the student failed.
4. Late work is unacceptable and will be given a 50% grade penalty.
5. If more than 3 assignments are turned in late, the student will not be able to finish the class for credit and the $300 credit recovery fee is nonrefundable.
6. A grading rubric needs to be used to determine the grade for the class.
7. The course must equal or exceed the academic rigor of the original class.
8. The course must be completed no later than the Friday before school begins in August.

CALVARY CHRISTIAN ON-LINE ACADEMY

CCS students may take approved courses from the Calvary Christian On-line Academy for elective purposes. A student with extenuating circumstances may take a Calvary Christian On-line Academy course in place of a required course. The approval of the CCS Guidance Counselor is required for all online courses. These on-line courses are taken at an additional cost to the student.

VALEDICTORIAN/SALUTATORIAN SELECTION

Valedictorian and Salutatorian selection will be based on the highest GPA (to two decimal points) in the class and include the following requirements:

1. Must be a student at CCS for both the junior and senior years (in their entirety)
2. Must be in the Honors Math Program and take Calculus, Statistics or higher level math.
3. Must have taken at least two AP or dual credit courses in two different disciplines
4. Must have a minimum of 30 credits

TRANSFER CREDIT POLICY

If a student transfers to Calvary Christian School, Calvary Christian School will accept all classes listed on an official transcript or report card from the student's former school to apply to the CCS transcript. The classes will be assessed according to the CCS requirements and state requirements and be applied appropriately as required or elective courses.

The numeric average will be taken from the previous school's transcript or report card and the CCS grade point value scale will be applied. Honors and/or Advanced Placement courses must be clearly marked on the transcript in order for the weighted grade point value scale for these classes to be applied. If not clearly marked, the standard scale will be used.

If a numeric average is not provided from the student's former school, the letter grade listed on the official transcript or report card will be used. CCS's grade point value scale will be applied according to the letter grade.
DUAL CREDIT POLICY
Any classes taken at the college level for college credit may also be used for high school credit. However, all Calvary Christian School required courses must be taken at CCS. If a numeric average is not provided from the student’s college grade report, the letter grade listed on the college official transcript or report card will be used. CCS’s grade point value scale will be applied according to the letter grade. Grades from college dual credit classes will be awarded weight according to the dual credit grading scale.

GRADUATION REQUIREMENTS & CLASS OPTIONS

| Total Number of Credits Required for Graduation: 27 |

**Language Arts - 4 credits**
- English 9 - American Lit: Post Civil War
- English 10 - World Literature
- English 11 - American Literature OR AP Literature OR AP Language Arts
- English 12 - British Literature OR AP Literature OR AP Language Arts

**Bible - 4 credits**
- Bible 9 - Bible Survey
- Bible 10 - Bible Doctrines
- Bible 11 - Bible Apologetics
- Bible 12 - Philosophy of Christian Living

**Social Studies - 3 credits**
- World History or AP European History
- U.S. History or AP U.S. History
- American Government and Economics or AP American Government & Economics

**Foreign Language - 2 credits (from the same language)**
- Spanish I OR French I
- Spanish II OR French II

**Technology - 1 credit**
- Computer Applications I OR Elective Computer Course

**Math - 4 credits**
- Algebra I OR Honors Algebra I
- Geometry OR Honors Geometry
- Algebra II OR Honors Algebra II
- Pre-Calculus OR Honors Pre-Calculus
- Calculus OR Integrated Math OR Honors Accounting OR Honors Statistics

**Physical Education and Health - 1 credit**
- Physical Education (5 credit)
- Health (5 credit)

**Fine Arts Appreciation - 1 credit**
- High School Performing Arts OR High School Band OR Art I OR Photography

**Science - 3 credits**
- Physical Science OR Honors Physics

Biology OR Honors Biology
Chemistry OR Honors Chemistry

*Each year Lang. Arts includes vocabulary, grammar, writing, novels and literature; the literature emphasis is different each year.

**Four credits of high school math required; all students are required to take Alg. I and II and Geometry.

***Honors Algebra I is taken in 8th grade for (1) high school credit: students are still required to take four years of mathematics in each grade 9 - 12.

ELECTIVES - 4 Credits
See current course description catalog for electives. Please note:

- a. Electives may change due to class demand and teacher availability.
- b. All AP classes may be considered for elective courses if an AP class is taken in addition to the required class.
- c. Students taking AP courses are required to take the AP exam, unless taking them as a dual credit course."

NOTE: Juniors and Seniors who maintain a minimum of a 3.0 GPA are permitted to take approved external college courses, either on site or online, which opens a large variety of elective options. Required courses must be taken at Calvary Christian School.

HONORS, AP, AND DUAL CREDIT COURSES
If a student receives accommodations and chooses to take an Honors, AP or Dual Credit class, they will NOT receive accommodations in these classes.

*To register for an Honors Science course, a student must have had a ‘C’ average in the previous year’s Honors Science class or a ‘B’ average in the previous year’s Regular Science course, and teachers will still have final approval of who is in the class based on work ethic, test scores, etc."

GRADUATION
In order to participate in the commencement exercises, receive your diploma and transcripts, all senior requirements must be met. This includes, but is not limited to: required academic credits attained, discipline responsibilities met, tuition and fees paid in full, required service hours/Elementary Fun Day supervision, etc.
REPORT CARDS
Report cards are posted on Renweb at the end of each quarter. Our intent is to inform parents of their child's educational growth in school. If a teacher feels there is cause for concern over a student's lack of progress, he/she may request a parent conference any time during the grading period. Parents are encouraged to contact a teacher if in doubt about a grade or a student's evaluation in a particular subject.

Please monitor your child's progress through Renweb and their daily work. Minimally, on a weekly basis, teachers will update Renweb grades for those assignments that have been graded and weekly lesson plans. Please understand that if your child is absent, his grades will not be updated immediately upon receiving the work.

Like the grading system for our students, parents are encouraged to monitor their child's progress through Renweb and their daily work. Regularly, on a weekly basis, teachers will update Renweb grades for those assignments that have been graded and weekly lesson plans. Please understand that if your child is absent, his grades will not be updated immediately upon receiving the work.

Please understand that if your child is absent, his grades will not be updated immediately upon receiving the work.

**HONOR ROLLS**
The honor roll is published at the end of each grading period. There are two honor rolls:

1. First Honor Roll = 3.95 or higher
2. Second Honor Roll = 3.45 - 3.9499

**HOMEWORK**
Homework is an important part of the educational process. Homework will be graded for completeness, accuracy, and neatness. At times, parent's signature on assignments may be requested to indicate that the child has made a conscientious effort to complete the assignment.

Each student will have varying amounts of work to complete outside of school hours. This may be unfinished class work, extra projects, or memory work. Parents should also insist that their child(ren) regularly brings home papers for them to review (e.g., daily work, tests, projects, etc.).

It is important to understand that homework is not an option. It is expected that homework will be completed by the due date. Incomplete or partial work may not be accepted, and failure to turn in homework may result in grade penalties.

While parents should assist their children by explaining homework when necessary, the work must be completed by the student. He/she must take the responsibility for it. Parents can help their child in their homework by helping establish good study habits.

**LATE WORK**
Students are expected to turn their work in on time. Each teacher has established a late work policy that does punish late work with a lower grade. It is strongly encouraged that you read each teachers syllabus so that you are aware of the consequences of late work.

**MAKE-UP WORK**
Students are responsible for obtaining assignments and accomplishing the required make-up work for all absences. Students who miss school, due to illness, will have the equal amount of class days missed to turn in missed work. They will be expected to collect all missed work from all classes (both A and B days) on their first day back to school. For example: A student misses Tuesday and Wednesday due to illness, student returns on Thursday and collects ALL assignments (A and B days). All work is due on Monday. Student has Thursday and Friday to complete assignments. It may be necessary to make up tests after school or during an elective class. If a student is absent for reasons other than illness (ex. family vacations, etc.), work provided in advance will be at the discretion of the teacher and is due immediately upon return to school.

