



**Condensed Student Manual  
Grades 6-12  
Fall 2017**

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**ATTENDANCE GUIDELINES**

**FIRST PERIOD TARDIES (per quarter)**

(Period tardies other than first period tracked through behavior/demerit process)

- #1, 2, 3: **No fault tardies**
- #4, 5, 6: **Elementary – Consequences in Classroom. Secondary – Demerits (Emails sent)**
- #7: **Elementary – Consequences in Classroom. Secondary – Detention**
- #8: **Call from Attendance Officer. Attendance contract required**
- #9: **Parent/Principal meeting**

**EXCUSED ABSENCES (per semester)**

- #1, 2, 3: **Recorded without consequences**
- #4: **Email notice sent home**
- #8: **Email notice sent home**
- #9: **Parent/Principal meeting. Attendance contract required**
- #10: **“Chronic Absence” warning parent meeting with Principal**

**UNEXCUSED DAY ABSENCES – ELEMENTARY (per semester)**

- #1, 2, 3: **Absence verification call**
- #4, 5, 6, 7: **Absence audit call from attendance officer.**
- #8: **Principal meeting. Attendance contract. Possible suspension**
- #10: **Possible Loss of enrollment**

**UNEXCUSED PERIOD ABSENCES PER CLASS – SECONDARY (per semester)**

- #1, 2, 3: **Absence notification call**
- #4, 5, 6, 7: **Absence audit call from attendance officer. Detention on #4.**
- #8: **Principal meeting. Attendance contract. Driving and credits impacted. Possible suspension.**
- #10: **Possible loss of enrollment**

**DAY ABSENCES – ALL GRADES (per semester)**

- #9: **Excused and unexcused absences-“Chronic Absence”- Principal meeting**

**DAY ABSENCES – ALL GRADES (per year)**

- #10: **Unexcused absences – “Habitual Truant” status reported to the State of Indiana**
- #18: **“Chronic Absence” per State is the sum of excused and unexcused absences**

**Special Note:** CCS will attempt to contact parents per policy but unsuccessful attempts will not exempt students from consequences. Absences without notes are automatically considered unexcused until proof is given within the time guidelines listed in policy. CCS reserves policy override rights. See inside manual for complete attendance policy.

## ATTENDANCE POLICY

Good attendance has been proven to be a strong foundation for quality education. Consequently, we want to help our school families, through this policy, to understand our attendance expectations and receive the advantages that come with them. See back flap of for attendance chart.

### WHAT TO DO WHEN YOUR CHILD IS ABSENT

- On the first day of an absence, call the school office by 9:00 a.m.
- On the first day back, send a note or email (for inclusion in permanent file) to school explaining the absence. Email: CCSAttendanceOffice@gmail.com
- Parents are responsible to make sure that notes or emails have arrived at school within two days after an absence.
- When appropriate, request class work to be picked up at the end of the day.

### ATTENDANCE POLICY SUMMARY

- Absences will be classified as unexcused, excused or exempt. See below for definitions.
- Excused absences are calculated by semester. Unexcused absences are calculated by year.
- Consequences for excused and unexcused absences vary according to student age and number of violations.
- All excused or exempt absences must be verified by proper documentation to be considered excused.
- For secondary students (grades 6-12), a full day absence is missing all classes in a day. Period absences hold the same guidelines as day absences unless noted otherwise.
- For secondary students (grades 6-12), missing more than half of a class period is counted as a period absence.
- Automatic email notices will be sent upon certain thresholds of absences.
- 10 unexcused day absences per year: "Habitual Truant" status by the State of Indiana, and student may not be issued a learners permit or operator's license until 18 years old (for students 13-16)

### CCS EXCUSED ABSENCES – PER SEMESTER

- Excused absences are calculated by the semester.
- Upon the fourth (4<sup>th</sup>) and eighth (8<sup>th</sup>) excused absences from a period (6<sup>th</sup>-12<sup>th</sup>) or day (K-12<sup>th</sup>), an email will be sent to all custodial email addresses to inform of the attendance status.
- Students in grades K-12 that accumulate nine (9) excused absences during the course of a semester may be asked to meet with the principal to discuss student's attendance situation.
- For an absence to be excused, it must meet one of the following criteria:
  - Sickness up to three consecutive days with a parent note
  - Sickness up to six days total per semester with parent notes each time
  - Sickness beyond the above with a doctor's note
  - Family emergencies (if approved after the fact by the office)
  - Prearranged family absences (eg: vacations) – see rules below
  - Educationally related activities (when pre-approved)

