

*Welcome to*  
**CALVARY CHRISTIAN SCHOOL**

*Home of the Patriots*



***Student - Parent Handbook***  
2019-2020

*Calvary Christian School is a ministry of*

*Calvary Bible Church*

Pastor — Burton B. Bosworth  
Principal — Mark N. Roland

**School Verse**

*In Christ are hid all the treasures of wisdom and knowledge.  
Colossians 2:3*

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# WELCOME

Welcome from the Principal,

We are excited about the start of a new school year! We welcome back those students who are returning and add a special welcome to those who are new to Calvary this year. This new year will present many opportunities and challenges as we seek to develop in Christ-likeness.

We appreciate your interest in, and commitment to our school as we seek to fulfill our commitment to the education of your children. To accomplish this, Calvary is committed to providing a Christian education that is founded on God's Word as the basis for every academic discipline and extracurricular activity. On this foundation, Calvary seeks to develop each student through structure, discipline and excellence in all aspects of daily life.

The faculty and staff are dedicated Christians who have committed themselves to the ministry of helping you train your children. Each teacher has committed to pray for your students and is eager to point them to Christ through their teaching and example. Understanding the absolute necessity of God's leadership and wisdom, we ask that you commit to pray for us and the ministry of Calvary Christian School. We look forward to having the opportunity to serve with you as we serve our Lord, Jesus Christ.

For His glory,

Mark N. Roland  
Principal



## PHILOSOPHY & PURPOSE

Calvary Christian School stands without apology for the Bible, and its principles are an integral part of our regulations. It is understood that attendance at Calvary Christian School is a privilege and not a right. Any student who does not conform to the standards and regulations of this school may forfeit this opportunity. The administration may at any time request the withdrawal of any student who in the opinion of the administration, does not fit into the school philosophy or refuses to conform to the rules and regulations. It is the hope and desire of the administration that each student will have a strong respect for the philosophies and aims of Calvary Christian School.

### **HISTORY**

In 1974, under the leadership of Robert S. Weeks and John A. Gregory, Calvary Christian School was founded as a ministry of Calvary Bible Church. Initially, kindergarten through second grade was offered, and later, grades three through twelve were added. Enrollment steadily increased over the years resulting in ever-expanding academic, fine arts, and sports programs that provide a well-rounded education.

### **PHILOSOPHY OF CHRISTIAN EDUCATION**

We believe there are three essential components for the successful education of the child. These three components are listed in order of responsibility to God for the training of godly men and women.

- 1. Parents** – The God-given primary responsibility for the training and education of children is that of the parents. The success of a student at Calvary will be directly correlated with his parents' faith in Christ as personal Savior and their commitment to honoring God's Word in separating from the sinful practices and lifestyles of the unsaved world.
- 2. Church** – Next in importance is the ministry of the local church in the life of the family. We strongly encourage every family to be committed, through attendance and participation, to a "Biblical" church. A "Biblical" church is a church that adheres to the fundamentals of the Christian faith and endeavors to keep itself pure from worldly practices and ecumenical movements (toleration of unbiblical teaching and practice).
- 3. School** – Finally, and in proper order, is the school that the parents have chosen to help them with the education of their children. The school will never be able to stand in place of the parents or church. However, in proper order these three components play a stabilizing and strengthening role in the education and development of a child.

When these three are in agreement in philosophy, standards, and convictions, the outcome will be the development of men and women who are firmly grounded in Truth

and able to function faithfully in the world around them. When there is inconsistency and disagreement in these three, there is a propensity toward disrespect for one of these authorities and may result in rebellion to authority in the life of the child.

Calvary Christian School is a ministry of Calvary Bible Church and is the extension of the Christian home. We believe there is a Biblical perspective for every academic discipline. We believe that true knowledge can be gained only as each discipline is taught and learned from the perspective of the principles of God's Word.

### **PURPOSE STATEMENT**

The purpose of Calvary Christian School is to give each student the maximum knowledge of the various subjects and the essentials of culture in the light of God's Word, "That in all things He might have the preeminence" (Col. 1:18). Even though knowledge is factually the same for the believer and unbeliever, no subject can be taught in its truth if the Originator is ignored. Recognizing that spiritual truths are spiritually discerned, only teachers who have personally accepted Jesus Christ as their Savior and Lord can possibly teach in a way pleasing to God. Consequently, only a Christian school with born-again teachers can give a child the education God expects in keeping with His instruction in Proverbs 22:6, "Train up a child in the way he should go; and when he is old, he will not depart from it." Our entire school program is designed to help parents fulfill this command of God. Any parent with different educational and spiritual expectations for his child is likely to be dissatisfied with Calvary Christian School.

At Calvary we will accomplish this purpose by achieving these goals:

- To proclaim the Gospel of Christ to each student
- For each student to come to trust Christ as Lord and Savior
- For each student to read, reason from, and understand God's Word and relate its truths to the daily aspects of life
- For each student to understand and live according to Biblical principles of righteous living
- To provide excellent academic training, stressing core curriculum
- That each student has a Biblical basis for social and physical development so that they can function as godly influences in our society and nation



## ADMISSIONS

Calvary Christian School is a ministry of Calvary Bible Church, a fundamental, independent, Bible-believing church. Because the church practices separation from worldliness and ecumenism, Calvary Christian School does not have an open enrollment policy. Each student entering the school must be approved by our Administrative Board.

As a ministry of Calvary Bible Church, we set standards that are consistent for the families within the ministry. We wish to offer a place of refuge and security from the philosophies and deeds of the world. We consider it a sacred trust that we hold for these families. We extend invitation to those outside our church only as long as they are willing to maintain these standards in word and action.

### **STATEMENT OF NONDISCRIMINATION**

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

### **REQUIREMENTS FOR ADMISSION**

#### **SPECIFIC REQUIREMENTS FOR OUR KINDERGARTEN DIVISION**

(Pre-School 3 & 4 and K5)

- K3 (Pre-School 3) students must be three years old by the school start date.
- K4 (Pre-School 4) students must be four years old by the school start date.
- K5 (Kindergarten) students must be five years old by September 1.
- All students in our pre-school and kindergarten classes must be fully toilet-trained. "Pull-ups" or similar training pants are not allowed. Children must be completely independent in the bathroom, without the help or presence of a teacher.

### **GENERAL ADMISSIONS PROCEDURE**

Families considering enrolling their children at Calvary Christian School should follow these steps:

- Obtain an information package and take a tour to of our school.
- Complete and submit an application with the non-refundable application fee.
- Schedule a testing session to determine placement if entering grades 3-12. (Refer to "Entrance Examination" below.)
- Schedule an interview with the principal.



- All applicants and their parents review and discuss the policies and procedures handbook with the principal.

Following the above steps:

- The principal will meet with the Administrative Board to make his recommendation regarding enrollment.
- The Administrative Board will make a decision regarding enrollment.
- The school will send a formal communication informing the family of the decision. If the student is accepted, the family will receive information on the steps required to complete enrollment. Typically the family will be required to pay the registration fee and provide a copy of the student's birth certificate, social security card, a South Carolina Certificate of Immunization, and the previous school transcripts (as applicable).

### **ENTRANCE EXAMINATION**

To maintain the excellence of our academics and ensure that each class can fulfill its potential, Calvary Christian School requires that students enrolling take our entrance/placement examination. This test is a web-based test designed specifically for Christian schools and is an accurate representation of the demands of our curriculum.

### **READMISSION AFTER DISCIPLINARY ACTION**

Please refer to the "Readmission After Disciplinary Action" section of the handbook under the "Discipline" heading of the handbook.



## ATTENDANCE

In order to gain the most from Calvary Christian School, it is important that each student attend school faithfully. We recognize that certain absences are unavoidable and that parents may take their children out of school when they consider it necessary. Such absences, however, do place an extra burden upon both the student and the teacher to complete missed work and may jeopardize the student's opportunity to receive credit for a given subject. Please note: A student must be present at least half of the school day to be counted present (K5 & elementary —3.5 hours/HS 4 class periods).

### **ABSENCES**

Following any absence, the parent must send a written excuse to school on the day the student returns. Elementary students will take the note to their teacher. Secondary students will deliver it to the office and pick up an Admit Form.

An absence is considered “**excused**” when caused by:

1. personal illness
2. medical/dental appointments that cannot be scheduled so as not to interfere with classes
3. *serious* family emergencies, or death in the family
4. family or church activities will NOT be considered excused unless the following has taken place
  - The office has received written notice at least one week in advance and the student has filled out a pre-excused form.
  - All work that will be missed is finished and turned in before hand.
5. The days missed do not fall under the “no pre-excused absence” days on the school calendar.

Students will be assigned “Make-Up Work” when a note from the parent stating one of the above reasons is the excuse for the absence.

Absences not defined above will be considered “unexcused.” Work that is turned in late because of an unexcused absence will be considered “late work” and may receive an academic penalty. Homework and tests will be due at the teacher's discretion without the usual make-up privileges. Students with an unexcused absence on the day of an exam will not be allowed to make-up that exam.

## **ACCUMULATED ABSENCES**

If a student has more than ten absences, excused or unexcused, during a semester, he will be retained. If a secondary student has more than ten absences, excused or unexcused, during a semester in any given class, no credit can be given for that class.

An absence for a school activity will be excused, and will not be counted toward a student's total absences. (Example: Spiritual Emphasis trips, Senior trips, field trips, CCS away games, etc.)