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**Regular Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>99-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.3</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>4.0</td>
<td>96-98</td>
</tr>
<tr>
<td>B</td>
<td>3.7</td>
<td>94-95</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>92-93</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>88-91</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>86-87</td>
</tr>
<tr>
<td>C</td>
<td>2.3</td>
<td>83-85</td>
</tr>
<tr>
<td>C+</td>
<td>2.0</td>
<td>79-82</td>
</tr>
<tr>
<td>C</td>
<td>1.7</td>
<td>76-78</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>74-75</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>72-73</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>70-71</td>
</tr>
<tr>
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</table>

**Honors Grading Scale**

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
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<td>5.3</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>5.0</td>
<td>96-98</td>
</tr>
<tr>
<td>A-</td>
<td>4.7</td>
<td>94-95</td>
</tr>
<tr>
<td>B+</td>
<td>4.3</td>
<td>92-93</td>
</tr>
<tr>
<td>B</td>
<td>4.0</td>
<td>88-91</td>
</tr>
<tr>
<td>B-</td>
<td>3.7</td>
<td>86-87</td>
</tr>
<tr>
<td>C+</td>
<td>3.3</td>
<td>83-85</td>
</tr>
<tr>
<td>C</td>
<td>3.0</td>
<td>79-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.7</td>
<td>78-77</td>
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<tr>
<td>D+</td>
<td>2.3</td>
<td>74-75</td>
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<tr>
<td>D</td>
<td>2.0</td>
<td>72-73</td>
</tr>
<tr>
<td>D+</td>
<td>1.7</td>
<td>70-71</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>69 &amp; below</td>
</tr>
</tbody>
</table>

**AP Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>99-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>5.5</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>5.2</td>
<td>96-98</td>
</tr>
<tr>
<td>A-</td>
<td>4.9</td>
<td>94-95</td>
</tr>
<tr>
<td>B+</td>
<td>4.5</td>
<td>92-93</td>
</tr>
<tr>
<td>B</td>
<td>4.2</td>
<td>88-91</td>
</tr>
<tr>
<td>B-</td>
<td>3.9</td>
<td>86-87</td>
</tr>
<tr>
<td>C+</td>
<td>3.5</td>
<td>83-85</td>
</tr>
<tr>
<td>C</td>
<td>3.2</td>
<td>79-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.9</td>
<td>76-78</td>
</tr>
<tr>
<td>D+</td>
<td>2.5</td>
<td>74-75</td>
</tr>
<tr>
<td>D</td>
<td>2.2</td>
<td>72-73</td>
</tr>
<tr>
<td>D-</td>
<td>1.9</td>
<td>70-71</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>69 &amp; below</td>
</tr>
</tbody>
</table>
HIGH SCHOOL SEMESTER EXAM EXEMPTION POLICY

1. To exempt an exam the student must have at least a 95.5 average for the semester in the class.
2. Students must have no unexcused absences (up to the day of the exam) in the class to be exempt.
3. Students must have not been suspended from school or assigned a detention during the semester.
4. Students who exempt a class exam are expected to attend any classes and participate in all classes and review sessions leading up to the exam.
5. Extra credit may not be counted toward the average necessary for exemption.
6. All exemptions must be reported to and approved by the classroom teacher by the date set by the administration.
7. The student's grade in the exempted class will become the grade of record and will be used to figure GPA.
8. Students will be excused from school during the time of a scheduled exam they have exempted, but must be on campus for all other required activities.
9. The administration reserves the right to revoke a student's exemption privilege for just cause (disciplinary issues, etc.).
10. Exam exemptions do not include performances or projects that might count as a semester exam or grade. (Projects may be exempted at the discretion of the teacher, if an exam exemption has been earned.)
11. Final exams are required for Dual Credit courses.

Number of Possible Exemptions:

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 9th Grade - 2 Exams</td>
<td>- 9th Grade - All Exams</td>
</tr>
<tr>
<td>- 10th Grade - 3 Exams</td>
<td>- 10th Grade - All Exams</td>
</tr>
<tr>
<td>- 11th Grade - All Exams</td>
<td>- 11th Grade - All Exams</td>
</tr>
<tr>
<td>- 12th Grade - All Exams</td>
<td>- 12th Grade - All Exams</td>
</tr>
</tbody>
</table>

NATIONAL JUNIOR HONOR SOCIETY BY-LAWS

Section 1: Induction
1. All students in grades 7 - 9 with a 3.5 minimum grade point average may be considered for induction into the National Junior Honor Society. 7th - 9th grade students must complete the required paperwork in order to be considered for induction. The candidate list will then be considered and the nominees selected by the five members of the Faculty Council.
2. The members of the Faculty Council consider candidates by using the criteria grid. The grid is a tool by which each student is objectively analyzed to determine how the student measures up to the standards of Leadership, Character, Citizenship, Scholarship, and Service as set forth by the National Junior Honor Society. A student who exhibits these five general qualities should also exhibit the specific criteria on the grid.
3. The Faculty Council then votes on the nominees by considering the criteria listed in Step 2. To be inducted (or reinstated for current 7th, 8th and 9th grade members), a candidate must receive at least three "yes" votes from the five members of the Faculty Council.
4. The advisor will notify the student and his or her parents informing them of the decision. In addition, all current members who are not reinstated for another year will receive notification of their dismissal.
   • No Faculty Council member is allowed to vote for his or her child. A "substitute" council member is appointed by the advisor to serve as the fifth vote.
   • All voting is confidential. No other faculty members, parents, or students are given information about specific votes. The criteria are available to all faculty, parents, and students.
   • Members are evaluated yearly. Membership one year does not guarantee membership the following year. In addition to receiving three votes from the Faculty Council, each member must have completed sixteen service hours and maintained a 3.5 GPA throughout the year.

Section 2: Election of Officers, Meetings and Dues
1. All members will be required to pay yearly dues of $10.00. Failure to do so may result in dismissal from the NJHS.
2. The annual dues pay for charter fee, provide for the induction ceremony, and fund service projects.
3. Meetings are held monthly. All officers and members should be present.
4. Election of officers takes place at the end of the school year. Only 8th Grade members are candidates for election, and only 7th and 8th Grade members take part in the voting process. The election process is as follows:
   1. Any member may nominate two members per office. The nominations are counted by the current officers. Any member who receives at least two nominations may run for the office.
   2. All members vote confidentially by marking the name of the member for whom they are voting. Votes are counted and the results announced by the NJHS Advisor.
   3. The Advisor meets with the new officers to inform them of their duties. All officers are to help with counting service hours, collecting dues, logging information into the NJHS Log Book, sending out notices, and helping organize service projects. Assignments are given at the Advisor's discretion.

Section 3: Dismissal
1. Should a member fall below NJHS standards (i.e., service hours, grades, or disciplinary problems), he/she will receive a written notice detailing the problem. No
2. If a National Junior Honor Society member fails to complete his or her service hours for two quarters during the school year, he/she will be dismissed from the honor society for the following year. Four hours of volunteer service are required per quarter.

3. If a NJHS member fails to maintain a 3.5 GPA for two quarters during the school year, he or she will be dismissed for the following year.

4. A National Junior Honor Society member may be dismissed for the following year should he/she be suspended or receive multiple detentions.

5. Members may be dismissed for not maintaining the standards of Leadership, Character, Citizenship, Service, and Scholarship as set forth by the criteria grid, and will not be reinstated by the Faculty Council during the annual induction voting. Such members, and their parents, will be notified of the dismissal.

6. Students who have been dismissed may be considered for re-induction after the following year, if they meet the National Junior Honor Society standards of Leadership, Character, Citizenship, Service, and Scholarship.

NATIONAL HONOR SOCIETY BY-LAWS

Section 1: Membership
1. Membership in this chapter shall be known as active and graduate. Active members become graduate members upon graduation. Graduate members have no vote.

2. Membership in this chapter shall be based on Scholarship, Service, Leadership, and Character.

3. To be eligible for membership in this chapter a student must have been in attendance for a period of one semester at Calvary Christian School.

4. Candidates eligible for election to this chapter must be members of the tenth, eleventh or twelfth grade classes. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 or higher. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above this standard may be admitted to candidacy for selection to membership. Their eligibility shall then be considered on the basis of their service, leadership, and character.

5. Section 2: Selection of Members
1. The final selection of members in this chapter will be by majority vote of the Faculty Council, based on information provided by the candidate and three faculty evaluations.

2. Process of selection:

3. Students' scholarship shall be reviewed to determine scholastic eligibility based on cumulative grade point average of 3.5 or higher.

4. Students who are eligible scholastically shall be notified in writing and given an information packet to complete and three teacher evaluations to distribute to the teachers of their choice. All candidates will be given a two-week period in which to complete said packet. During this two-week period, all teachers need to complete and turn in all evaluations submitted to them.