### INDIANA STATE EXEMPT ABSENCES

The State of Indiana exempts the following absences:

- Court appearance
- Death in the immediate family
- Election board responsibility
- Incarceration
- Military duty
- Religious holiday (General Conference service dates for the UPCI)
- State Legislature page service
- Student hospitalization or doctor ordered home stay
- Suspension

### EXAMPLES OF UNEXCUSED ABSENCES – PER YEAR

- Upon the fourth (4<sup>th</sup>) - eighth (8<sup>th</sup>) unexcused absences from a period (6<sup>th</sup>-12<sup>th</sup>) or day (K-12<sup>th</sup>), an email will be sent to all custodial email addresses and/or a phone call will be made to inform of the attendance status and explain the Attendance Probation that will occur upon the next unexcused absence.
- Students in grades K-12 that accumulate nine (9) unexcused absences during the course of the year will be placed on Attendance Probation for the remainder of that year.
- A student on Attendance Probation must have exemplary subsequent attendance to receive credit, pass to the next grade or continue enrollment at Calvary Christian School.
- Excessive absences will require a parent meeting to ensure continued enrollment.
- The meeting will determine student and parent responsibility for the absences and the consequences, which may include discipline for the student.
- Violations of this contract will require a review of the student's continued enrollment.
- Consequences of unexcused day absences include: recorded on permanent records, citizenship-related awards affected, makeup classwork and homework may not be given full credit, "Habitual Truant" status reported to the State of Indiana upon the 10<sup>th</sup> unexcused absence per year and enrollment potentially discontinued.
- Examples of unexcused day absences:
  - Parent or sibling was sick
  - Could not get a ride
  - Personal day
  - Relatives visiting from out of town
  - Vacation without prearrangement
  - Working on a school project or class work or homework
  - Any absence without written communication from a parent/guardian received at CCS.

### PREARRANGED ABSENCES (EXCUSED UNDER CERTAIN CIRCUMSTANCES)

We strongly discourage family vacations being taken during school days. Although classwork can be made up, a student will still miss much learning that is not measured in that work. When these absences are necessary, to be excused:

- They must be prearranged at least one week in advance.
- All work is due the first day back at school or as arranged by the teacher.
- Quizzes and tests missed during the days off must be made up within two school days.

### CLASSWORK/HOMEWORK MAKEUP RULE

When a student returns from an excused absence, but not a prearranged absence (see above for definition), one day will be given for each day missed for homework to be completed or as arranged by the teacher. During several days' absences it is the parents' responsibility to request and pick up homework for their child. Homework that is not done to meet this rule will still be due, but reduced grades will be given. When a student returns from an unexcused absence or non-prearranged absence, one day will be given for each day missed for homework to be completed or as arranged by the teacher, but full credit will not be given. Homework that is not done to meet the rule will still be due but an additional reduction in grades will be given.

### HALF DAY ABSENCES

#### Elementary

Half Day Absences will be recorded in the following circumstances:

- students arriving after 10:05
- leaving before 12:55 or
- missing two hours of instructional time during the day

#### Secondary

Half Day Absences will be recorded in the following circumstances:

- students missing 2.5 class periods in a single day

## WHAT TO DO WHEN YOUR CHILD IS TARDY

- Students in Pre K to five (5) arriving after the tardy bell (8:05) will report to the main school office to receive a tardy pass.
- Students that switch classes (Grades 6-12) will report to the secondary office upon arrival after 8:05 a.m. If secondary office is unattended, student will need to report to the elementary office instead.
- If your child will be tardy and will arrive after 9:00, call ahead to confirm school lunch arrangements.

## TARDY POLICY SUMMARY

- Tardiness will not be classified as unexcused or excused.
- Students will have three (3) beginning of the day tardies per quarter without any penalty other than the tardy being recorded.
- The quarterly number of allowed tardies will not "roll over" to another quarter.
- Save them, use them wisely and only if necessary!