Juniors are allowed two (2) days for college visits. Seniors will be allowed three (3) days. These are not included in the ten (10) absence limit if the following conditions are met:

1. The student is passing each class
2. The student or parent clears the visit with the Principal at least five (5) days before the absence
3. The student makes suitable arrangements with each of his/her teachers regarding missed work, tests, and other assignments at least two (2) school days prior to the absence;
4. The student brings a letter or note from the college admissions department or similar note, and turns it in to the front office no more than two (2) days following the absence. All four of these conditions must be met for the absence to be excused.

Parents will be notified by automatic generated emails when their student has accumulated 5, 7, 9, and 10 accumulated absences.

## **SPECIAL EVENT REQUIRED ATTENDANCE**

### **Performance Attendance**

Fine Arts performances are an integral part of the education provided at CCS. Attendance at scheduled performances is a requirement for the class. Any student absent from a performance will not receive academic credit for that performance.

Students who are tardy or absent must provide a written explanation from a parent explaining the nature of the tardy or absence. Please note that it is the student's responsibility, not the teacher's, to have a note explaining the reason for an absence or tardy.

### **Spiritual Emphasis Trip Attendance**

Spiritual Emphasis trips are integral to the spirit of all we desire to accomplish at Calvary. This is a time away from the distractions of TV and internet to focus our hearts on God's Word. It is also a great time for our students to develop God honoring relationships with each other and their teachers. Attendance is required on these trips. Absence will not be excused and will incur academic penalty.

## **Senior Trip Attendance**

This trip represents the culmination of a student's time at Calvary. This is not only a time of fun but also a time of spiritual growth and reflection as we consider what we've accomplished and what the future holds. This is a required trip and absence will not be excused and will incur an academic penalty.

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES AFTER AN ABSENCE**

Students participating in elective extracurricular activities such as sports, banquets, etc., will be expected to be in attendance at school for the full day (more than 4 hours) on which the activity occurs. If the activity is on a Saturday, the student should attend school the full day on Friday.

Absences excused due to doctor appointments, emergencies, and administrative exceptions are excluded in this policy.

## **MAKE-UP WORK**

A student who is absent, with either an excused or unexcused absence, will be responsible to make up all work. If a student is absent one day, he should be prepared for all tests and homework upon returning to school. Students with multiple excused absences will be given the number of days absent, plus one additional day, to make up the missed work. (An exception to this policy may be made for a long-term assignment due during the absence and tests assigned before the absence. That work or test may be due the day a student returns to school.) If the work is not turned in upon arrival at school or not made up on time, it will be handled as explained in the section of the handbook entitled "Late Work" found under the "Academics" heading of the handbook.

Elementary teachers work with their absentees on an individual basis to get make-up work completed. Secondary students should use the forms available from the office to expedite make-up work.

- 1. The Admit Slip** – This slip is used when a student misses any class for any reason. This slip must be picked up from the office and is required to get into class.
- 2. The Absence Make-Up Form** – This form is used to record assignments to be completed for each class missed during an absence. It is obtained from the office the day the student returns to school to be signed/initialed by each teacher as the make-up work is assigned. This form is the student's readmission slip back into class following the absence and will be required by the teacher upon his return.
- 3. The Pre-Excused Absence Form** – This form is used to record assignments to be made up by a student who knows he is going to be absent in the near future. Teachers sign/initial the form to indicate that the assignments listed are correct. Upon returning from a pre-excused absence, the student will secure the Absence Make-Up Form (described above) to be readmitted to class and to get an update on covered material.

## **TARDINESS**

Promptness is an important aspect of character and a measure of school citizenship. Secondary students will be counted as absent for any given class if they have an unexcused tardy of twenty minutes or more. Secondary students will be considered tardy to class if they are not in the classroom and prepared for class when the bell finishes ringing.

Students who are tardy should have a written explanation from a parent explaining the nature of the tardy. Consideration for excused tardiness will be given to students who arrive late due to inclement weather, *unavoidable* transportation difficulties, and medical appointments. Students who travel through dense traffic areas should plan extra travel time in order to arrive at school on time. Please note that frequent unexcused tardiness for secondary students will result in detention time. (For more information, please refer to the “Secondary Discipline Policy” section under the “Discipline” heading of the handbook.)

We understand that from time to time, unavoidable circumstances arise which cause tardiness, however, habitual tardiness will not be tolerated. Excessive tardiness will result in further disciplinary action and eventual suspension. *Every four tardies (excused or unexcused) will result in one unexcused absence.*

When arriving to school after 8:10 am, the student MUST sign in at the office so as not to be counted absent for the day. Parents should not take their students to the classroom, but should bring them by the office.



## ACADEMICS

Calvary Christian School is a member of the South Carolina Association of Christian Schools (SCACS) and the American Association of Christian Schools (AACCS). The administrative staff and the instructional staff of Calvary Christian school are well qualified to perform their work. Achievement tests administered annually show our student body to be performing above the national average. Students who have done well at CCS move easily into other private and public schools locally and across the nation.

### **EXCELLENCE**

Based on the biblical mandate in I Corinthians 10:31, that in whatever we do we are to do all to the glory of God, our goal is to strive for excellence in every academic subject as well as in our extracurricular activities. The Christian should always strive to excel for the purpose of glorifying the Lord.

### **CURRICULUM**

At Calvary Christian School we recognize that Jesus Christ is the source of all knowledge and that according to Proverbs 10:14, "Wise men lay up knowledge." The Bible is the guide for life; therefore, Bible study is a recognized part of the curriculum of Calvary Christian School. All students have a Bible class which includes Bible study, Bible memorization and practical Christian training. In our elementary, junior high, and high school we use the Bible programs developed by Bob Jones University and Positive Action for Christ. In the Bible classes and chapel, students are required to use the King James Version of the Bible. This is for the purpose of uniformity and memorization.

In the preschool and the elementary school, the ABEKA curriculum (developed by Pensacola Christian College) and the BJU Press curriculum (developed by Bob Jones University) are used. These curricula place a strong emphasis on phonics, reading comprehension, and mathematics. They are superior academic programs enhanced by the Christian philosophy we believe to be necessary for our students.

The high school program is a college preparatory curriculum with textbooks selected to best enhance each subject area. Where possible, we use textbooks by the above-mentioned Christian publishers. Music, speech, and computer skills along with other electives are available to our high school students. A well-rounded sports program for students is also offered with competition in soccer, volleyball, basketball, and baseball.

### **RENWEB**

Parent-teacher communication is key to keeping students accountable for their grades. Calvary Christian School uses a secure web server called RenWeb to post student assignments, and grades. The system is accessible 24 hours a day, seven days a week, from any computer with internet access. Access to the system is available via a link on

our website (ParentsWeb) or by logging into [www.renweb.com](http://www.renweb.com). Parents set up a log in and password at enrollment and can use that password to maneuver in RenWeb. Parents can view assignments and grades as well as order lunch and make payments on their school account. We encourage parents to check grades frequently. If parents or students have a question about a grade posted on RenWeb, they should contact the teacher directly.

## **HOMEWORK**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student in advancing work. Therefore, each student is expected to successfully complete his homework assignments each day. We request the full cooperation and support from parents to see that homework is completed. Homework may be given for the following purposes: drill, practice, remedial reasons, and individual projects relating to school studies. Continued failure to complete homework assignments will result in disciplinary action and ultimately in dismissal.

## **LATE WORK**

Assignments, quizzes, and tests not submitted according to schedule may receive an academic penalty. For secondary students there will be a standard 15-point grade reduction per day that the assignment is late. Late assignments will not be accepted after the third day and will receive a zero. It is not the responsibility of the teacher to seek out students who have work that is late. Students should be faithful in recording their assignments and due dates in their assignment planners.

## **EXAMS**

Semester exams will be administered during the formally scheduled exam week. During these weeks there will be no pre-excused absences allowed. Seniors who have maintained an A+ (93-100) average for each quarter in a class will have the option to be exempted from the final semester exam in that class.

## **CHEATING**

Also see "PLAGIARISM." Cheating is defined as any unauthorized communication before or during a grading event or any attempt to receive unauthorized assistance before or during a test, quiz, homework assignment, or project. In general, a good rule of thumb to determine if something is "cheating" is to ask yourself, "Do I want my parents and my teacher to know what I am doing?" If you would not want to voluntarily tell your parents or your teacher about the help you are receiving, then it is likely you are cheating. If you are considering getting or receiving help on your work, it is always a good idea to ask your teacher first. Cheating is a violation of the ninth commandment (against bearing false witness), in that the student is implicitly stating that the work is his/her own, when it actually is not. Cheating will result in a zero for the assignment/

test and may be cause for immediate suspension. Additional cheating incidents will result in longer term suspensions and/or expulsion.

## **PLAGIARISM**

Plagiarism is treated as a serious offense at CCS, because it is a denial of two key purposes of the school:

1. Plagiarism is fundamentally a matter of dishonesty and a violation of integrity. It is a combination of stealing, lying, cheating, and laziness. Thus, it violates the distinctively Christian perspective upon which CCS is based.
2. Plagiarism is an attack on academic integrity, in that the student is seeking to circumvent the learning process and receive grades which he/she has not earned.

With readily available internet access, it is very easy for students to plagiarize. They need only copy information from Web sites, or access one of the various “cheat” sites that offer pre-written research papers.

But ease of access does not justify violation of scholarly standards, nor does it legitimize violation of the ninth commandment.

Therefore, CCS imposes stiff penalties for plagiarism. These penalties involve both academic and disciplinary consequences. These will apply for both minor plagiarism (use of non-attributed quotations occasionally in a paper), and more extensive plagiarism (such as copying an entire paper wholesale from another source, with only minor editing).