5. The Faculty Council shall evaluate remaining areas of Character, Service and Leadership for each candidate based on the information packet and three evaluations provided by the candidate.

6. All information provided to the Faculty Council is to be kept confidential and used expressly for the purpose of determining candidate eligibility.

7. Upon receiving a favorable majority vote from the Faculty Council, the candidate will then be notified, in writing, and invited to an induction ceremony.

8. The selection of active members shall be held once a year, during the last quarter of the school year. New members will be officially inducted at the beginning of the next school year.

9. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of their membership and signed by the principal.

10. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. This member will attain within one semester and then maintain the membership requirements for this chapter in order to retain their membership.

11. All members will be required to pay yearly dues of $10.00 to be collected by a predetermined date each year during the fall semester.

Section 3: Dismissal
- Any member who falls below the standard of scholarship, leadership, character, or service may be dismissed from the Calvary Christian School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain an active role in service and leadership to their school, church, and community.
The ultimate purpose of the Calvary Christian School Code of Conduct is not just to discipline, but to disciple. Discipline is discipleship. It may have consequences, but the goal of the consequences is discipleship to produce a heart change. We take seriously the words of Galatians 6:1, ‘Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted.’ The success of any Code of Conduct is contingent upon consistency and cooperation between students, faculty, administration and parents. However, the administration, in an effort to disciple students, reserves the right to adjust punishment, if it deems that the adjustment will benefit the student and/or the school.

Level 1 Minor Offenses will receive verbal warning prior to a written warning. If these two warnings are not heeded, demerits will be given. If a student receives multiple detentions and/or suspensions, this is evidence of an unrepentant or rebellious heart and could lead to expulsion. The process is as follows:

**Level 1 thru 4 Offenses:**
- All written warnings and demerits will be turned into the Deans for central recording.
- The Deans will assign the required punishment.
- When the detention level is reached, the Deans will assign the detention and contact the parents. It will be the parent’s responsibility to ensure that their child attends their scheduled detention.
- Detentions will be served on Tuesdays and Thursdays from 3:35 to 4:20 and staffed by the Middle and High School faculty. The Dean of Men will organize different activities for detention each week. Students are expected to report to the Dean of Men’s office at 3:15.
- The administration may require follow-up meetings with students, parents, or faculty members to clarify any confusion or fill in missing facts.

A verbal warning and a written warning will precede any demerits given for Level 1 Minor Offenses only. Thus, each student will be given two chances to correct their behavior, prior to any form of discipline being administered. Parents will be contacted by the Dean of Men once a student receives a detention.

<table>
<thead>
<tr>
<th>Level 1 - Minor Offenses</th>
<th>2D</th>
<th>4D</th>
<th>6D</th>
<th>S</th>
<th>EX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taking without Permission/Disrupting Class</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Locker Violations</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Pass Violations</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Hair Violations</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Unexcused Tardiness to Class</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Parking Violations</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Throwing Food, Pencils, Paper wads, etc.</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Dress Code Violations</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Food/Drinks in the Classroom or Hall w/Permission</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Level 1 - Medium Offenses</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Littering/Leaving a Mess</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Going to Vehicle Without Permission</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Possession of Sport Gun, Matches, Lighters, etc. (confiscation)</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Sleeping in Class or Chapel</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Not Signing In or Out of Class or School</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Misbehaving in a Class</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Hapology</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Abusing or Mishandling School Property</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
</tbody>
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**Offense - Level 2 - 5 Demerits per Offense**

<table>
<thead>
<tr>
<th>Level 1 - Major Offenses</th>
<th>2D</th>
<th>4D</th>
<th>6D</th>
<th>S</th>
<th>EX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display of Disrespect</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Direct Disobedience</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Belittling a Student or Authority Figure</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Being in an Unauthorized Area of the School</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Missing a Required Detention for Other Than Illness</td>
<td>2D**</td>
<td>4D**</td>
<td>6D**</td>
<td>S**</td>
<td>EX**</td>
</tr>
<tr>
<td>Misbehavior on a Class Trip</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Pushing, Shoving, Hitting, Tripping or Kicking Another Student</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Bullying (verbal or physical)</td>
<td>2D**</td>
<td>4D**</td>
<td>6D**</td>
<td>S**</td>
<td>EX**</td>
</tr>
<tr>
<td>Displaying Obscene or Ugly Lyric, Symbol, Picture, etc.</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
<tr>
<td>Unauthorized Use of Cellphones, iPods, iPads, Laptops, etc.</td>
<td>2D**</td>
<td>4D**</td>
<td>6D**</td>
<td>S**</td>
<td>EX**</td>
</tr>
<tr>
<td>Lying</td>
<td>2D</td>
<td>4D</td>
<td>6D</td>
<td>S</td>
<td>EX</td>
</tr>
</tbody>
</table>

**Offense - Level 3 - 24 Demerits per Offense**

<table>
<thead>
<tr>
<th>Offense - Level 4 - 48 Demerits per Offense*</th>
<th>1st</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placing Others Lives at Risk</td>
<td>Ex</td>
<td>*At 48 Demerits the student will be suspended</td>
</tr>
<tr>
<td>Violent Behavior</td>
<td>Ex</td>
<td>Inexpulsion and expulsion proceedings with the CCS</td>
</tr>
<tr>
<td>Theft</td>
<td>Ex</td>
<td>Executive Committee will be initiated. The CCS Executive Committee</td>
</tr>
<tr>
<td>Sexual Activity (Including declaration of homosexuality)</td>
<td>Ex</td>
<td>could reduce the punishment or shortened the expulsion</td>
</tr>
<tr>
<td>Possession of Tobacco or pornography (<em>extending</em> via cell phone)</td>
<td>Ex</td>
<td></td>
</tr>
<tr>
<td>Development in Occult Practicess</td>
<td>Ex</td>
<td></td>
</tr>
<tr>
<td>Possession of Weapons, Drugs or alcohol</td>
<td>Ex**</td>
<td>**Report to Law Enforcement Officials (KRS 158.155)</td>
</tr>
<tr>
<td>Dress Code Violations</td>
<td>Ex**</td>
<td>**Report to Law Enforcement Officials (KRS 158.155)</td>
</tr>
<tr>
<td>Illegal/Criminal Activity</td>
<td>Ex**</td>
<td>**Report to Law Enforcement Officials (KRS 158.155)</td>
</tr>
<tr>
<td>Threatening a Teacher or Student with Harm</td>
<td>Ex**</td>
<td>**Report to Law Enforcement Officials (KRS 158.155)</td>
</tr>
<tr>
<td>Unauthorized entry to the building, a room or a teacher's desk</td>
<td>Ex**</td>
<td>**Report to Law Enforcement Officials (KRS 158.155)</td>
</tr>
</tbody>
</table>

**Legend for Offenses**

- 2D = 2 Demerits
- 4D = 4 Demerits
- 6D = 6 Demerits, resulting in a Detention
- S = Suspension
- EX = Expulsion/Withdrawal

---

CCS 158.155 – Denote Public and Private Schools – Reporting Requirement

Secondary - 8
7/26/2017
By signing the Parent/Student agreement at enrollment or re-enrollment, you are hereby agreeing to this CCS Student Honor Code.

**CCS STUDENT HONOR CODE**

It is my desire to honor God, my school, my family and my friends. With this in mind, I willingly commit myself to a daily lifestyle that reflects integrity, trust, and respect for God, my peers, and the authorities over me. I understand that this lifestyle does not condone the sinful and disrespectful behaviors of stealing, cheating, lying, bullying and other actions that bring shame and disrepute to God, my school, my family or myself. I am therefore committing myself to this Honor Code and the Student Code of Conduct, which are an act of service to God.

**CCS CHEATING POLICY**

Cheating at its simplest level is not doing your own work. This may include using devices, unapproved notes, smartphone apps, and other student's work. Additionally, cheating is also working on an assignment as a group when the teacher intended it as individual work. Cheating is a breach of trust and is patently dishonest. It goes against the CCS Honor Code.

**CCS PLAGIARISM POLICY**

Plagiarism is a very serious breach of trust and illegal. In institutions of higher education, plagiarism is dealt with by removing a student from the class with a failing grade and possibly expulsion. It is a form of cheating and stealing. We take this matter very seriously at CCS. We want our students to do their own work.