## CONSEQUENCES OF EXCESSIVE TARDINESS (per quarter)

- For elementary students (grades PreK-5):
  - Excessive tardiness will be addressed by the individual classroom teachers.
  - Upon the 4<sup>th</sup> tardy, an email will be sent to all custodial email addresses.
  - Upon the 8<sup>th</sup> tardy, the CCS attendance officer will call the custodial phone numbers.
  - Upon the 9<sup>th</sup> tardy, parents will be asked to meet with the principal.
  - Habitual tardiness may result in dismissal from school.
- For secondary students (grades 6-12):
  - Upon the 4<sup>th</sup> tardy, an email will be sent to all custodial email addresses.
  - Upon the 4<sup>th</sup>-6<sup>th</sup> tardy, a demerit will be issued.
  - Upon the 7<sup>th</sup> tardy, a detention will be issued.
  - Upon the 8<sup>th</sup> tardy, the CCS attendance officer will call the custodial phone numbers.
  - Upon the 9<sup>th</sup> tardy, parents will be asked to meet with the principal.
  - Habitual tardiness may result in the loss of high school credits and/or dismissal from school for all students.

## SECONDARY STUDENTS PERIOD TARDIES

- Secondary students will receive a demerit for every period tardy other than the three (3) beginning of the day tardies allowed per quarter.
- Secondary students will also lose biweekly dress down privileges for period tardies other than the three (3) beginning of the day tardies allowed per quarter.

## TARDY AMNESTY

The school office will give tardies amnesty in unique circumstances when bad weather strikes during rush hour traffic causing a high percentage of students to arrive late. Amnesty tardies will not be recorded as a tardy.

## LEAVING CAMPUS

Calvary Christian School maintains a closed campus policy unless specifically allowed for a student through prearrangement. Some exceptions include students leaving to take a college class, going to their job or seniors with part time schedules. Once a student arrives on campus, he/she is considered to be in school. Leaving campus without permission, even before school officially starts or at the end of the day before dismissal time, will be considered skipping school. Crossing the street without adult supervision is not acceptable at any time.

## OFFICE SIGN IN AND SIGN OUT

CCS tracks the arrival and departure of students for safety and recordkeeping. When students arrive late, they need to sign in with the office. When students leave early, they are to be signed in or out by a parent/guardian, parents need to notify the office for permission for a student to leave early or in the case of a sick child who has driving privileges, the office will contact the parent to let them know the child is leaving. To help ensure that there is a safe transfer of students, we suggest that parents of grade school children come into the school office at these times. Secondary students are to sign out in the secondary office.

If a student is to leave with another student other than a regular ride, a note must be sent in by the student's parent. If a student drives and must leave before the end of school, he or she must have written permission from a parent or guardian

## EARLY DISMISSAL FROM SCHOOL

CCS asks that students who leave school early for professional appointments present the official appointment note to the office when they are checked out. If a note is not possible on the day of the appointment, then it is due by the next day for the absence to be considered excused.

## RETURNING FROM EARLY DISMISSAL

Any student returning from early dismissal, such as returning from a mid-day appointment, must check in at the school office. Any student receiving early dismissal for medical reasons has until the end of the following school day to submit an authentic document showing proof of reporting for said appointment or the absence will not be considered excused.

## ILLNESS AT SCHOOL

Any student who needs to leave during the school day due to illness must first report to the school office, or information about such an emergency must be given to the office. This is necessary in order for the parents or guardian to be notified of his or her student's condition and, if necessary, to arrange transportation for the student to go home or receive medical assistance.

## SCHOOL CLOSINGS

School cancellations, two hour delays or early dismissal of Calvary Christian School will be broadcast on WISH TV and listed on their website. If parents are uncertain whether school will be in session during inclement weather, they should refer to WISH TV or visit WISHTV.com for school closure or early dismissal information. We encourage parents to sign up for a free text from wishtv.com.

The school administration reserves the right to officially declare tardies as amnesty tardies on days with pervasive tardiness due to inclement weather or severe traffic delays affecting a large portion of our school.

## GRADING POLICIES

### HOMEWORK

Calvary Christian School believes that homework is vital to student development academically. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords the parent an opportunity to help his or her child. Homework is:

#### **For Reinforcement:**

We believe that most students require solid drilling to master some material essential to their educational progress.

#### **For Practice:**

Following classroom explanation, illustration and drill on new work, homework is given so that the material will be mastered.

#### **For Remedial Activity:**

As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following classroom instruction allows these weak points to become identified.