## **EXTRA CREDIT**

Some teachers may give opportunities throughout the year for students to gain extra credit. These extra credit points will be made available to all students. We encourage students to take advantage of these opportunities. **However, extra credit will not be given at the end of the year for the purpose of bringing an undeserving student’s grades up to a passing average.** Extra credit will only be available to students who have turned in all of their assignments.

## **GRADING**

The grading key is as follows:

<b>A+</b> 100-98	<b>B+</b> 89-87	<b>C+</b> 79-77	<b>D+</b> 69-67
<b>A</b> 97-94	<b>B</b> 86-84	<b>C</b> 76-74	<b>D</b> 66-64
<b>A-</b> 93-90	<b>B-</b> 83-80	<b>C-</b> 73-70	<b>F</b> 59 or below



## PROGRESS REPORTS

In the elementary, each student's weekly papers are sent home for a parent's signature each Monday. Signed papers should be returned each Tuesday.

Secondary progress reports are available through RenWeb and will be emailed to parents/guardians every three weeks for students with an average grade of D or F. The student is required to return the progress report with his parent's signature.

## REPORT CARDS

Quarterly Report Cards are sent to all parents to give an accurate indication of the progress, or lack of progress, being made. Each student is evaluated academically and may also be scored in the area of self-government. The academic grade is based upon the average for daily work, quizzes, and tests. Exams are calculated into the semester averages. Additional marks on secondary reports are used to reflect effort and conduct.

In the elementary, self-government marks are aimed at the development of Christian character. We emphasize the following qualities in the lives of the students:

- **Attentiveness** – Pays attention to instructions and listens closely
- **Attitude** – Portrays respectful sentiments toward others
- **Industry** – Has diligent habits of attention to business and study
- **Initiative** – Begins work on one's own
- **Conduct** – Exhibits positive behavior
- **Reliability** – Accepts responsibilities and is dependable
- **Thrift** – Learns to make use of all the things God gives

Teachers use S (satisfactory), N (needs improvement), and U (unsatisfactory) to evaluate the student in these self-government qualities.

## ACADEMIC PROBATION

We believe that any student who truly desires to succeed will do so if he is willing to work diligently. Any student who receives a grade of "F" in any subject or who has a cumulative average below 76.5 on his report card will be placed on academic probation for the following quarter. Under academic probation a student will be ineligible for extracurricular activities and will be required to meet with the teacher of any class he is failing on a weekly basis.

All new students in grades five through twelve will be on academic probation in order to demonstrate their ability to handle the school's curriculum and expectations. This means that if a newly enrolled student cannot maintain a cumulative average of 76.5 for the first quarter he is enrolled, he may be asked to withdraw. We find that students who repeatedly fail classes are often wasting their time, their parents' money, their teachers' time, and their fellow classmates' time. We do not expect all of our students to be academically superior; however, we do expect them to be diligent in their work.

## **ACADEMIC ELIGIBILITY (BETWEEN GRADING PERIODS) FOR EXTRACURRICULAR ACTIVITIES**

All students who participate in extra-curricular athletics are first and foremost students. Maintaining academic excellence is required and expected of all CCS students.

CCS has the following athletic eligibility requirements. A student will lose athletic eligibility if he/she falls into *either one* of these categories, based on the eight eligibility checks for the year. Eligibility checks will take place throughout the year.

Eligibility will be broken down into two categories: Away game ineligibility and Full ineligibility.

Away game ineligibility:

A student is considered ineligible for any game that is not a home game if the student has two (2) D's in core subjects for current quarter averages in his/her classes.

Full ineligibility:

A student who has three (3) D's in core subjects or one (1) F as the current quarter average in any class for the semester will not be allowed to participate in extra-curricular activities until his/her grades are acceptable.

Students who fall below the academic requirements will be ineligible, as of the date of the eligibility check, for a minimum of three (3) weeks, at which time eligibility will be restored if the student's grades are not in one of the categories listed above. Ineligible students will not have eligibility reinstated before the three week check point, unless the grades are changed as a result of a mistake on the part of the teacher. Ineligible students may be allowed to continue to attend practices, at the discretion of the coach or Athletic Director. Ineligible students will not be allowed to dress out for games, travel with the team to away games, or be dismissed early from classes.

Eligibility checkpoint dates occur approximately every three (3) weeks. It is our hope that student academic performance would be enhanced during the sport season rather than hindered. Athletes who maintain academic eligibility for a minimum of 1/2 of the sport's season will be allowed to participate in the post-season play.

Athletes who leave school early for competition are responsible for contacting in advance the teachers whose classes they will miss, and making arrangements for missed work. All assignments are to be turned in before the students leave school. Tests are to be taken no later than the next school day, unless other arrangements have been made with the teacher ahead of time. It is not the teacher's responsibility to go to the student athlete, either to arrange make-up work or to collect assignments; it is the student athlete's responsibility to initiate these arrangements.

Students arriving to school late or leaving school early may not participate in any athletic activity that day if they have missed four or more full class periods.

This policy applies to other extra-curricular activities and classes, including Yearbook and Student Government.

## **ADDITIONAL REQUIREMENTS FOR STUDENT GOVERNMENT**

Students who desire to be involved in student government must have attended Calvary Christian School for at least one semester and maintained a minimum academic average of 80 percent for the previous semester. Students nominated for student government must also have two faculty recommendations.

## **AMERICAN CHRISTIAN HONOR SOCIETY**

Sophomores, Juniors, and Seniors may qualify for Honor Society when they achieve (and maintain) a cumulative 3.0 GPA for the semester in which they are being inducted. Qualifying students must also receive a faculty recommendation and an administrative recommendation.

## **PROMOTION OR RETENTION**

Students in grades one and two must pass reading and mathematics in order to be promoted to the next grade.

Any student in grades one through eight who earns two failing grades for the year will be retained. If a student fails a grade twice, he will not be allowed to re-enroll.

Any student in grades nine through twelve who fails a core subject or non-elective (see following page) will be required to obtain a passing grade in order to graduate.

## **SUMMER SCHOOL**

Summer school is a requirement for students in grades seven through twelve who fail a subject that is a prerequisite for promotion to the next grade. Students in the seventh and eighth grade who fail two subjects may attend summer school for reinforcement; however, this will not allow them to be promoted to the next grade. Any student participating in Summer School must be registered at CCS for the coming school year.

## **RANK IN CLASS**

CCS ranks its students in accordance with the Uniform Grading Scale policy as designed and approved by the Commission on Higher Education. Parents may access the rank of their student from the records office at any time following the completion of their student's ninth grade year.

## **CALCULATING GRADE-POINT AVERAGE**

The grade-point average is calculated according to the South Carolina Uniform Grading Policy. The grade-point average is figured from the conversion table (available in office). This conversion table assigns quality points to each numerical grade depending on the grade earned and the category of weight assigned to the course taken, ie. Honors, CP, Advanced Placement). Units (also Credits) are based on the Carnegie Unit is a minimum of 120 hours of class or contact time with an instructor over the course of a year at the secondary level.

## **GRADUATION**

To receive a diploma, a student must be enrolled at Calvary Christian School for at least one full semester and must be presently carrying enough credits to finish the senior year.

Graduates must demonstrate computer literacy before graduation. All students receiving a South Carolina Public High School Diploma must pass an Exit Exam in Mathematics, Reading, and Writing. SCACS recommends that graduates of Calvary Christian School, and all Christian schools in its association, take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT) in lieu of the Exit Exam before graduation.

Students are reminded that it is their responsibility to see that sufficient credits are earned for graduation. Students must complete all requirements for graduation in order to participate in commencement exercises. In addition, each family's financial responsibilities must be paid, and all disciplinary concerns, such as detentions, must be addressed.

## **RELEASE OF TRANSCRIPTS**

Report cards, transcripts, and diplomas will not be issued at the end of the year, or released to a new school during the year, unless all tuition and school fees are paid and all scholastic requirements have been met. Official transcripts will not be released directly to students or parents, but unofficial transcripts are available upon request. Seniors desiring to apply to colleges and universities should provide a written request to have their transcripts sent to the specific college or university.

	<b>College Prep</b>	<b>Tech Prep</b>
English	4.0 Units	4.0 Units
Mathematics	4.0 Units	4.0 Units
Science	3.0 Units	3.0 Units
US History	1.0 Unit	1.0 Unit
Economics	0.5 Unit	0.5 Unit
American Government	0.5 Unit	0.5 Unit
Other Social Studies	1.0 Unit	1.0 Unit
Computer Science	1.0 Unit	1.0 Unit
PE or ROTC	1.0 Unit	1.0 Unit
Occupational Specialty	0.0 Unit	1.0 Unit
Foreign Language	1.0 Unit*	0.0 Unit
Electives	7.0 Units	7.0 Units
<b>TOTAL</b>	<b>24.0 Units</b>	<b>24.0 Units</b>

*\* Although South Carolina only requires one unit for graduation, nearly all 4-year colleges and universities require two units of a foreign language and some require three units.*



## CONDUCT

### STANDARDS OF CHRISTIAN CONDUCT

The following items exemplify the standards of Christian conduct, which will help us have a school that is Godly and orderly:

1. Whether at school or away from school, the Christian student's goal should be to "let your light so shine before men that they may see your good works and glorify your Father which is in heaven" (Matt. 5:16). Christians should desire to honor the Lord and to maintain a testimony of love for the Lord. Therefore, we should be alert to do things that please the Lord (Eph. 2:8-10, I Thess. 4:1-9) and desire to think like Christ (Phil. 2:5). Typical of this standard is faithfulness in attendance at a local Bible-preaching church (Heb. 10:25).
2. Christian students will show respect for those in authority over them (Eph. 6:5-8; I Tim. 5:1; 13:17).
3. The student, as a Christian, will show respect for the feelings and property of others (Phil. 2:3).
4. Every Christian student should allow the Holy Spirit to rule his tongue. He will strive to avoid offending and hurting others by careless and thoughtless words, words that may be a stumbling block, gossip, backbiting, or slander (Prov. 10:1, 25:9; Rom. 1:28-32).
5. Students should recognize that using the tongue for cursing, vulgarity, profanity, euphemisms, and lying has no place in the life of a Christian. The use of slang is discouraged (Matt. 5:37; Eph. 4:29; Col. 4:6). Students are encouraged to address teachers with "Yes Ma'am/Sir" or "No Ma'am/Sir."
6. Stealing and cheating are condemned by God's Word and therefore should not be accepted in the life of a Christian (Exo. 20:15; Eph. 4:28). Calvary Christian students should refrain from activities that are not glorifying to God. Immorality, drinking, drug use, dressing immodestly, and reading or viewing pornography are typical of such activities (I Co. 6:19, 20; II Co. 6:17; I Thess. 5:22; I Jn. 2:15). Two other areas of special concern involve media and music.
7. Christian students should follow biblical standards of conduct toward members of the opposite sex. We strongly discourage "steady" dating among our students. Any student getting married or who becomes engaged to be married will be asked to transfer from Calvary Christian School.
8. Christian students should practice sexual purity in word and deed. Sexual intimacy should be reserved for a faithful, life-long marriage of one man and one woman. Christians should oppose all forms of sexual immorality, including premarital sex, adultery, homosexuality, and pornography. Failure to remain sexually pure could result in discipline, including suspension or dismissal (Gen.

1:27-28, 2:18-24, 19:1-7; Lev. 18:22, 20:13; Prov. 5; Matt. 5:27-32, 19: -9, Mark 10:6-9; Rom. 1:24-32; I Cor. 6:9-10, 7:1-5).

9. No student will use, have in his possession, or make pretense of using, possessing, or encouraging others to use illegal drugs, tobacco of any kind, smoking paraphernalia of any kind, beer, or other alcoholic beverages at or away from school. Violations of this nature will result in automatic suspension or dismissal from school.
10. No student will get a tattoo (permanent or temporary i.e., henna) while enrolled at CCS. This includes summer months.
11. Students are expected to maintain Christian standards of courtesy and kindness as well as a pleasant spirit and a constructive attitude (Num. 11:1; John 16:33).
12. A disagreement with a faculty or staff member should be approached in a scriptural manner. These disagreements should be handled privately, respectfully and humbly. The offended party should attempt to reconcile the difference with the other party before bringing in a higher authority (Matt. 18:15-17).
13. Fighting between students will not be tolerated. Any type of physical altercation between students will be thoroughly investigated and dealt with promptly. The minimum disciplinary action for physical fighting will be suspension. Retaliation is not acceptable. We seek to follow the example of Christ and will not excuse retaliation. (Luke 6:27-36)

High standards of conduct are required of all those associated with Calvary Christian School. Calvary Christian School expects that its students live above reproach showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, and profanity will not be tolerated. Constructive suggestions are welcome, but griping will not be tolerated. Anyone who will not cooperate spiritually, morally, or scholastically will be required to withdraw. The administration has the right to withdraw any student who they do not think is in a "spirit of cooperation" with the school's philosophy and practices.

Calvary Christian School does not accept nor retain faculty, staff, or students who profess or practice a homosexual lifestyle.

A student living in violation of one of the aforementioned standards displays an area of need in his life. A teacher or administrator aware of the need may therefore point out the problem to the student and communicate the sphere of concern to the parents. At that time, those involved in counseling may consider it necessary to employ some form of discipline to help the student mature in the given area. If the problem persists, more severe discipline may be in order.

## **CLASSROOM RULES**

Although each teacher will have specific classroom procedures that he expects to have followed in the room, as a school-wide standard, we expect adherence to these basic rules:

1. The student should not speak out in class without first securing permission from the teacher.
2. The student should not leave his seat without permission.
3. The student should always give the teacher his full attention while he is teaching.
4. The student should always address and reply to the teacher with respect. All students are to address adults as Mr., Mrs., or Miss; never by first name. Out of respect for the administration and faculty, we ask the parents to set the example in this regard when speaking with or about the school personnel.
5. Negative attitudes and responses will not be tolerated.
6. The student should not engage in running, shoving, yelling, and other boisterous behavior or “horse-play” inside the buildings or during inappropriate times outdoors.
7. No “bullying” (physical, social, or verbal) or mistreatment of fellow classmates.
8. No gum chewing allowed on campus at any time.

Any student not complying with the above standards is subject to immediate removal from class, and any student consistently in conflict with any policy of the school will be asked to withdraw.

Calvary Christian School uses both positive and negative discipline to instill in students behavior patterns and attitudes that will produce self-disciplined lives. Discipline is administered in love as a preventive or corrective measure, and each student is dealt with according to his grade level. Please refer to the “Discipline” heading of the handbook for complete details.

## **MEDIA**

Most of the material that is portrayed in movies and on television is completely opposed to the truths of Scripture. Viewing wickedness and/or worldliness in movies at theaters or at home should not be a part of the life of a Christian. Media that overtly or inadvertently portrays and/or promotes sexuality, sensuality, corrupt language, lying, adultery, immorality, disrespect, rebellion, stealing, deception, drug use, disobedience, and other anti-biblical themes will have a corrupting influence. The Bible commands us not to put any wickedness before our eyes (Ps. 101:3) and therefore we urge our students and parents to carefully set biblical viewing standards.

## **MUSIC**

The purpose of a Christian school is to build into a young person the proper spiritual and academic direction for life. We are concerned about the detrimental impact (physically, emotionally, and spiritually) that worldly music is having upon our youth. In the school, we use a conservative standard in all our music both from the secular realm and from the sacred. Musically, Calvary Christian School reflects the music philosophy of Calvary Bible Church. We summarize it here in a few sentences:

At salvation, the believer becomes a “new creature” (creation) in Christ; “old things” including his worldly music are to pass away (II Co. 5:17). He has a “new song” in his heart (Ps. 40:1-3). We are now to be holy in “all manner of conversation” (I Pet. 1:14-



16), which includes our music. The emphasis of Christian music should be to exalt Christ, not the performer; to exalt the unchanging God, not the changing world; to promote excellence, but not merely for human appeal (Phil 1:10). Therefore, Christian music is music in which the text (lyrics), music, performers, and performances practices are conformed to the image of Christ (Rom 8:29). Christian music that sounds like the sensual music of the world still has a sensual message which cancels out the message that might be in the “good Christian words” of the song. The Christian young person should not follow a style of Christian music that creates feelings, ideas, or values of an “unchanged” life, nor should he follow the musician whose performance practices are just like those of the current popular worldly musician. We ask that each student carefully evaluate the music in his life and seek godly counsel concerning that which may be questionable. Understanding that there is disagreement on this, CCS takes precaution not to offend families and churches that do not hold the same standard.

CCS does not allow students to bring any music playing devices (I-Pods, mp3 players, etc, or the use of cell phones for the use of playing music, etc. and headphones/earbuds) on campus at anytime for any reason.

#### **IN SUMMARY**

If at school we determine that a student is involved in using these kinds of media and is seeking to influence others in these areas, disciplinary action will result. We recognize that our school has no authority to set viewing or listening standards for families. We do, however, hold a sacred trust for all who attend. Many families have chosen our school as a place of refuge and security from the philosophies and deeds of the world. They do not want their children influenced by these things. For their protection, therefore, we wish to establish minimal standards in these important areas of concern. A difference in standards between what the school allows and what parents allow will be seen as an inconsistency by the student and will, inevitably, produce problems for the parents and students.

In an effort to be blameless, CCS may at times err on the side of caution on this issue. CCS will not allow music based on questionable style, lyrics, and artists.



## DRESS CODE

Calvary Christian School's dress standards are based on biblical principles and on appropriateness and neatness. Clothing must be modest (I Tim. 2:9), reflect separation from worldliness (II Cor. 6:17), and must be appropriate for school. A disheveled and unkempt appearance is unacceptable, even in regards to standards for both girls' and boys' hairstyles.

Failure to follow these guidelines will result in disciplinary action. (Please refer to the "Discipline" heading of the handbook for complete details.) Students wearing inappropriate apparel will be sent to the office and be required to change into the appropriate attire. If the office does not have the necessary clothing, students must phone a parent to bring a change of clothing. Missed work must be made up through arrangement with the teacher.

Calvary Christian School realizes that personal tastes and standards vary and we respect that; however, in order to have our students display an acceptable Christian appearance we feel that the following standards are necessary.

### **REGULAR SCHOOL DRESS**

#### GENERAL INFORMATION FOR ALL STUDENTS

1. Students may not wear "flip-flops" or shoes without backs.
2. Regular school dress should be worn for all activities unless otherwise announced by the administration.
3. Since room temperatures are carefully monitored, coats and heavy outerwear should not be worn in the classroom.
4. Uniforms are required for students in grades one through twelve. Calvary Christian School has selected Lands' End and French Toast as our uniform providers. Uniform pieces must be chosen from the items selected with the providers (refer to the providers' websites). All uniforms must comply with the dress standards for boys and girls. There are enough options in our uniform selection that outerwear such as "hoodies," long-sleeved t-shirts, and sweatshirts will not be permitted if they are visible either over or under the uniform.
5. Uniforms are NOT required, but are permitted, for students in our kindergarten division (Pre-School 3 & 4 and K5). Specific dress requirements for these students appear below.