Plagiarism, as defined by Merriam-Webster, is "to use the words or ideas of another person as if they were your own words or ideas." Despite this simple definition, plagiarism takes many forms:

- Turning in a paper you did not write.
- Directly copying a phrase or more of someone else's work without quoting or citing.
- Copying test answers from another student or from a book or internet source.
- Changing a few words in a copied sentence and taking credit for the sentence by not quoting or citing the source.
- Citing incorrectly
- Paraphrasing without credit
- Not placing a reference after a quote

These forms of plagiarism may not receive a passing grade, could result in a 1-Day suspension, and will be dealt with by the teacher and the administration.

There are a number of online tools available to detect plagiarism. Some of the free sites are: "plagscan", "paperrater", and "plagiarism-detect". For a nominal fee, students can use "turnitin". One of the best ways is to simply "google" the phrase or sentence in question.

**CCS BULLYING POLICY**

What is bullying? Bullying involves repeated, systematic, deliberate, and specific attacks by individuals or by groups on others over time. Bullying occurs when a person hurts, frightens or intimidates another person on a continual and deliberate basis. Bullying is NOT a random act of unkindness, aggression, intimidation, or single acts of nastiness.

**Direct Physical Bullying includes repeated:**

Hitting, tripping, pushing, kicking, shoving and inappropriate physical contact.

**Direct Verbal Bullying includes repeated:**

Name-calling, put downs, insults, sexual and racist remarks, intimidating, threatening, and verbal abuse.

**Indirect Bullying** - This type of bullying is designed to hurt someone's social reputation, and/or cause humiliation.

Indirect bullying includes repeated:

- malicious manipulation of others to do things they don't want to do
- setting someone up to be bullied
- lying
- spreading rumors or hurtful gossip
- playing nasty jokes to embarrass or humiliate
- hurtful teasing or making fun of someone
- harassment
- taking, hiding or destroying someone's belongings
- mimicking
- encouraging others to socially exclude others
- damaging someone's social reputation and social appearance
- sending notes, e-mail or text messages with bullying words or threats
- standing by and watching bullying behaviors
- stalking
- harassing, hurtful or inappropriate updates/posts concerning an individual or group via social networking mediums or emails

**What are some things you can do to help stop bullying?**

1) Notify the parents of the bully to express your concerns and to follow the Matthew 18 Principle:
• Go to the party who offended you and/or that you have personal concerns with. (vs. 15 - "Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone.")
• Desired results: "If he shall hear thee, thou hast gained thy brother." (vs. 15)
• If the party chooses not to listen to one’s concerns, then take one or two other witnesses and share your concerns. (vs. 16)
2) Notify the teacher(s)
3) Teach your child how to respond to conflict/confrontation.

Punishment for Bullying
If a student is caught bullying another student(s) or admits to bullying, the following action(s) will be taken:
• The consequences of the first offense is a detention and the complete consequences of bullying will be explained to the student.
• The parents of the student guilty of bullying will be contacted and asked to meet with the administration.
• The situation and consequences will be clearly explained to the parents.
• The consequences for the second offense is a suspension and the associated reductions in grades.
• The consequences for the third offense is a longer suspension and the associated reductions in grades and submission of a written paper explaining the error of their behavior.
• The consequences for the fourth offense will be removal from the student body at CCS. There will be no refund for that month’s tuition. Any advance tuition paid will be refunded.

PROBATION
The purpose of probation is to provide an opportunity for a student to correct special problems. Two (2) types of probation may be administered:
• Academic probation
• Attitude/behavior probation

Problem areas will be clearly communicated to both the student and their parents. Specific guidelines for improvement will be presented in writing. To assist in this development process, there will be a weekly conference with the student. Parents could be contacted each week of the probationary period. In addition to the above, a student’s school/extra-curricular activities may be limited as well. Probation will last for one nine-week period.

CONTRACT HOLDS
In the event that a student is placed on probation or has begun to exhibit a pattern of inappropriate behavior during the third or fourth nine-weeks, the student’s re-enrollment for the following year may be in jeopardy. If the student demonstrates a real desire to return by making significant progress in the attitude/behavior or academic areas, a contract/re-enrollment for the following year will be sent out at the end of the current year. Otherwise, without sufficient evidence of progress, the student will not be allowed to return to CCS.

STUDENT RECORDS
Parents and students have the right to inspect and copy the student’s academic and health records. Requests must be made through the administration. Official copies of student records and transcripts will be held until all tuition and fees are paid in full.

SUSPENSIONS
This measure of discipline will be administered for offenses which the school considers to be very serious. On matters of this nature, students will be notified of the offense and given the opportunity to explain their actions. When a suspension becomes necessary, the parents will be contacted by phone followed by a notice in writing.

Suspension - Students who are removed from school for a period of time should realize they are one step away from expulsion. Parents are advised to supervise their child and use this time to help their student work through the problem. The student will lose a point from their semester average for each class, for each day they are suspended. All missed work is expected to be completed. Reasons for assigning a suspension include: repeated serious offenses, when a student’s presence is deemed a threat to safety or major interruption to classroom instruction, failure of a student to comply with disciplinary actions of the school, etc. While suspended, students may not be on school property, nor may they participate in or attend any school activities/sporting events or practices on the day(s) of their suspension.

Should a student be suspended for two consecutive quarters or semesters, he/she may be expelled from CCS. Consecutive quarters and consecutive semesters will not include the transition between grade levels. The slate will be considered “clean” for the new school year. A suspension will result in losing the privilege to occupy a class or student body office or serve in the National Honor Society.

EXPULSION/WITHDRAWAL
As a final aspect of discipline, students may face the possibility of being asked to withdraw or may be expelled from CCS. Offenses which can lead to expulsion are drug or alcohol usage, confirmed sexual immorality, continued serious offenses, failure to correct deficiencies specified in academic and behavioral probation, failure of parents to
cooperate with the school concerning misconduct of the student, etc. or repeated major offenses.

**CELL PHONES/IPODS/ELECTRONIC DEVICES**

In the 21st Century, cell phones, iPods, tablets, and numerous other electronic communication devices have become a way of life. We accept this and realize that many of our students carry these items, especially cell phones, to school. However, the school environment is not conducive to cell phones or other electronic devices being used during class time. While students may carry cell phones and other electronic devices in their pockets, books bags, purses, etc., **they may not be visible or used during the classes or in the hallways without specific permission from a faculty or staff member.** If they are left on, they should be on vibrate so as not to interrupt class. Students may use their phones or electronic devices for school reasons only with teacher approval. Students may use their devices during lunch time only. Should a student be observed with a cell phone or other electronic device without permission, the following consequences will occur:

- The item will be confiscated and held by the Dean of Men until the end of the day
- The student will receive 8 demerits and a detention.

**SOCIAL MEDIA, VIDEOS & UPLOADING POLICY**

Students should not be posting to social media sights (Facebook, Twitter, Instagram, Snapchat, etc.) during school hours without the expressed permission, instruction and oversight of a faculty member and/or the CCS administration.

Students are not to make video's (vines, snapchat, YouTube, etc.) of other students and/or faculty members during class or in the building without the express permission, instruction and oversight of a faculty member and/or the CCS administration.

Because Calvary Christian School strives to keep an upstanding reputation in the community, students will be held accountable for the posts and images they release to social media outlets concerning Calvary Christian School, its faculty and administration and other students.

**OTHER CLARIFICATIONS**

Any time property is damaged, willfully or accidentally, the student will be expected to fix it, clean it, or otherwise restore it to its original condition. Anything that cannot be returned to its original state is permanently damaged and will require replacing the item at current cost plus labor, shipping, handling, etc. Items already in a deteriorating state must be replaced at a fraction of current value determined by the maintenance staff and administration. Fighting will be dealt with as a major offense. This is behavior beyond that of wrestling or "fooling around". Any party who is purposely trying to abstain from blows or protecting oneself from blows will not be disciplined. Self-defense is understandable, but the exchange of blows is a choice that will result in the consequences already mentioned. The kind of fighting in this category is that kind that erupts spontaneously, usually without thinking. This is distinguished from the category of Violent Behavior, where one or both parties are completely out of control, and intend to inflict bodily harm, regardless of attempts to prevent the fight by bystanders, or by one of the fighting parties. Anyone determined to be intimidating others and/or challenging them to "meet" somewhere to fight will be dealt with.