#### **For Special Projects:**

Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments are expected to be completed and handed in on the day designated by the teacher. If homework is not turned in on time, there will be consequences. Consequences vary by teacher from grade reductions to 0% being given. Because homework policies vary by teacher, please see teachers for their guidelines. There are different guidelines for homework missed because of an absence. In general, secondary (grades 6-12) teachers may post homework assignments on ParentsWeb or encourage students to write down their assignments for the benefit of the student and the parents.

Students in grades 6-12 who do not come to class prepared with completed homework assignments and textbooks may be given demerits and/or after school detention.

### GRADE SCALE

Students in preschool through grade one (1) will be graded using the Outstanding, Satisfactory or Not-satisfactory scale.

Calvary Christian School uses the following grade scale for grades 2 through 12 (final quarterly grades are rounded to the nearest whole number):

<b>A+</b>	98% - 100%	<b>C+</b>	78% - 79%
<b>A</b>	92% - 97%	<b>C</b>	72% - 77%
<b>A-</b>	90% - 91%	<b>C-</b>	70% - 71%
<b>B+</b>	88% - 89%	<b>D+</b>	68% - 69%
<b>B</b>	82% - 87%	<b>D</b>	62% - 67%
<b>B-</b>	80% - 81%	<b>D-</b>	60% - 61%
		<b>F</b>	59% and below

### HONOR ROLL POLICY

Students in grades 4-12 are eligible for honor roll. The following guidelines must be met for a student to earn honor roll:

For grades 4-5: The following main subjects are used for calculating honor roll: Bible, English, Math, Reading, Science, Social Studies and Spelling. The "O/S/N" grades for auxiliary classes such as PE, Music, Art, etc. are not used in calculating honor roll.

High Honor Roll students must have a quarterly average of the subjects listed above of 95% or higher and may not have any grade average of 87% or lower on the grade card for the quarter being calculated.

Honor Roll students must have a quarterly average of the subjects listed of 88% or higher and may not have any grade average of 75% or lower on the grade card for the quarter being calculated.

To earn the High Honor Roll medallion award, students must have earned High Honor Roll for all four quarters. To earn the Honor Roll medallion award, students must have earned High Honor Roll or Honor Roll for all four quarters.

For grades 6-12: All subjects are used to calculate honor roll.

High Honor Roll students must have a semester average of 95% or higher with no subject having a quarter grade average of 75% or lower.

Honor Roll students must have a semester average of 88% or higher with no subject having a quarter grade average of 75% or lower.

To earn the High Honor Roll medallion award, students must have earned High Honor Roll for both semesters. To earn the Honor Roll medallion award, students must have earned High Honor Roll or Honor Roll for both semesters.

### PROMOTION/ASSIGNMENT

For a student to be promoted to the next grade, he or she must have successfully passed 70% of all academic subjects. If the student fails any two of the following subjects, he or she will be retained: Reading, Language, Arithmetic, Spelling, Science or Social Studies. If a student fails one subject and is below average in another, he or she may be asked to repeat the grade or be required to be successfully tutored for the summer. If a child is on the borderline academically and displays a distinct lack of maturity for his/her age, he or she may be asked to repeat the grade.

Occasionally low achieving students will be "assigned" to the next grade rather than promoted. This decision will be made at the discretion of the teacher and administration if felt that retention would be minimally beneficial. A student in this situation would be considered to be on probation to determine if the educational program at CCS can meet the needs of the child. If a student, having been assigned to the next grade, does not receive acceptable grades at the midterm and first quarter's end the student and family may be asked to obtain tutoring or to transfer to another school with a program better suited to meet the needs of the child.

### GRADUATION

Students who do not fully complete and pass the required credits for graduation by the designated date, not to be later than the last school day before graduation, will only be allowed to participate in the graduation ceremony upon a principal and parent meeting. Once credits have been completed, the diploma will be given to the student.

### REPORT CARDS AND TRANSCRIPTS

Final report cards are sent when all fees and payments are up to date. Transcripts are furnished upon request if all fees and payments are up to date.