## SPECIFIC REQUIREMENTS FOR KINDERGARTEN DIVISION

(Pre-School 3 & 4 and K5)

**Boys** – Boys should wear neat pants and a collared shirt. Dress shorts to the knee are also acceptable. Shirts should not have any writing, pictures, or characters with violent themes on them. T-shirts are not allowed unless worn under a collared shirt.

**Girls** –Girls may wear loose fitting pants but not leggings or sweat pants. Girls may wear dresses or skirts that are no shorter than one inch above the knee. Girls are encouraged to wear shorts underneath their skirts for playground modesty. (Our school uniform provider has good examples of what is acceptable.) Tops should come below the waistline and should not have writing, pictures, or characters with violent themes on them. Tank tops and spaghetti straps are not allowed.

## SPECIFIC REQUIREMENTS FOR STUDENTS IN GRADES ONE THROUGH TWELVE

### Boys

1. Boys must wear socks with their shoes.
2. All uniform clothing should be neat, clean, and in good repair. Tight clothing or overly loose/baggy clothing is not allowed. Undergarments are not to be visible. All buttons except the top button must be secured. All shirts must be tucked in.
3. Boys are not to wear any type of jewelry (necklaces, bracelets, earrings, etc.) with the exception of watches or rings worn on the fingers.
4. Pants designed for use with a belt must be worn with a belt. If parents choose to purchase pants from a retailer other than Lands' End, they must be identical in style, color and appearance. No cargo pants will be allowed. Pants must be worn on or above the waistline. Pants should not have an inseam that is too short for the pants to be worn on or above the waste line. Pants that are torn, cut, or frayed may not be worn. Shorts are not an option for students in grades one through twelve.
5. Boys are to have their hair cut regularly, not allowing it to become long. Hair is to be kept off the eyebrows and neatly tapered off the collar and off the ears. Hair should not be “unkempt” in appearance. Boys are not permitted to completely shave their heads. No extreme hair styles or unusual colors are permitted. The terms “extreme” and “unusual” will be interpreted by the Administration. Facial hair (beards, goatees, mustaches) must be shaved. Sideburns are not to be below the bottom of the ear.

### Girls

1. Girls in grades five through twelve should wear uniform skirts or uniform pants. Skirts should cover the knees (reach to the bottom of the knee) when standing or sitting. Pants should be khaki or navy Docker-style uniform pants. These may be purchased anywhere but must be within the following guidelines.
  - A. Loose fit, relaxed style
  - B. No bell bottoms, low-rider or cargo type styles
  - C. No skinny fit or pencil fit styles
  - D. Fabrics should have no more than 5% spandex

2. Girls in grades one through four wear uniform dresses or skirts that are no shorter than one inch above the knee, 5th –12th grade skirts should be at or below the knee.
3. All uniform clothing should be neat, clean, and in good repair. Tight clothing or overly loose/baggy clothing is not allowed. Undergarments are not to be visible.
4. Earrings may be worn only in the lobe of the ear (maximum of two matched sets).
5. No extreme hairstyles and no unusual hair coloring are permitted. The terms “extreme” and “unusual” will be interpreted by the Administration.

The administration will be the final judge on any item in question concerning dress and hair requirements.

### PHYSICAL EDUCATION UNIFORMS

Physical education students in grades five through nine must be “dressed out” in the approved Calvary Christian School P.E. uniform. Students who are not dressed out for P.E. will receive disciplinary action. Those actively participating in field day events may also wear these uniforms for field day. Students who have P.E. for the last period of the day may wear their P.E. uniform home if they are leaving before 3:30 pm. After 3:30 pm all P.E. students should change back into their school uniform if they are still on campus.

### EXTRACURRICULAR DRESS

The following relaxed and activity dress requirements are privileges that are meant to be followed just as closely as the regular school day dress code. These privileges can be withdrawn by the administration if students do not comply.

#### BALL GAME ATTIRE

**Girls**— may wear non-uniform skirts if they come to the bottom of the knees when the girl is standing and sitting. Denim skirts may be worn if they are loose fitting and are below the knee when standing and sitting.

-Dockers-style or cargo-style pants to the knee, or Capri pants. (Jeans or sweat pants are not acceptable)

- Non-athletic shorts that come to the knee while standing or sitting may be worn to spring and fall sporting events. **Shorts and pants must be loose fitting.** Any student in violation will be asked to change into their school uniform.

-Non-uniform tops may be worn but cannot be low-cut, tight, revealing, immodest, or sloppy in appearance. Low-cut necklines and crop tops are not appropriate. All tops should be long enough to permit a lady to raise her arms above her head without exposing her abdomen. (To measure a low cut, the neckline should not exceed the hand’s width from the collarbone.) Designer t-shirts may be worn if they are modest, neat, and without writing. CCS Spirit T-Shirts may be worn as well if they are CCS approved spirit wear.

**Boys**—Docker-style or cargo-style pants, or jeans.

- Non-athletic shorts that come to the knee while standing or sitting may be worn to spring and fall sporting events.

- Collared shirts must be tucked in. Clothing may not be torn or “shabby” in appearance. Belts and shoes are to be worn as well. T-shirts may be worn if they are CCS approved spirit wear.

In an effort to keep from being offensive to schools that hold a different dress code, **shorts will not be allowed for any away games.** The administration holds the prerogative to revoke this aspect of the dress code if there is continual conflict or violation.

### SPECIAL EVENTS

From time to time there will be exception made to the dress code for special events (i.e. field trips, Field Day, Beach Sweep, Spirit Week, etc.) The specific dress code will be announced for each event.

### SPIRIT FRIDAY

Fridays may be “Spirit days” when announced. Students may wear uniform pants or skirts with their CCS Spirit shirt or CCS hoodies. Boys Spirit shirts do not need to be tucked in.

### FORMAL DRESS STANDARDS (Secondary Students)

Throughout the year students will have the opportunity to take part in special formal banquets. All dresses must be checked by the faculty member in charge of dress check prior to the banquet. Each banquet is in the school calendar and dress purchases should be planned accordingly to allow plenty of time for dress check and any alterations that need to be made. Ladies’ dresses should be loose so that the outlines of undergarments are not seen. The length must come to the bottom of the knee. Slits should be no higher than the bend of the knee, even when seated. The neckline cannot be any lower than the girl’s “hand-width” with the first finger on the collar bone. The backs should be no lower than the “armpit line.” Sleeveless dresses are permitted if the width of the shoulder strap is at least 2 inches and all sleeveless dresses are subject to approval. Spaghetti strap dresses and strapless dresses may be worn only with an opaque jacket. Shawls and wraps are not allowed in place of a jacket. If a dress requires a jacket, that jacket must be worn for the entire evening. Men should wear dress coats and ties. If anyone shows up to a formal event in unapproved dress, or wearing an approved dress in an unapproved way, they will be asked to leave or will have to wait for someone to bring them appropriate dress.

### PERFORMANCE ATTIRE STANDARDS

CCS has a standard “performance attire” students wear for all concerts and fine arts competitions, allowing us to present a more formal appearance. The clothing that has been selected is the culturally expected standard for concert attire. Our desire is to in-

roduce our students to classical performance etiquette and to ensure that CCS meets these expectations.

All students in 1-8 grades are required to participate in Fine Arts performances and wear approved performance attire. Students in grades 9-12 may also elect to participate in choir activities. Secondary students not in proper performance attire will receive a penalty to their grade.

Performance attire for students in grades 1-6 is available through French Toast and TuxGear Inc. Order early in the year to ensure availability. Grades 7-12 will purchase their performance attire from Formalwear Outlet.



## DISCIPLINE

The purpose of discipline is to encourage students to develop biblical self-discipline in their lives (Prov. 25:28) and to aid young people in the development of Christian character. We want to help each student understand his responsibilities and to accept the consequences for his actions. Discipline of the student is the joint responsibility of parents, teachers, and the administration. We believe that parents and school personnel must cooperate fully with one another. Anything that tears down respect and confidence for either will harm the student.

The Bible gives several admonitions and principles regarding orderliness. Thus, at Calvary Christian School, firm and consistent discipline is maintained and tempered with love. Teachers maintain standards of behavior in the classroom through kindness, love, and a genuine concern for their students. Likewise, misbehavior is dealt with firmly and consistently.

The teacher handles most discipline problems in the classroom. If the teacher has to correct the student for multiple infractions, he may contact the parents of the student to inform them of the recurring problem and to seek parental correction of the difficulty. If parental involvement with the situation proves to be an ineffective remedy, the problem may be referred to the administration (supervisor and/or principal), who will counsel and perhaps impose some further form of discipline (Ps. 94:12; Heb. 12:10-11).

If a parent has a concern or question regarding student discipline, or some discipline-related situation occurs that is not understood, the parent should discuss it with the teacher. If the situation remains unresolved, the parent may then consult the administration.

### **ELEMENTARY DISCIPLINE POLICY**

Each elementary child is expected to follow the directions and instructions of his teacher. To encourage proper behavior teachers employ a variety of positive rewards (verbal praise, notes and phone calls home for good behavior, and class rewards). Likewise, teachers may also use a variety of methods to deter students from improper behavior. These methods will vary depending on the classroom, but their ultimate goal is to encourage students toward right and proper Christian behavior. These disciplinary actions may include, but are not limited to, loss of recess, loss of rewards, verbal rebuke, notes or phone calls to the parents, or discussion with the principal. Fifth and sixth graders will be subject to the secondary disciplinary policy on a limited basis.