--- DRESS CODE ---

**GENERAL PHILOSOPHY**

Because of the wide differences in backgrounds and spiritual preferences/convictions, acceptance and cooperation are very important. The standard of dress at Calvary Christian School is designed to reflect the MNM principle: modesty, neatness, and moderation. Our desire is that the dress code be one that contributes to a distinctive Christian education and promotes an effective learning environment. Our dress codes are designed to promote a high level of personal character and appearance.

It is important to understand that if we do not allow a particular article/style of clothing or dress, we are not saying the item is wrong to wear at other times – just not to school. Our dress code is not designed to support or encourage the latest fashion trends and fads. This means that clothing bought at some of the popular clothing stores may not meet CCS standards.

Decisions regarding clothing choices are, at times, very complex. Because styles change frequently, we cannot anticipate and cover every possible fashion style ahead of time. Developing a dress code that is all-encompassing is nearly impossible. In all dress code issues, the administration reserves the right to make the final decision on the appropriateness of clothing and appearance. The administration and Executive Committee also reserves the right to make adjustments to the dress code should the need arise.

We recognize that families, and sometimes school officials, interpret the dress code in a different manner. We realize that consistency and fairness are vital to having an effective dress code. Yet, there is a grave danger in giving the impression that externals are more important than internals.
("the hidden man of the heart" - I Peter 3:4). We desire, with your help, to let our young people know that "who" you are is most important.

Please try to understand and apply the following thoughts regarding the dress code:

- We desire that our students reflect the best possible image of our school and of the Lord.
- We desire NEATNESS in the dress of our student body.
- We want to emphasize the principle of MODESTY.
- A student's dress should not draw undue attention to him/herself.
- Girls are to dress as girls and boys are to dress like boys. (i.e. Spirit Week and all other student activities)
- We ask the parents to take responsibility for ensuring their student(s) complies with the dress code.
- Because styles change rapidly, we cannot cover every clothing possibility.
- Each student's appearance will be judged on an individual basis.
- The administration will make the final decision on the appropriateness of a student's dress and appearance.
- Students violating the code will be dealt with as privately as possible. If necessary, the student may be sent home to change or not be allowed to attend class until a change of clothing can be made available. Students should not expect to be continually warned about Dress Code Violations.

DRESS CODE GUIDELINES
Calvary Christian School currently utilizes the Schoolbelles Company and Lands' End as our exclusive uniform providers. In addition to the approved Schoolbelles and Lands' End selections, spirit wear may also be purchased from the bookstore or other approved vendors. Other clothing options will be covered throughout this section.

- Tennis shoes, casual shoes, or dress shoes may be worn to school. Secondary girls may also wear "dress" style sandals to school. House slippers, soccer slides, flip-flop style sandals, or overly casual sandals may NOT be worn to school.
- Only girls may wear earrings. Other body piercings are not acceptable, unless approved by the CCS administration.
- Clothing with logos, advertisements, or pictures associated with non-Christian values may not be worn to school. Decisions regarding clothing of this nature are at the discretion of the administration.
- Clothing, hairstyles, make-up, etc. that would identify with punk, rock, gothic, grunge, or other youth subcultures deemed inappropriate may not be worn. This is at the discretion of the administration.
- Hats should not be worn in the building, unless permission has been granted by the Dean of Men.

UNIFORM DRESS CODE GUIDELINES
CCS requires all students to wear uniforms supplied by the Schoolbelles Company and/or Lands' End.

NORMAL SCHOOL DAY
Uniform requirements for 7th-12th grade girls (please refer to the Schoolbelles catalog or the Lands' End catalog for the specific CCS clothing choices):
- Skirts must come to the knee. This applies throughout the school year.
- Capri's, shorts, or pants. These items must be purchased from Schoolbelles or Lands' End. Shorts must also come to the knee.
- Red, white, gold, gray or black knit shirt with CCS logo. This shirt may be banded (can be worn untucked) or the traditional cut (which must be tucked in).
- To ensure a modest appearance, appropriate underclothing must be worn and not be visible while standing or sitting.

Uniform requirements for 7th-12th grade boys (please refer to the Schoolbelles catalog and the Lands' End catalog for the specific CCS clothing choices):
- Red, white, gold, gray or black knit shirt with logo.
- Pants, cargo pants, shorts and cargo shorts.

Uniform standards for all 7th-12th grade students:
- Traditional shirts must be tucked in at all times. Students may wear the elastic banded shirts that are designed to be worn untucked.
- Approved sweaters or pullovers may be worn. Students must wear a uniform shirt underneath. Spirit-wear may also be worn as outerwear. Spirit-wear is defined as CCS logo-wear (e.g., fleece wear) sold or approved by the administration. Students should wear a uniform shirt underneath spirit-wear.
- Belts must be worn with pants, shorts, or Capri's having belt loops.
- T-shirts, turtlenecks, or other pullover style shirts worn under uniform shirts cannot have any writing or graphics that are visible (including through the uniform shirt).
- Jackets or non-uniform outerwear may not be worn during the school day.

COUGAR FRIDAY
Every Friday will be a Cougar Friday. On Cougar Friday, students may wear a t-shirt or hoodie related to a CCS activity. These items include CCS team shirts, CCS club shirts, CCS field trip or class trip shirts, CCS uniform shirts, etc.
- Uniform shirts with the CCS logo may also be worn on casual days.
- In addition to jeans and jean Capris, girls may wear any uniform selection bottom. Uniform shorts may also be
worn on casual days. Athletic wear and nylon, spandex, sweat suit material, etc. may not be worn. Girls may not wear non-uniform skirts, jumpers, dresses, or skorts, with the exception of maxi skirts.

- In addition to jeans and jean shorts, boys may wear any uniform selection bottom. Shorts may be made of jean or khaki material and must be similar in length to the uniform shorts sold by Schoolbelles. Athletic wear and nylon, spandex, sweat suit material, etc. may not be worn.
- Jeans must be in good repair, having no holes, no torn or ragged hems, and no ragged edges. Jeans cannot be tight fitting and must be modest. Bibs, overly faded, or oversized jeans are not allowed. Jean Capris are acceptable for girls.
- T-shirts may be worn untucked.
- All guidelines related to modesty must be followed.
- Casual days are considered a privilege. Students not adhering to the uniform, non-uniform, or casual day guidelines may lose the privilege of participating in future casual days.

NON-UNIFORM DRESS CODE GUIDELINES

While uniforms will be required on most school days, there will be days on which students are allowed to wear non-uniform clothing. Our goal on non-uniform days is to reflect modesty, neatness, and moderation. On non-uniform days that are not identified as a "Cougar day", the following dress code guidelines will apply:

All Students:
- Dress slacks/pants must be neat, clean in appearance, not torn or baggy, and not dragging the floor (no jeans).
- Shirts/tops must be neat, clean, and modest. Shirts may have a small, chest-type manufacturer's logo. T-shirts are not allowed.
- Clothing with logos, advertisements, or pictures associated with non-Christian values is not acceptable.
- Students attending school events (outside of school hours) must follow the principles of modesty and neatness. The guidelines listed for non-uniform or casual days must be followed.

Girls:
- Clothing may not be tight fitting, cut too low, or be made of revealing fabrics.
- Tops must be long enough to prevent the midriff, back, or undergarments from showing. This applies to when a student is standing or sitting.
- Skirts/dresses must meet the same length requirements as Schoolbelles/Lands' End Uniform skirts.

FORMAL DRESS

Formal Dress applies to Sports Game Days, Sports or Academic Meet Days or other days that "Formal Dress" has been approved:

Girls:
- a. Dress slacks - no jeans or khakis
- b. Maxi skirts or Maxi dresses
- c. All tops must meet CCS guidelines – see "Non-Uniform Dress Code Guidelines"

Guys:
- a. Dress slacks - no jeans or khakis
- b. Dress shirt - button down, collared dress shirt
- c. Tie
- d. Jacket - optional

BANQUET DRESS GUIDELINES

All students attending any CCS banquet are expected to adhere to the following dress guidelines. This also applies to any person attending a CCS banquet with a CCS student.

ALL YOUNG MEN are expected to wear a jacket and tie, a jacket and band-collar shirt, or a tuxedo, as is appropriate for formal or semi-formal events. Jeans and other casual wear are not appropriate. (No jacket is required for Homecoming.)