### Boy's General Uniform and Appearance Guidelines

- To keep with the standard CCS uniform look, non-logo items can be purchased from uniform suppliers or other manufactures as long as the standard CCS uniform look is achieved.
- School uniform colors: White, Navy, Hunter Green, Light Blue, Light Yellow and Khaki.
- Clothing Fit: Care must be taken to have clothing appropriately sized. Items should not be too big, too snug or too small.
- Shirts: Short sleeve shirts must have a sleeve that reaches 1/3 of the way between the shoulder and the elbow.
- Sweatshirts and Sweaters: Students may wear logo sweatshirts and logo sweaters for warmth in the class. Coats and jackets are not to be worn in the school throughout the day.
- Belts: If slacks have visible belt loops, a black, brown, navy, hunter green or khaki belt must be worn. Suspenders are not to be worn.
- Shoes: Choose any dress, dress casual or athletic shoes that cover the full foot. Dress boots are acceptable for students in grades 6-12. Crocs, toeless shoes, sandals, insulated or rubber boots are examples of shoes that are not allowed for health and safety reasons. If a shoe is outlandish in style or color or deemed unsafe, we reserve the right to not allow a shoe. When choosing your shoe, please be considerate of our janitorial staff by purchasing non-scuffing shoes. Students in grades PreK-5 who do not always wear tennis shoes to school, must keep a pair of tennis shoes at school for recess and PE.
- Socks: Socks are required for elementary (grades PreK-5). Socks must be visible above the shoe being worn and must be school uniform colors or black.
- Hats: No hats of any type are to be worn at school.
- Jewelry: No jewelry of any kind is allowed to be worn at school with the exception of an abstinence ring (with parent letter on file) or a class ring.
- Makeup/Tattoos: Students in grades 6-12 are permitted to wear blemish cover-up only. Tattoos (permanent or temporary) are not acceptable. Students are not to draw on themselves or on another student.
- Hair: Boys are to have a conservative, masculine haircut which keeps their hair short enough to be above their ears and off their collars. Young men's faces must be clean-shaven with sideburns no longer than the bottom of the ear lobe.
- Layered clothing guidelines: Logo short sleeved shirts may be worn over uniform color long sleeved shirts. If short sleeved undershirts are desired, they must be of school uniform colors or the gray school PE shirt. Imprints on t-shirts must not be visible through the outer layer.

#### Boy's Uniform Items

All uniform tops must have the school logo. Schoolbelles, Lands' End, French Toast and the CCS office carry our logo items. CCS carries new and used logo items. Pictures shown are for examples only.



#### SHIRTS – logo required

Polo Shirt (long sleeve or short sleeve)

Turtleneck

Mock Turtleneck

Acceptable colors: White, Navy, Light Blue, Hunter Green and Light Yellow

Oxford Shirt (long sleeve or short sleeve)

Classic Dress Shirt (long sleeve or short sleeve)

Acceptable colors: White, Light Blue and Light Yellow



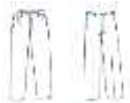
#### PANTS

Pleated or plain front pant (chinos/twill)

Options: reinforced knee, elastic waist and corduroy

Acceptable colors: Navy, Khaki

Items not allowed: cargo pockets, light or dark colored khaki, dress pants, navy or khaki jeans, joggers, trim fitting, low-rise (skinny) pants



#### ITEMS TO BE WORN FOR WARMTH – logo required (no hoods allowed)

Sweatshirt (Acceptable colors: Navy and Hunter Green)

Blazer (Acceptable color: Navy)

Long Sleeve Cardigan Sweater (zipper or button)

V-Neck Sweater

V-Neck Pullover Sweater

Acceptable colors: White, Navy and Hunter Green



#### PE WEAR (Grades 6-10) – Items available at CCS

Solid navy nylon athletic pants (may have white stripes)

CCS Athletic PE T-shirt. (Available at CCS)