## **CORPORAL DISCIPLINE**

Corporal correction is a biblical method of discipline in the home as noted in Proverbs (Prov. 13:24, 22:15, 23:13-14, 29:15). However, due to our concern for current societal/governmental pressures, school personnel have for the most part been removed from this type of discipline procedure pertaining to our students. We do, notwithstanding, believe it to be the best method of correction in many situations. Thus, though we may recommend it to parents as the solution for a particular disciplinary need, its implementation will remain solely their responsibility. Discipline and self-government are paramount to a student's ability to learn. The school's ability to nurture and develop biblical self-government in a student's life will only be effective if biblical discipline is practiced in the home.

## **SECONDARY DISCIPLINE POLICY**

With increased independence for secondary students, some actions requiring disciplinary actions are character development issues while others are issues of the heart. Character development issues (Level 1) tend to be accidental and indicate the student's need for self-discipline. On the other hand, more severe disciplinary issues (Level 2) are those actions that are deliberate and reveal a heart issue. The resulting discipline policy shows Calvary's efforts to encourage students toward self-discipline while providing consequences for deliberate behaviors of insubordination.

### **LEVEL 1**

Thirty-minute detentions are given to students who receive two of the following infractions for a class. (Fifth and sixth graders - two of any one kind.) These infractions may have occurred during a single class period or over a series of class periods within a floating three weeks (15 days of school). These infractions are the following (if warranted, a teacher may add to these infractions):

- Tardy (unexcused)
- Unprepared for class
- Dress violation
- Disturbing class
- No parent signature

Warning detentions are available at the discretion of the teacher. Repetitious offenses may indicate a heart issue and result in Level 2 consequences.

### **LEVEL 2**

One-hour detentions are given to students who choose to disregard the authorities placed in their lives. These infractions are the following (if warranted, a teacher may add to these infractions):

- Disobedience
- Disrespect
- Deceitfulness



- Destruction of property (restitution may also be required)
- Inappropriate physical contact

Chewing gum in school and eating food in class without the teacher's permission are considered disobedience. Depending on the circumstances of the infraction, additional consequences may be given. Repeated offenses in these areas (Level 2) will result in more severe consequences, such as suspensions (ISS or OSS).

### **LEVEL 3**

A student who receives five hours of detention within one semester will be suspended upon his next detention time received.

Level 3 offenses may result in multiple hours of detention, suspensions, probations, or a combination of consequences. These offenses include, but are not limited to, the following: stealing, cheating, forgery, fighting, vandalism, leaving campus without permission, cutting school, threats, and harassment.

### **LEVEL 4**

Some violations of the student code of conduct or other school policies are grave enough to merit immediate, serious discipline. The school reserves the right to discipline a student, up to and including suspension or expulsion, for a more serious offense, such as sexual misconduct (heterosexual or homosexual), violation of viewing or music standards, repeated suspensions, the use of any illegal substance (including alcohol and tobacco in any amount), or promotion of any such conduct by word or deed.

Students who have been so dismissed from the school will not be allowed on campus (during school hours or for after-school events) without the specific permission of the school administration. They may lose all credit for all courses in that semester and will not be allowed to take final exams or turn in course work for credit.

### **DETENTION HALL**

Serving time in detention hall is the primary penalty for routine rule infractions among students in the secondary school and for those in the upper elementary school on a somewhat limited basis. The detention hall will be maintained after school from 3:20 p.m. until 4:20 p.m. on specified days. During detention students may be required to do light janitorial duties.

Detention hall attendance is mandatory after the receipt of the detention form. It will take precedence over athletic practices, games, and work. Once in the detention hall, the student will be seated quietly, will not talk to other students, and will follow explicitly the directions of the detention hall supervisor. Some students may be asked to assist the school janitorial personnel during this time.

It is important that the student report to detention hall on time. A student reporting late (up to five minutes) receives a penalty amounting to twice the amount of time (number of minutes) that he was late. He will serve it after the other students are dismissed at 4:20 p.m. For example: a student who is four minutes late serves an additional eight minutes. A student who is over five minutes late, however, will serve out the remaining time on the original detention and is issued an additional penalty detention to be served at the next detention.

An additional penalty detention may be given if the student:

- fails to report to detention hall when it has been assigned,
- fails to report to detention hall with the detention form, or
- fails to report with the required parental signature on the form.

As a result, this student will serve two consecutive detentions (one for the original hour plus the penalty hour).

#### **SUSPENSION FROM SCHOOL**

Suspension from school is a very serious matter. Parents will be contacted before the suspension is to be served. When a student is suspended, he must complete all missed work and take all tests and quizzes missed according to the absence policy. There will be academic consequences for suspension. Suspension may result in a revoking of privileges and positions of responsibility and trust.

Suspensions will be served as either In School Suspension (ISS) or Out of School Suspension (OSS). For ISS, the student will be given light maintenance work under direct supervision around the campus. The decision between ISS and OSS will be at the discretion of the administration. All school work will need to be completed and turned in on the day of return.

#### **DISCIPLINARY PROBATION**

From time to time, it is necessary to put a student on disciplinary probation as the last resort before dismissal from school. The school's Administrative Committee will review probation situations periodically. Students who have long-term behavioral probations will be asked to withdraw from the school.

All new students enrolling in grades seven through twelve who fail to meet the minimum academic standards by the end of the first grading period will be asked to withdraw from the school.

#### **READMISSION AFTER DISCIPLINARY ACTION**

To be considered for re-enrollment after being dismissed from the school (or for enrollment after dismissal from any other school), the student and his parent(s) or guardian must meet with the school administrator to determine if the discipline has accomplished the desired development in spiritual maturity. Normally, the school's Administrative Committee will only consider a student for re-enrollment after one semester has elapsed.

#### **ADDITIONAL REASONS FOR DISMISSAL**

- Parent(s) will not cooperate with the administration of the school
- A student's negative influence makes it inadvisable for the student to remain in Calvary Christian School
- Continual failure to achieve academically or continual lack of effort
- Threats to teacher or staff member
- Destruction of school property

- Forcible entry into any building after school hours (includes entering any unlocked window or bus)
- Obscene gestures and language directed at the faculty or staff

These policies have been established in an effort to help protect your children.

### **BIBLICAL RESPONSE TO QUESTIONABLE SITUATIONS**

We understand that students are frequently faced with the dilemma of how to confront situations that are morally questionable. In addition, students are frequently faced with the conflict of how to deal with friends who have broken or are breaking stated school rules. It is our desire that students learn to confront one another in the spirit and instruction of Matthew 18. Therefore, a student should confront other students who are involved in actions contrary to biblical principles and institutional standards. If repentance is not achieved, the Gospel of Matthew instructs us to take another Christian to confront again. We suggest that students invite a teacher with whom they have a positive relationship to intercede with them. If repentance is still not achieved, the student, along with the one he has invited to intercede, should go to the administration. In this way, we seek to encourage students to stand for righteousness.



## FINANCIAL POLICY

Below is the financial policy of Calvary Christian School. Each parent is asked to read and sign the policy each year to indicate his understanding of and agreement with the policy.

1. Calvary Christian School does not request nor accept government funding; therefore it is necessary that fees and tuition be paid on a timely basis. No monthly statements will be mailed.
2. All families enrolled at CCS will be required to use automatic drafting for monthly tuition and childcare payment plans. Written requests to use other payment options will be considered on an individual basis. Drafts that are cancelled or returned will incur a \$35 service charge. Only tuition, childcare (not drop-in), and program fees will be available for automatic draft.
3. **Unpaid balances cannot be carried over from month to month. Parents who do not pay by the 25<sup>th</sup> of the 2<sup>nd</sup> overdue month will be notified that their children are not to attend classes on the 1<sup>st</sup> day of the coming month.**
4. There will be a \$35 returned check fee on all returned checks, regardless of the reason for the return. After two returned checks, account will be on a cash only basis.
5. All fees other than tuition are not-refundable and non-transferable.
6. Tuition is non-refundable if the student has been to school any day during the month, or if the student drops out without proper notification. Exception will be made if the account has been paid in full for the school year.
7. Registration for the Patriot Club (after school care program) is arranged through the business office. Fees may be paid in full or in nine monthly payments (September 1—May 1). It is the parent's responsibility to notify the business office if after school care is discontinued. Please note: Monthly payments have been calculated based upon an annual rate and are due in full regardless of the number of school days in any given month.
8. Parents of all children not picked up by 6:00 p.m. will have a charge of \$1.00 per minute added to their school bill.
9. There will be a \$20 "Emergency Drop-In" fee charged to the account of a student who is not picked up by 12:30 (Pre-School 3 & 4 and Kindergarten) or 3:30 (Grades 1-12).
10. There will be a financial hold on report cards, transcripts, and other school records if payment is not current at the end of each grading period. This financial hold will remain in effect until the account is current. **Students whose accounts are not up to date by the end of each semester will not be al-**

**lowed to take their final exams for that semester. Students who do not take final exams will receive no credit for that semester's work.**

11. Parents are ultimately responsible for all payments.
12. Any special financial or payment arrangements must be requested in writing and approved by the administration.

### **NON-PAYMENT OF TUITION OR OTHER SCHOOL FEES**

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing either the student handbook agreement, the initial application for enrollment, or an application for re-enrollment, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full.



## GENERAL POLICIES

### **AFTER SCHOOL CARE**

Calvary Christian School offers an after school care program, called Patriot Club, for students in K3 through 6th\* grade. Students in Pre-School (K3 and K4) and Kindergarten (K5) may choose to stay in after care from 12 noon until 3:00 p.m. or from 12 noon until 6:00 p.m. Students in grades 1-6 may stay from the time school is dismissed (around 3:00 p.m.) until 6:00 p.m. Registrations for Patriot Club are accepted in the school office on a first come, first served basis and space is limited.