ALL YOUNG LADIES are permitted to wear dressy pantsuits or dresses that meet the following criteria:

1. The neckline may not reveal any cleavage or any part of the cleavage area, which includes the underarm all the way across to the other underarm (cannot cut in at the arms to expose any breast area).
2. The back of the dress should not be lower than where a regular bra lies.
3. The hem of the dress must come below the knee-cap.
4. Any part of the body of the dress, including the straps of the dress may not be see-through, whether transparent, translucent, loosely knit or clear (straps). The dress must have at least one strap – no strapless dresses are permitted.
5. There may be no cutout sections in the body of the dress.
6. The dress should fit comfortably; it should not be too tight (no undergarments should be able to be seen through the dress and the dress should not "ride up" as you walk).

*NOTE:* For THEMED EVENTS, students may dress in appropriately themed attire, but all clothing must still be within the above CCS Dress Guidelines. If you choose not to “theme dress”, follow the guidelines above for your attire.
The CCS administration reserves the right to make final decisions on the appropriateness of attire. *It is always appropriate and highly recommended to bring in your attire for pre-approval to avoid disciplinary action.*

**If you are taking someone that does not attend CCS, you MUST get a Banquet Guest Attendance form from the office for your guest to have filled out by his/her school principal. They will not be able to attend our event unless the form is turned in to CCS one week prior to each event.**

**DISCIPLINARY ACTION FOR DRESS CODE VIOLATIONS FOR ALL BANQUETS WILL BE AT THE DISCRETION OF THE DEANS.**

**HAIR GUIDELINES**

- Hair must remain one of the natural colors (i.e., brown, black, blonde, red).
- Attention drawing hairstyles are not acceptable. Unacceptable examples include styles that are highly spiked, tails, mullets, Mohawk, dreadlocks, punk, oversized natural cuts, etc.
- Hair must be neatly groomed. For boys, extreme hairstyles and accessories, including facial and ear piercings will be avoided. Hair should be neat and well-groomed. Hair should be one general length. There should not be distinct lines in the style (military cuts are acceptable.) Hair will be kept off the collar and off the eyebrows. Hair should not come past the nose when pulled down in the front. It also needs to be kept above the lower earlobe, both in front of the ear and when tucked behind the ear. It will fit the general contour of the head. Sideburns must be no longer than the bottom of the earlobe and will be kept neatly trimmed. All questions about hairstyles and length will be referred to the Dean of Men. If action is deemed necessary, the student will be told exactly where they are outside the above mentioned policy and what he must do to get within regulation. This will also be clearly communicated to the parents. School personnel will endeavor to assist students when possible.

- Male students should be clean-shaven.

**OTHER DRESS CODE GUIDELINES**

In addition to school dress, there will be specific dress codes for other school related activities. For many of these activities (e.g., banquets, music programs, etc.), the dress code will be given out prior to the activity.

Generally, our desire is to represent CCS in all we do — including our dress. When we attend after-school events, such as athletic events, our dress should be one that is modest, neat, and in moderation (the MNM principle). The general guidelines for Cougar Friday provide a good format for dress at these events.

As previously stated, decisions regarding clothing choices are, at times, very complex. Our goal is to provide direction and guidelines for our students, parents, and staff. Our desire is to "come along side" your family in their understanding of and adherence to these standards. Additionally, students are expected to be within these guidelines at all times. It will not be our policy to constantly remind students of dress code violations or the need for a haircut, trim, etc. Students not meeting the dress code requirements will be dealt with on an individual basis. As appropriate, discipline will be administered as outlined in this Parent-Student Handbook.

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**CELL PHONES/ELECTRONIC DEVICES**

Please refer to page 9 of the Secondary section.

**MEDICATION**

Employees of CCS will not administer medication to students unless written permission is received from the parent or guardian.

- Medications should be brought to school in a container labeled with the following information: student's name, name of medication, and time and dosage of medication (prescription medications must be in the original pharmacy containers).
- All medication is to be kept in the nurse's office.
- It is the responsibility of parents and students to comply with the doctor's orders concerning the administration of medications. School personnel will endeavor to assist students when possible.
- All liquid medications are to be accompanied with a measuring device from home.
- Every dose of medication administered by school personnel will be recorded on a prescribed form.
MINOR INJURIES: First aid treatment is administered in the school office. Supplies are kept on hand to care for minor incidents.

MAJOR INJURIES: If at any time a student needs medical attention, school authorities will contact the appropriate emergency medical personnel. Parents will be immediately contacted.

--- GENERAL INFORMATION ---

MATTHEW 18 PRINCIPLE
CCS parents agree to demonstrate their support and cooperation by: 1) trusting CCS faculty and administration with academic and disciplinary actions; 2) refrain from unproductive talk and gossip regarding administrative decisions, policies and procedures; and 3) practicing the Matthew 18 principle when resolving conflicts. When you go to the person(s) directly involved in the situation, problem or misunderstanding, you can generally solve most of the problems. Administration should be brought into the issue only after the parents, students, and teachers have discussed the situation.

HALLWAY PASS
When a student is out of class, he/she must be in possession of a hall pass. It is the student's responsibility to ensure they have a hall pass.

LOCKER GUIDELINES
Student lockers are to be locked at all times. Student lockers should contain all school books, book bags, lunches, and other personal property. Students are expected to take care of their lockers and the contents inside. Students are permitted to assemble shelves or other means of organization. Students are expected to display appropriate materials and pictures. Failure to do so will result in disciplinary action. The CCS Administration reserves the right to perform random locker searches as necessary.

LOST AND FOUND
Items left at school will be collected and added to our Lost and Found. Periodically, these items will be displayed and may be claimed by the owner. Items, which are not reclaimed become the property of the school and may be disposed of as necessary. Please label your child's belongings. This will help us in locating lost items and in making a quick identification.

LUNCHROOM
A hot lunch program is available on most school days. Order forms are available on the school's webpage and all lunches must be pre-ordered and pre-paid.

Students may also bring a lunch from home. Microwaves are available for students to use. Younger students may not use the microwaves due to safety concerns.

WITHHOLDING SCHOOL RECORDS
Official school records, transcripts, report cards and diplomas will not be released if the student owes fines, has school property not returned, or if the family is in arrears on tuition payments. Excessively overdue accounts may have their Renweb access restricted.
Calvary Christian School

Athletic Handbook

NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS

Calvary Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
LETTER FROM THE ATHLETIC DIRECTOR

Dear CCS Parents/Guardian and Prospective Student-Athletes,

Welcome to a new year of athletics at CCS! I am anxiously anticipating this upcoming school year and excited to have the opportunity to work with you in the athletic realm. This handbook is designed to provide information about the Calvary Christian School athletic programs available to you. It also serves as a guide for all athletes, parents and coaches. The CCS Athletic department offers a competitive athletic program with a focus on winning with integrity so athletes may exemplify Jesus Christ on the field, court or course. Our athletic program provides a microcosm of the real world through sports, which encourages student athletes to grow in their relationship with Jesus Christ and to develop into men and women who will be Christian leaders in the world.

Calvary Christian School has been an active member of the KHSAA (Kentucky High School Athletic Association) since 1998, NKAC (Northern Kentucky Athletic Conference) since 1999, and KCAC (Kentucky Christian Athletic Conference since 2012. Here at Calvary we offer the following varsity level sports: Boys/Girls Archery, Baseball, Boys/Girls Basketball, Cheerleading, Boys/Girls Cross-Country, Boys/Girls Golf, Boys/Girls Soccer, Softball, Boys/Girls Swimming, Boys/Girls Tennis, Boys/Girls Track & Girls Volleyball.

CCS Athletic program will strive to provide an excellent sports program that will allow and encourage our student athletes to develop their God-given abilities. I want the CCS athletes challenged to do his or her very best with their God given talents for the glory of God and the good of the team. Competing to win will be strongly emphasized, without sacrificing the display and the development of Christ-like character. Athletic training and competition provide numerous opportunities to instill Biblical principles, such as subjecting oneself to authority, working together as members of a team, and controlling the impulses that often arise in competition.

Together with Cougar’s exceptional coaching staff, parents, student-athletes and supportive administration, I am confident we can build on the strong sports foundation already in place and take CCS Athletics to new heights!

Go Cougars!!!