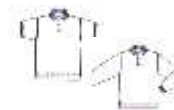
Athletic shoes

### Girl's General Uniform and Appearance Guidelines

- To keep with the standard CCS uniform look, non-logo items can be purchased from uniform suppliers or other manufactures as long as the standard CCS uniform look is achieved.
- School Uniform Colors: White, Navy, Hunter Green, Light Blue, Light Yellow and Khaki.
- Clothing Fit: Care must be taken to have clothing appropriately sized. Items should not be too big, too snug or too small.
- Shirts/Blouses: Short sleeve shirts must have a sleeve that reaches 1/3 of the way between the shoulder and the elbow.
- Skirts and Jumper Length: Because of rapid growth, skirt and jumper length at the beginning of the school year should be at the bottom of the knee cap in grades PK-5 so that with growth it is no higher than the top of the knee as the year progresses. In grades 6-12, skirt lengths must cover the kneecap all year long.
- Sweatshirts and Sweaters: Students may wear logo sweatshirts and logo sweaters for warmth in the class. Coats and jackets are not to be worn in the school throughout the day.
- Belts: If skirts have visible belt loops, a black, brown, navy, hunter green or khaki belt must be worn. Suspenders are not to be worn.
- Shoes: Choose any dress, dress casual or athletic shoes that cover the full foot. Dress boots are acceptable for students in grades 6-12. Crocs, toeless shoes, sandals, insulated or rubber boots are examples of shoes that are not allowed for health and safety reasons. If a shoe is outlandish in style or color or deemed unsafe, we reserve the right to not allow a shoe. When choosing your shoe, please be considerate of our janitorial staff by purchasing non-scuffing shoes. Students in PreK-5 who do not always wear tennis shoes to school, must keep a pair of tennis shoes at school for recess and PE.
- Socks/Hosiery: Hose, tights or socks are required for elementary (grades PreK-5). Socks must be visible above the shoe being worn and must be school uniform colors. Leggings (footless tights) are acceptable. Tights, leggings and hose (no lace, fishnets, jean, etc.) must be of a single uniform color. Tights and leggings are to be opaque.
- Hats: No hats of any type are to be worn at school.
- Jewelry: No jewelry of any kind is allowed to be worn at school with the exception of an abstinence ring (with parent letter on file) or a class ring.
- Makeup/Tattoos: Students in grades 6-12 are permitted to wear blemish cover-up only. Tattoos (permanent or temporary) are not acceptable. Students are not to draw on themselves or on another student. If fingernail polish is worn, it must be clear or white French tips only.
- Hair: Hair should be neat and well-groomed at all times. Girls are to wear their hair in a conservative, feminine manner.
- Layered clothing guidelines: Logo short sleeved shirts may be worn over uniform color long sleeved shirts. If short sleeved undershirts are desired, they must be of school uniform colors or the gray school PE shirt. Imprints on t-shirts must not be visible through the outer layer.

#### Girl's Uniform Items

All uniform tops must have the school logo. Schoolbelles, Lands' End, French Toast and the CCS office carry our logo items. CCS carries new and used logo items. Pictures shown are for examples only.



#### SHIRTS - logo required

Polo Shirt (long sleeve or short sleeve)

Turtleneck

Mock Turtleneck

Acceptable colors: White, Navy, Light Blue, Hunter Green and Light Yellow

Oxford Shirt (long sleeve or short sleeve)

Peter Pan Blouse (long sleeve or short sleeve)

Acceptable colors: White, Light Blue and Light Yellow



#### SKIRTS and JUMPERS

Pleated or A-Line Skirt

Pleated, Drop Waist or Solid Jumper

CCS Plaid Skirts and Jumpers (Available only through Schoolbelles or used items from CCS)

Acceptable Colors: Navy, Khaki and CCS Plaid (Available through Schoolbelles)

Bike shorts and leggings (can be worn under skirt) Colors: See General Girl's Guidelines

Items not allowed: dresses, sweater material, blue or khaki colored jean skirts, homemade items, items above the knee (6th-12th), very snug items, light or dark colored khaki.

#### ITEMS TO BE WORN FOR WARMTH – logo required (no hoods allowed)

Sweatshirt (Acceptable colors: Navy and Hunter Green)

Blazer (Acceptable color: Navy)

Long Sleeve Fine Gauge Cardigan or V-Neck Sweater

Long Sleeve Cardigan Sweater (zipper or button)

V-Neck Sweater Vest

Acceptable colors: White, Navy and Hunter Green

#### PE WEAR (Grades 6-10) – Items available at CCS

Navy Culottes (available from Schoolbelles or CCS) or navy athletic skirts (Modsw.com or Dressingforhisglory.com)

CCS Athletic PE T-shirts (Available at CCS)

Athletic shoes



## ADDITIONAL UNIFORM INFORMATION

### Preferred Uniform Vendors

All logo items must be purchased from these vendors.