\*Occasionally there is a need for an older student to stay for after school care. Applications for older students are evaluated and accepted on a case-by-case basis. Please contact the school office for more information.

### **BUS TRIPS**

Throughout the year there will be many opportunities to ride the bus. These are a few guidelines for these trips.

1. The bus driver is in charge and must be obeyed.
2. Cell phones are allowed for communication purposes only. No music, video, or gaming devices are allowed on the bus. (Please see Cell Phone policy on page 55-56)
3. Sports teams are to ride together to away games.
4. Students are only allowed to ride home with their immediate family with permission by the bus driver.

### **CLOSED CAMPUS**

Calvary Christian School operates as a “closed campus.” This means that attendance at school is required from 8:10 a.m. until 3:10 p.m. Prior to 3:10 p.m. a student may not leave the school grounds without permission. A written note or parental call and office approval are required to leave during the day. When permission is given to leave campus, the student must report to the school office when departing and returning to sign the Check In/Out Register. A “closed campus” also means that non-students are not allowed on campus without permission. All visitors should register with the school office to receive a visitor’s badge. Students may not visit the convenience store without a parent or adult once they have been dropped off at CCS. This includes all extracurricular on-campus activities. This policy is for the protection of our students.

### **DIVORCE AND SEPARATION**

Divorced and separated families are realities of contemporary life which affect the school’s responsibilities to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in

school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs, or access to the student's records, unless the school is presented with a court order or comparable legal document which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. In cases where legal documents restricting access have been presented, the school will not permit the non-custodial parent to take custody of a student or remove the student from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s), and to take other reasonable necessary action.
4. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
5. Copies of school work, certificates, awards, progress reports, report cards, and other communications from the school will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. The school will not be responsible for the duplication and distribution burden for divorced or separated families. It is expected that the custodial and non-custodial parents make their own arrangements for the sharing and distribution of school materials.

## **DROP-OFF AND PICK-UP PROCEDURES**

Drop-off and Pick-up is a complex process as we move students in and out of their vehicles in the safest and most efficient manner possible. The following procedures have been established for this process. We ask for your complete cooperation with these procedures as those who disrupt the process slow things down and create safety hazards for everyone.

### **DROP-OFF PROCEDURES**

Please drive around the circle in back of the school (turn into the Hidden Woods community) and stop under the covered sidewalk by the opening in the gate. A staff member will supervise Back Parent Pick-up from 7:30—8:10 a.m. Students should walk to the lunchroom where a staff member supervises them. Elementary students will be met by their teacher at 7:45 a.m. and taken to the classroom. (Elementary students arriving between 7:45 a.m. and 8:10 a.m. should report directly to the classroom.) High school

students will be dismissed at 8:00 a.m. to go to their lockers and their homeroom classes.

### **Important Notes**

- Please DO NOT drop your child off at the double gates leading back to the classroom building. The road beside the office building is narrow and having cars in this area creates a dangerous situation for our students.
- We thank you in advance for NOT walking your children into the building. The separation is easier for your child at the car.
- We also thank you for not dropping in to talk to the teachers as school is beginning. Each of the teachers is responsible for watching his/her students and cannot effectively do so when trying to hold conversations with parents.
- **When a student is dropped off after 8:10am, parents must bring the student to the office to sign in.**

### **PICK-UP PROCEDURES**

#### **11:50 a.m. Pick-Up (K3–K5)**

Please turn in at the driveway to Hidden Woods neighborhood and turn into the gated area behind the gymnasium. Please drive around the circle in back of the school and stop under the covered sidewalk by the opening in the gate. A staff member will be there to help each child open the car door and get in the car.

#### **2:50 p.m. Pick-Up (K3–2nd Grade)**

Please use the same procedure as the 11:50 a.m. Pick-Up.

### **Important Notes**

- Please pull forward two car lengths if you need to secure your child in a car seat in order to allow the next car in line to pick-up their child.
- In order to assist the staff workers, please place a 6” by 8” card with your child’s name clearly printed on it in the right-hand side of the windshield of your car. Please leave this in place for the first few weeks of school.

#### **2:50 - 3:00 p.m. Pick-Up (2nd–6th Grade)/ 3:10-3:20pm 7-12th Grade**

Please drive around the circle in back of the school and stop under the covered sidewalk by the opening in the gate. A staff member will be there to ensure each child gets safely into his car. Students in grades three through twelve will be dismissed in a sequential basis beginning at 2:50 p.m. and continuing until 3:10 p.m.

### **LOCKERS**

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time



when deemed, at the sole discretion of the school authorities, necessary to do so. Students must understand clearly the following guidelines:

1. Students should not switch lockers with another student. If a student uses a locker, it must be the one to which that student was assigned. Students who violate this rule will be subject to discipline.
2. Combination locks are available by specific request. Please note that if a student chooses to use a combination lock they are still required to make it to class on time. Only school issued combination locks may be used.
3. Lockers will not be propped open with any object to circumvent the combination lock.
4. Lockers may be inspected and searched at any time by the administration.
5. Lockers must be kept clean inside and out.
  - a. Stickers are not allowed on any part of the lockers, inside or outside.
  - b. Magnetic items are not allowed on exterior surfaces.
  - c. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
  - d. Writing or painting on any part of the lockers is not allowed.
6. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
7. Students will use lockers to store the items brought to school each day. Backpacks may not be carried from room to room (this includes book bags and large handbags or tote bags). Students are expected to visit their lockers between classes and bring only course materials into the classroom.
8. Students should not open any other student's locker for any reason, regardless of whether or not another student has given permission. A staff member must be present to open the locker.
9. Students are responsible to pay for any locker damage they do in violation of the above rules.
10. Any problems with a locker should be reported to the office or to a designated staff member.

**The school is not responsible for lost, stolen, or damaged goods belonging to students.**

## **LUNCHES AND LUNCHROOM**

Daily specials and regular menu items are available for purchase each day in our lunchroom for students in grades K3-12. Lunch orders are taken each morning. Students may pay daily in the lunchroom or parents may open a lunch "account" from which daily purchases will be deducted.

## **FUNDRAISERS**

Calvary uses fundraisers for two primary purposes. School-wide fundraisers are used to supplement tuition income to provide maintenance services not included in the annual budget and to make improvements to our campus. We have 2 main fundraisers, the World's Finest Chocolate Sale in the fall and the Calvary Golf Tournament in the spring.

Individual classes may also use fundraisers to raise monies for their trips and activities. Your support of and involvement in these fundraisers is greatly appreciated and helps keep our tuition low. All fundraisers must be approved by the administration.

## **SCRIP**

SCRIP is a way to help the school and its families raise thousands of dollars — without costing anyone one extra cent. The program utilizes scrip (a Latin term that means anything used instead of money). We have partnered with an organization called UnitedScrip to offer a unique program that maximizes our collective purchasing power and turns normal spending dollars into profit. Literally thousands of dollars are spent monthly by families for their normal purchases. The goal is to turn those dollars into profit for CCS and for YOU!

The program works like this: UnitedScrip purchases gift cards (scrip), locally and nationally, from grocery, restaurant, retail, and department stores in large quantities, at a discount. Families purchase the gift cards at face value from CCS. CCS earns a percentage (2 - 20%) on each purchase — which we share with you!

After withholding 10% to cover expenses, we share all profits of the program with our families — 45% to the school and 45% back to the family to pay toward the next year's tuition expense. Our tracking program keeps up with each family's individual purchases. This means that each family earns 45% of the profits generated by their own purchases. Only those families that participate will benefit — and they will benefit at the level at which they participate.

**Additional Bonus:** In order to help families with uniform expenses, Lands' End gift cards (currently a 14% profit level), will pay 100% of the profit back to families!

Please contact our program coordinator through the school office for more information.

## **HALL PASSES**

Secondary students must have a hall pass to be outside of the classroom during class for any reason. Passes to miss a class must be obtained prior to the class period the student is to miss. The pass must be approved and signed by the teacher. It is the student's responsibility to see that this procedure is followed. Failure to comply may result in an unexcused tardy or absence disciplinary action.

## **HOURS**

School is in session from 8:10 a.m. until 3:10 p.m.

Elementary students arriving on campus between 7:30 a.m. and 7:45 a.m. should report directly to the lunchroom for supervised before school care. Elementary teachers will meet their students in the lunchroom at 7:45 a.m. and walk them to class. Elementary students arriving on campus between 7:45 and 8:10 should report directly to their classroom.

High school students arriving on campus before 8:00 a.m. should report directly to the lunchroom for supervised before school care. At 8 a.m. high school students are dismissed to visit their lockers and report to homeroom.

No student should arrive on campus before 7:30 a.m. Our staff does not arrive for duty until 7:30 a.m. and we cannot provide supervision before this time.

All high school students on campus after 3:30 p.m., except for those in official extracurricular activities under the direct supervision of coaches/teachers, must report to the office. All elementary students on campus after 3:10 p.m., except for those in official extracurricular activities under the direct supervision of coaches/teachers, must report to after school care. The fee for after school care is the responsibility of the parents and begins at 3:15 p.m. The after school care worker will keep track of who is on campus after 3:15 p.m. and the business office will charge parents monthly according to the time the child spent in after school care. (Note: This information is intended to cover students not enrolled in Patriot Club. Attendance times for Patriot Club students are covered in detail in the “After School Care” section of the handbook under the “General Policies” heading of the handbook.)