Jeremy Leach  
Athletic Director  
Calvary Christian School
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Philosophy, Purpose, Fees, Conduct, Age level</td>
<td>3</td>
</tr>
<tr>
<td>Social Media</td>
<td>4</td>
</tr>
<tr>
<td>Athletic Examinations, Attendance, Extra Curricular Activities, Equipment, and Awards</td>
<td>5</td>
</tr>
<tr>
<td>Athletic Facilities, Eligibility, Practices, Uniforms, Transportation, and Season Limitations</td>
<td>6</td>
</tr>
<tr>
<td>Athletic Requirements for Athlete, Parent, &amp; Coaches</td>
<td>7</td>
</tr>
</tbody>
</table>
ATHLETIC PHILOSOPHY

In Colossians 3:23 the Bible says, "And whatsoever ye do, do it heartily as to the Lord and not unto men." This means that in all areas of the Christian life, we are expected to do our best for the glory of God. As Christian athletes, we have a unique opportunity to allow the world to see Christ in our actions and attitudes on and off the playing fields and courts. Our character in athletics is a reflection of our families, our school, and most importantly, our Savior.

CCS Athletic Guidelines will be followed by all athletes. All parents are expected to support CCS standards and goals for the overall development of our program. We appreciate each family and their support to CCS through prayer, participation, and the commitment to our future. Just as God gave everything He had and sent His Son, (John 3:16) so we must give our all for the work of Christ.

ATHLETIC PURPOSE

"Athletic abilities are a gift from God, how you use them is your gift back to God." The purpose of athletics is more than physical education or competition for trophies and awards. Its purpose is to train each aspect of our lives for God’s service. Athletics must instill dependability, honor, a good work ethic, endurance, and a desire to improve each aspect of one’s life. Philippians 4:8 states, "whatsoever things are of good report we are to think on these things."

The athletic purpose is to reach students in a way that may not be accomplished in the classroom. Athletics compliments the classroom by teaching the athlete to set goals, challenge their abilities, and motivate them beyond the normal activities of school life.

ATHLETIC FEES

The purpose of the sports fee is to provide for the needs of the athletic program. The sports fee is required of all athletes for each sport that they participate in. The sports fees are set aside for athletic uniforms, athletic transportation, and other athletic purchases. The sports fee for each fall, winter, and spring sport is as follows:

- $120 for students playing at the Freshman, JV, or Varsity Level
- $90 for students playing at the Middle School Level
- $65 for students playing at the elementary level.

ATHLETIC CONDUCT

Athletics at Calvary Christian School is a very important part in the training of our young people. Christian character is required in the testimony and attitude of our athletes. Our athletic program is just one of the means for developing well-rounded individuals. CCS has made the commitment to excellence through the construction of facilities, employment of personnel, and the planning of activities to provide variety for our young people. Parents have made the commitment to excellence through time, money, and efforts to benefit their young people.

As Christians, our goal is to maintain a Christ-like attitude before others. We are to be a witness and testimony for the Lord. Athletes must be devoted to achieving high academic standards for above the guidelines in the handbook. Athletes must be devoted to leading a Christian life that is separated from the world. We want our athletes to be Christian examples and leaders in the school and in our world. Prayerfully consider your commitment and devotion as you consider participation in CCS athletics.

Calvary Christian School is pleased to offer a variety of athletic teams. In keeping with the intent and value of Christian School Athletics, we ask that all players, coaches, and spectators maintain exemplary Christian behavior at all times. Those not complying with this request will be approached by the Administrators, the Athletic Director, or any other CCS personnel and be asked to cooperate. Those declining will be asked to leave the premises. Please help make our athletic program enjoyable for everyone. Thank you.

ATHLETIC AGE LEVEL EXPECTATIONS

Elementary Instructional Sports-Soccer, Basketball and Baseball—all elementary students are encouraged to participate in the Instructional program. These sports will focus on the fundamental skills and cultivate an interest in the sport provided. This is a teaching program, which will focus on the instructional aspects.

Middle School Sports—the goal of the MS sports is to provide a competitive opportunity for each student to participate. Tryouts will be held only if there are too many trying out for the sport. MS students are to be
given an opportunity to practice and play to improve their skills for the future.

High School Sports—the goal of the HS sports is to provide a competitive opportunity for students to participate. Team size, team selection, and game participation will be at the discretion of the coaching staff. JV and Varsity teams will be determined by the coaching staff. There is no guarantee of playing time at the high school level.

SOCIAL MEDIA

Student-athletes are high-profile representatives of Calvary Christian School, and their behavior is subject to scrutiny by their peers, the campus, community, and the media. The actions of a single student-athlete can reflect positively or negatively not only on the individual student-athlete, but also on his or her team and coaches, the Athletic Department and the entire school campus. Therefore, student-athletes are expected to represent themselves and CCS with honor, dignity and integrity at all times—including when interacting on social networking websites and in other online environments. The popularity of social networking websites (e.g., Facebook, Twitter, Vine, YouTube, Instagram, BlogSpot, etc.) has grown tremendously during the last few years. These websites can serve as valuable communication tools when used appropriately. The use of social media, however, has the potential to cause problems for both the student-athlete and the school environment. Almost anything, a student-athlete posts on a social networking site may be viewed by others, and both the media and the public are more likely to view the profiles of student-athletes than the profiles of other students.

The Athletic Department has developed this Student-Athlete Social Media Guideline in order to:

(i) Provide recommendations and suggestions for student-athletes to help them use social media in a safe and responsible manner

(ii) Outline important rules that student-athletes must follow when using social media

Important Suggestions & Recommendations Regarding Social Networking Sites:

Some students mistakenly believe social networking websites have a veil of privacy about them and assume their profiles are viewed only by a close circle of friends and fellow students. To the contrary, the content on most of these sites is accessible by anyone in the public unless security and privacy features are used. The public nature of these websites has created personal safety and personal welfare concerns. For example, student-athletes have been stalked or sexually harassed and assaulted because of their Facebook profiles. Fans of opposing teams have taunted student-athletes based on information obtained from social networking sites. Student-athletes also should be aware that potential employers and graduate school admissions officers now regularly screen applicants by conducting “Google” searches of an applicant’s name and by reviewing the applicant’s social networking profiles. Student-athletes should be very careful about what personal information they share on the internet. For their own security, protection, welfare, and that of their teammates and friends, please adhere to the following:

1. Any postings or communications via social networking websites, which disrupt either the educational or athletic environments or which advocates the violation of any school or team policy, would be unacceptable.

2. Student-athletes may not post online any pictures, information or other content that might cause embarrassment to themselves, fellow student-athletes, teams, coaches, the Athletic Department or the campus (examples: obscene images or language, pictures at parties with alcohol, references to drugs, sex, or illegal activities).

3. Student-athletes may not post any content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual, teammate, coach, faculty member, or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another school). No posts should depict or encourage unacceptable or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

4. Student-athletes may not post any content online that would constitute a violation of the CCS Student Code of Conduct.

1st Offense - One game suspension. Call home to parents, meeting with the head coach.

2nd Offense - Parent meeting with the head coach and
the Athletic Director & Dean of Students.

Consequences will be determined based on the severity of the infraction and may include multiple games suspension or dismissal from the team or athletic activities.

3rd Offense - Parent meeting with the head coach, Athletic Director & Dean of Students. Consequences will be determined based on the severity of the infraction and may include suspension or dismissal from the team or athletic activities.

ATHLETIC EXAMINATIONS

All students who anticipate participation in CCS athletics are required to have a separate sports physical for participation. Any student that possibly will be playing on a Junior High, Senior High, and / or Cheerleader Squad must have a current KHSAA physical examination and consent form on file in the athletic office. These are to be done before an athlete may practice or participate in a particular sport. For forms, visit the CCS Athletic website at www.ccsky.org then choose “Athletics.” These forms can be found under forms / links.

ATHLETIC SCHOOL ATTENDANCE

Athletes must be in school by 9:30 am the day of a contest or practice in order to participate. They must stay in school in order to be eligible to play in the game or competition. Athletes who are absent for a ½ or full day are ineligible to participate in after school activities unless there is an approved excuse by the Administration or A.D. Attendance on Friday will not have a bearing on Saturday contests. Athletes who miss school for medical or approved reasons must have parent permission and make up any missed work. Athletics is an extra-curricular activity, which requires an extra commitment to school attendance.

ATHLETIC EXTRA CURRICULAR ACTIVITIES

Many of our athletes will have the opportunity to participate in other activities such as Sounds of Praise and other school sponsored activities. Athletes may participate in multiple school activities; however, they must keep in mind that others will continue to practice the specific sport, which may affect their playing time.