### Calvary Christian School

- Visit the school office for new and used items

### French Toast

- Pick up a Catalog from the office at CCS
- Call for a catalog 800-373-6248
- Skirts, jumpers and pants are available in local stores and online
- frenchtoast.com QS47EUT

### Lands' End

- For a catalog call 1-800-469-2222
- Preferred School No.: 9000-7750-4
- landsend.com/school

### Schoolbelles

- Pick up a Buying Guide from the office at CCS
- Call for a catalog 1-888-637-3037 or 317-255-5275
- schoolbelles.com School Code: 1798
- Visit Indianapolis Location

## SPORTS PROGRAM DRESS CODE

Students in the CCS sports programs are allowed to change clothes after school into gym clothes or sports uniforms.

**Girls:** Approved culottes or full skirts (no shorter than the middle of the knee) and school-approved tee shirts are to be worn for practice.

**Boys:** School approved warm up pants and tee shirts are to be worn for practice. Shorts may not be worn for practice.

## AFTER SCHOOL/WEEKEND SCHOOL FUNCTIONS

Students attending Calvary Christian School sponsored functions after school and on weekends must adhere to the general dress code. All students will dress modestly. Shorts or sleeveless tee shirts will not be permitted. Any student dressed inappropriately will be sent home to change.

## CASUAL CLOTHING GUIDELINES

On days when CCS has a posted Dress Down Day, at sports or other school related events, or on field trips the following guidelines will be in effect:

Students will not be required to wear their school uniform but may wear other nice, casual clothing. Girls may wear jean skirts or other casual skirts and boys may wear jeans or casual slacks. Clothing must be without holes, not baggy or "sagging", with no inappropriate wording or pictures, and must meet the general dress guidelines regarding modesty, length, etc. Shirts and blouses must not reveal any midriff and the sleeves must be at least halfway between the shoulder and elbow. Pajama type pants are not allowed. Students that violate these guidelines will miss recess or receive detentions and forfeit the right to dress casually or attend the next occasion where casual clothing would be allowed.

## GAME DAY GUIDELINES

Students on their game days will dress up as an honor to their participation, to promote their game and encourage school spirit. Dress clothes and shoes will be worn by both girls and boys. Girls will wear dresses and dress shoes. Boys will wear dress slacks and a sport coat, a dress shirt and tie, and dress shoes.

## GENERAL SECONDARY POLICIES

### BEHAVIOR

Students will receive warnings and demerits for inappropriate behavior, dress code violations, tardiness, etc. If a student receives 4 demerits for the same offense during a quarter, a student will receive a 1 hour after school detention. If a student receives a total of 8 demerits for all combined offenses during a quarter, a student will receive a 1 hour after school detention. If a student receives sufficient demerits to qualify for a third detention during a quarter, an all-day in-school suspension will be given. Further detentions will lead to at-home suspension and eventually expulsion. For complete rules, see the policy manual.

### STUDENT DRIVER REGULATIONS

Driving to school is a privilege, not a right, for Calvary Christian School students. There are a few basic rules that students must follow to drive to school.

1. All students who drive to school must obtain permission from the administration office.
2. Cars must be parked at the designated place upon arrival at school. Students are not to sit in their cars until school starts but should go to the designated area inside the school building. Written permission shall be obtained from the administration for each authorized use of a car during the regular school day.
3. Student drivers must file a record of their driver's license and insurance coverage (and names of regular riders, if any) with the office.
4. Students must have full insurance coverage to drive cars to school.
5. Students must observe all posted speed zones and follow regular traffic patterns.
6. Students may not be in or go to cars in the parking lot during regular school hours.
7. Students may not sit in their cars with other students after school. Students must leave the campus after school.
8. Students violating the school regulations regarding the use of automobiles may be denied permission for car use.
9. Students may not play loud offensive music in their cars on campus.
10. Students should always lock cars parked on the school grounds. The school is not responsible for stolen items.
11. Boys and girls are not to ride together, to or from school, or ride home together after sports practice.

### STUDENT WITHDRAWAL

All students who wish to withdraw from Calvary Christian School are asked to notify the administration office several days before their last day of attendance. Textbooks should be turned in to the administration office. A parent or guardian signature is required on the withdrawal form if the student is under 18 years of age. Students planning a transfer should notify the school administration office as soon as possible before the transfer.

### EXTRA-CURRICULAR ACTIVITIES

Several co-curricular activities are available to secondary students at Calvary Christian School. Each student is encouraged to give serious thought to becoming a member of a club or organization. Students who belong to a club or organization may improve academically, socially, and may enjoy school more than students who choose not to become part of a club or organization.