## **ILLNESS, INJURY, AND MEDICATION**

### **MEDICAL NOTE**

The South Carolina Code of Laws, 1976 and Regulation 61-8, states that no child shall be admitted to any public, private, or parochial school, grades kindergarten through twelve (K-12), or any child development program under the control of the Department of Education without first presenting a valid South Carolina Certificate of Immunization. To be valid, the South Carolina Certificate of Immunization must be signed by an individual licensed to practice medicine, surgery, or osteopathy or his/her authorized representative (Health Department or family doctor). For the welfare of your child and others in the school, all children who are sick must be kept at home.

### **GENERAL INFORMATION**

Parents will be called to pick up a child if his temperature is 100 degrees or higher or if he is vomiting. Students sent home with a fever or vomiting may not return to school for 24 hours from the last symptom. Assignments may be sent home to help the student keep up with his work while recovering.

If a student is injured, the school will try immediately to reach the parent or guardian. In the meantime, the school will take the necessary steps that seem reasonable to care for the injury. In the case of an injury that requires medical treatment, the school will provide a supplemental student accident insurance form **at the request of the parent.**

When at all possible, we encourage parents to schedule their student's medication so that it may be given at home under his direct supervision. However, we realize that this is not always possible. Prescription medicine is given at parental request if it is in a prescription bottle with a prescription label identifying the student to receive the medication and accompanied by a specific time for administration. Over-the-counter medication is given at parental request if it is in a sealed container and accompanied by the name of the medication and a specific time for administration. All such requests must be made in writing, signed by a parent. All medications will be kept locked in a medicine cabinet within the administration area. No student will be allowed to take any medication on his own while at school.

Unforeseen need for ibuprofen/acetaminophen and cough drops during the school day will be handled as follows:

K3-2nd grade students' parents will be phoned for verbal instructions. 3rd -12th grade students will be given, as per Renweb, Jr. or adult ibuprofen/acetaminophen and cough drops in accordance with package dosage guidelines, as needed. A record of medications dispensed is maintained in the office.

## **OFFICES**

The school office is open for business each day, Monday through Friday, between 7:30 a.m. and 4:00 p.m. Anyone who has questions or needs information concerning school policies and activities may call or visit the school office during these hours. If a parent must bring homework, books, or other materials to his child during the school day, he must stop at the office to arrange for delivery. A parent desiring to visit a classroom during the day must check in at the office.

## **PARENT/TEACHER CONFERENCES**

Conferences to discuss the student's progress and needs will be scheduled with parents periodically throughout the school year. Parents are always welcome to ask for extra conferences. We do ask, however, that parents call or send a written request for a conference with the teacher before coming. Teachers are on campus until 3:30 p.m. on school days and are willing to work with parents in scheduling conferences at mutually convenient times. If parents have questions or concerns about a teacher or a student's homework, grade, or conduct, please arrange to speak with the teacher before coming to the administration. As a general rule, the administration will require this before taking action.

An orientation/open house is scheduled early in the school year for parents to meet teachers and visit the classrooms, and throughout the year for parents to check their children's progress. Parents are encouraged to attend all meetings.

## **PHYSICAL EDUCATION**

Physical Education uniforms are required for all 5th-9th grade students participating in Physical Education classes. This uniform is available through Lands' End. Students who are not dressed out will receive disciplinary action. If a student is not dressed out

for three consecutive classes, the student will be asked to order a new P.E. uniform. P.E. uniforms should be washed frequently.

### **PROHIBITED ITEMS**

Radios, cameras, music devices or CDs, video and electronic games, playing cards, dice, skateboards, illegal drugs, tobacco of any kind, smoking paraphernalia of any kind, beer, or other alcoholic beverages at or away from school, narcotic drugs, knives, guns, matches, and explosives of any kind are not permitted on school property. Books, catalogs, or any other materials not directly related to a course of study are not to be brought to school. These items will be taken away and in some cases not returned.

All policies apply to students attending school-sponsored functions.

### **SCHOOL CANCELLATION**

If school is to be cancelled due to inclement weather, you will be advised by way of text through Parent Alert, the school website, local radio station WRNN (99.5 FM), and WPDE-TV15 as soon as that information is available.

### **STUDENT DRIVERS**

Students who plan to drive to school must obtain permission from the high school office in advance. Driving to school is a privilege that may be revoked at any time that the student demonstrates an unwillingness to assume the responsibility of that privilege. The following regulations must be observed:

1. All student driven cars are to be registered in the high school office.
2. Students are to park in the student parking lot, and the cars are not to be moved until the student leaves for the day.
3. Cars are to be locked while parked on school grounds and may not be occupied during school hours.
4. As soon as the student arrives at school, he (and all riders) must leave the car and go to their designated waiting area.
5. Students may not go to their cars during the school day without a pass from the faculty or administration.
6. Any student playing loud music or displaying unsafe driving will cause his/her driving privileges to be revoked.

### **STUDENT RELATIONSHIPS**

Students should be above reproach in their relationships in and out of school. This is particularly important in boy-girl relationships. Holding hands, embracing, kissing, or any other form of physical contact is not allowed anywhere on campus or at any school related function. Students are not permitted to be alone in an unobserved location. Any infraction of these policies will result in a conference with the students and parents involved. Appropriate disciplinary action will result, including suspension or expulsion.

## **USE OF CELLULAR PHONES AND ELECTRONIC DEVICES**

Student may not use cell phones on campus for any reason between **7:30am and 4:00pm**. For emergencies, students may use the phone in the office lobby. It is recognized that parents may provide their students with cell phones for safety and coordination issues after school. However, cell phones must remain turned off during school hours and be kept in the student's locker. If a cell phone is seen or heard it will be confiscated and turned into the principal's office. Only a parent may retrieve the confiscated phone. Students who have their cell phone confiscated for unauthorized use waive their right to privacy. Confiscated phones may be examined, including numbers called, pictures, texts, etc. On the third infraction of this policy, the student will not be allowed to bring a cell phone on campus for the remainder of the year. Continued infraction will result in ISS. Students may request special permission to use their cell phone from a teacher when the office phone is not available.

When cell phone use is approved, it should be used for communication purposes only (talk/text). Cell phones may not be used for gaming, video, pictures, music, internet, ect.

Students should never post pictures or video of other students online without parental permission.

### **SOCIAL NETWORKING**

CCS depends upon parents to monitor social networking (i.e., Facebook, Twitter, Instagram, etc.). However, if anything is brought to the administrations' attention that directly affects, mentions, and/or portrays CCS negatively, it will be addressed as the administration deems appropriate. If ungodly behavior is displayed (such as drinking, smoking, drug use, sexuality, profanity, etc.), the administration reserves the right to administer discipline, including suspension and expulsion.

### **CELL PHONE USE ON BUS TRIPS**

Students will be allowed to use cell phones on bus trips for the purpose of communication with their families at arrival and departure times. Cell phones will be collected by the accompanying chaperone or driver and kept until approved use.

Electronic devices, including but not limited to, Ipods, cameras, and video cameras, are not allowed on campus. If an electronic device is seen on campus it will be confiscated and held in the principal's office. Only a parent of the student may retrieve the device from the principal's office.

Tablets and laptops may be used at school only for academic-related tasks. They should not be used for games or internet surfing during classes or breaks. Any student who uses his laptop for any reason other than an approved academic-related task will lose his privilege for the remainder of the semester. All laptops must have internet capabilities disabled unless specifically allowed by the supervising teacher.

## E TEXTBOOKS

CCS high school students (6-12) have the opportunity to use **eTextbooks** as part of a fully optional test program for a variety of subjects. Students will bring their own tablet. The school will not be responsible for broken, lost or stolen equipment or “dead” batteries. Teachers are not responsible to train students in the use of eTextbooks.

**Smart phones** may **not** be used as eReaders at school, as the screen area is too small for classroom textbook use.

The temptation to misuse the equipment is real. Our goal is to provide an environment for students to learn responsible use of digital technology and mobile devices. Our Acceptable Use Policy will establish a “2 strikes - you’re out” standard. Consequences of inappropriate use are 1st offense: warning, detention, notify parent; 2nd offense: confiscate equipment which will be returned at end of the school day, and the privilege not allowed at school anymore that year. (Offenses are counted school wide, year long. **Acceptable use is defined as TEXTBOOK use only.** No games, apps, social media-Facebook, email, twitter, music, movies, Youtube, research, etc.) If parents think that their student cannot be trusted, apps should be removed. Any “adult” themed material will be grounds for immediate suspension, permanent loss of privilege, and possible expulsion.

If a device has a “dead” battery, it will be up to the teacher whether or not to allow the student to plug the device in. Under no circumstance may students leave their device charging in classrooms or hallways. For liability reasons, students may not share or borrow another student’s device.

Students will not be able to connect to the schools wireless network while on campus. As we develop in our technology, we hope to move toward “interactive” classrooms. However, for this pilot program, “syncing” the device should be done at home. Mobile “hot spots” are not allowed and any use on campus will be grounds for permanent confiscation and suspension.

## VISITORS

All visitors, including parents, are to check in at the office. Students must obtain permission from the administration before bringing a visitor to school. Visitors should abide by the same standards of dress and conduct as Calvary students. Generally, a student visitor will not be allowed to attend unless he is in the process of enrolling at Calvary.

## STUDENT/PARENT AGREEMENT CLAUSE

It is the policy of Calvary Christian School that each student and parent read carefully and sign the statement of cooperation before enrollment for the school year is complete. By signing this statement, full cooperation with the rules and regulations of the school is expected.