This is also true of youth activities and other church related functions, which might overlap the game and practice schedules. Athletes should communicate with their coaches regarding specific activities. Wednesday and Sunday Play: The majority of the churches our students attend, desire to have their local body meet midweek and Sundays. Our commitment is to honor this by encouraging our students to regularly attend and to be involved in their church. Wednesday evenings for local church attendance, all practices are ended by 6:00 PM. Exceptions to this policy include NKAC conference games during the regular season scheduled on Wednesdays by the league, make-up varsity contests and varsity teams competing in KHSAA end of season tournament games.

ATHLETIC FACILITIES & EQUIPMENT

No student is permitted to use an athletic facility or equipment at any time without authorized supervision. All facilities including locker and shower rooms must be left neat and clean. Cleats are not to be worn inside the building. Valuables should be secured. CCS is not responsible for lost or stolen items. Athletes who use the gym are required to use only their sport specific shoes on the gym floor. Athletes are only permitted in the assigned athletic areas after school hours.

ATHLETIC AWARDS

Cougar Award

Each year it is a privilege for each team member to select one of their varsity team members to be honored by receiving the Cougar Award at the end of their season. This award recognizes a varsity player for their outstanding contributions to the team. This fine contribution has been in all areas of their life through effort, hustle, determination, Christian testimony, personal loyalty, and personal integrity as a model athlete. Listed below are the characteristics.

I. FAITHFULNESS
   A. In Bible study and prayer
   B. To their testimony to the Lord
   C. To their church services and youth group
   D. To school attendance
   E. To all practices and games

II. DILIGENCE
   A. Gives 100% effort- practice and games (never gives up)
   B. Does not complain though the going may be rough
C. Is an inspiration to others
D. Works hard to be a skilled player

III. RESPONSIBILITY
A. Is not critical of fellow teammates
B. Displays respect and obedience toward coaches and others in authority
C. Controls their temper and emotions
D. Maintains a consistent academic effort

IV. LOYALTY
A. To their Savior
B. To their family
C. To their teammates
D. To their friends

Awards Criteria
Students must maintain academic eligibility and not be removed permanently from the team at any time during the season to receive athletic awards. Exceptions may be made for injuries. The coaching staff and Athletic Director are involved in the award selections. Athletes receive a participation medal and coaches select some special plaques to be given out.

Awards Night
Each season brings new accomplishments and achievements. Following the Fall, Winter, and Spring Sports, players will have an awards night for their hard work and diligence. These awards nights have been coordinated with the school calendar. Dress code for the fall and winter is casual pants and shirts.

ATHLETIC ELIGIBILITY

Students representing the school as athletic team members must be passing all subjects with an over-all grade average no lower than a 76/C- with no failing grades below 70% in order to participate. Ineligibility requires a student to be absent from all practices and games until eligibility is restored. Eligibility runs weekly, Monday–Sunday. Athletes will remain ineligible the entire week, regardless of raised grades throughout the week. They must pass the next weekly grade check which takes place on Friday, to be eligible beginning the following Monday. The Athletic Director will notify the student and coach of the eligibility status for the following week. Special make-up tests may not be employed for the purpose of eligibility. Students may also be declared ineligible for disciplinary reasons. Students who become ineligible for the third time during a particular season will be removed from the team. This would negate any athletic awards that may have been received. Students entering 9th grade in the KHSAA have 4 consecutive years to play HS sports. Playing as an 8th grader does not count toward the 4 years of eligibility. Once a student has participated in a contest at CCS in grade 9 or after, they have established their eligibility as an athlete and are subject to the KHSAA transfer rules. Students who become 19 years old before August 1 (based upon KHSAA policy) shall be ineligible for interscholastic athletic competition. A student who becomes 19 on or after August 1 shall remain eligible for the entire year.

ATHLETIC PRACTICES

All Athletes are to report to their assigned practice by the scheduled time. Any athlete staying after school will need to report to the assigned supervised area as designated by their coach. Practice attendance must be consistent. Practice times are assigned by the coaches, and athletes are required to meet their obligations. Acceptable excuses are doctor appointments, personal sickness, bereavement, and any extenuating situation approved by the team coach. Players are expected to be on time to each practice. Practices are not to take place on school approved holidays. Practices over extended breaks are permissible at the discretion of the coach and the athletic department.

ATHLETIC UNIFORMS

All uniforms are issued by the Coach and Athletic Director. Uniforms will ordered by the Athletic Department. Athletes are expected to clean and maintain their uniform during the course of the season. Athletes who lose or damage their uniform will be expected to purchase a replacement uniform. All athletic clothing/equipment must be returned to Head Coaches no later than two (2) weeks after the season has ended. If failed to be turned in within two weeks, students will be charged the cost of the uniform. Athletic clothing must be washed and returned to the Coach in a plastic bag with the athlete’s name on the bag. This will eliminate any confusion and/or lost uniforms.

ATHLETIC TRANSPORTATION

All athletic team members are required to travel to and from athletic contests in the school provided transportation. Parental permission may be granted to travel home with a parent of a child who attends the
game. In the absence of school-sponsored transportation to and from games and practices, parents are responsible for student’s transportation. Permission slips are required when school transportation is unavailable and must be coordinated by the coaches and the parents, collectively. Coaches are responsible to stay with student-athletes returning from off campus events at night until all students have been picked up.

ATHLETIC SEASON LIMITATIONS

The beginning dates for all sports seasons are defined by the KHSAA. Students may not receive coaching or training from school personnel (salaried or non-salaried) and the school facilities, uniforms, nicknames, transportation or equipment cannot be used each year in any KHSAA sanctioned sport or sport-activity during the period beginning with June 25, and going through July 8. Coaches will have the opportunity to begin on or after the approved KHSAA date.

All practices and games for a particular sport will conclude at the conclusion of the last scheduled contest or tournament game. CCS will not schedule any games on Wednesday or Sunday; however, if CCS is participating in a KHSAA sponsored event or post-season tournament, the team will have the opportunity to participate. Participation by an individual student/athlete will be the decision of each family without any pressure or repercussions by the coach or team.

Fall Sports- Cross-Country, Golf, Soccer, Volleyball
Winter Sports- Archery, Basketball, Cheerleading, Swimming
Spring Sports- Baseball, Fast-Pitch Softball, Tennis, Track

ATHLETE REQUIREMENTS

Athletes (Grades 7-12) must have a physical/consent form on file in the athletic office before they participate. Athletes are expected to demonstrate sportsmanlike conduct at all times. Failure to do so will result in disciplinary action as determined by the athlete’s Coach and the Athletic Director. Athletes will be required to pay the sports fee by the required date. Athletes will be required to meet the academic eligibility requirements. Athletes must be devoted and committed to the team. Quitting is not an option. Athletes who quit a particular team without acceptable approval may forfeit their eligibility for future participation.

Athletes are expected to represent their family, school, and Savior with a Christ-like attitude and testimony. Athletes who receive detentions or school discipline will need to serve it on the scheduled date. Athletes will be required to miss any practices or games until the discipline has been fulfilled.

PARENT REQUIREMENTS

Parents are to support CCS and the Coaching staff as they train our young people through athletics. If there is a question throughout the season, please go directly to the Head coach. Parents should exemplify a proper attitude even when officials make questionable calls. We need our parents to get involved and interested in the lives of your young people as they participate in athletics. Parents will assist the athletic program in taking admissions and concessions for home games and will sign up for 2-3 games prior to the start of each season.

Chain of Command- following this chain of command will help in resolving problems or questions that may arise. If you are unsure of how to contact a coach, please contact the athletic office for specific coaches contact information.
1st Contact: Team’s Head Coach
2nd Contact: Varsity Head Coach
3rd Contact: Athletic Director
Request by A.D. and Parent: Principal

COACHES REQUIREMENTS

Coaches must have Jesus Christ as their personal Savior and attend a Bible-believing church faithfully. Coaches are expected to maintain a Christian testimony and exemplify Christian leadership. Coaches will be responsible for uniforms, practice schedules, and proper communication. No practices or games will be conducted on holidays, and practices on Wednesday are to be concluded by 5:45 p.m. allowing athletes to attend youth group. The coach will maintain discipline at practices, games, and in traveling situations. They are to call in game scores to the local newspaper and provide information for school papers & announcements. Coaches will follow the guidelines in the athletic handbook and the CCS rules and policies, and work directly with the Athletic Director in the planning and execution of each sport. Coaches are selected by the Athletic Director of CCS and will be evaluated on a yearly basis.