The student council is composed of elected representatives from each high school class. Students should discuss suggestions for improvement with their student council representatives.

Students who are not in attendance at school during the entire day will not be permitted to participate in or attend a club or organization activity that day. Exceptions to this rule will be granted only by the school administrator.

## ADDITIONAL GENERAL SECONDARY POLICIES

### HONOR SOCIETIES

The National Beta Club and National Honor Society are open to students that are selected by a faculty committee. The criteria includes grades, leadership, service and character. CCS has membership in both societies and abides by the respective guidelines.

### COLLEGE VISITS

The purpose of higher education days is to allow senior students the opportunity to visit universities, colleges, and other institutions of higher learning. Each student is permitted two (2) higher education days. Students must meet basic criteria set forth by the admissions office of the school they wish to visit. No higher education days will be allowed the day before or after pre-scheduled school breaks. Prerangement absence rules apply.

### SCHOOL SCHEDULE

Classes begin promptly at 8:05 a.m. and end at 2:45 p.m. and 2:55 p.m. each day depending on grade level. Doors open at 7:45 a.m.

### EXTENDED CARE

Before school care is available for a fee beginning at 7:00 a.m. Students who arrive early must enter through the Extended Care door and will be charged a fee. Students must exit the school grounds after 3:05 p.m. or go to after school care, unless attending a scheduled club or class meeting. If a student must wait for a ride after school, he or she should report to the designated after school care secondary supervision room until the person designated to pick up the student arrives. No student is to be roaming the school corridors after dismissal. After school care is offered from 3:05 p.m. until 5:30 p.m. Secondary students who remain after 3:05 p.m. should report to the assigned secondary room. The school office maintains a price list for this service. After school supervision is not offered on early dismissal days. Students in grades 7-12 may leave campus unsupervised at 3:05 p.m. if the "Permission to leave campus" form is signed by a parent and on file in the school office.

### ELECTRONICS AT SCHOOL

Students may not carry or use electronic devices at CCS. The guideline includes the school day and extended care as well. Students may store their muted electronics in their own lockers. Lockers and locks are provided for security. CCS assumes no responsibility for lost, stolen or damaged electronics. Teachers may give permission for students to use electronics in their own classroom. Access to computers will be provided for the completion and printing of assigned work.

### LOCKER RULES

CCS reserves the right to inspect lockers, per state law. Students are expected to keep their lockers reasonably clean and neat with all backpacks inside and the door fully closed. Students may decorate the inside of their lockers but decorations must be fully removed, including adhesives, at the end of the year. The outside of lockers may be temporarily decorated with office permission. Lockers and locks are provided for all secondary students to have their own secure storage. Compromised combination locks may be exchanged for a new CCS lock. CCS locks must be used on school lockers only.

### DRINKS IN THE BUILDING

Students are allowed to have water in clear, screw lid bottles at school. Other beverages and containers are not allowed.

### REPORTING TO CLASS

Students will be counted tardy if they arrive to their classrooms after the second bell rings at 8:05 a.m. After the 8:05 a.m. bell, students who are tardy should sign in and receive a tardy pass at the elementary (PreK-5) or secondary (6-12) school office prior to going to class.

### CLOSED CAMPUS

Our school operates on a closed campus policy in that students are not allowed to leave campus during the inclusive hours of their classes without written permission. Open campus is an earned privilege for seniors.

## ACADEMIC INFORMATION

This section is designed to provide the parents and secondary students of Calvary Christian School with information regarding course offerings and the school's academic requirements for graduation. Any student who is willing to apply him/herself satisfactorily and do what is required of him/her by the teacher can expect to do well in school. Students who have such motivations should make the transition into college quite easily.

Courses have been carefully developed to prepare our students for entrance into college. With a strong commitment to the Bible and solid coverage of language, mathematics, and the sciences, we feel that our students are more than adequately equipped for a challenging future. We remind our parents and students that CCS teaches all classes in light of the Word of God, and we do not apologize for such a commitment. These convictions affect the academic orientation of all classes taught at Calvary Christian School.

It is our desire that each student, with the encouragement of his or her parents, works hard and does his or her very best at the task that has been set before them. Although graduation may seem a long time away, hard work and perseverance now will reap dividends when the student has successfully completed all requirements and the diploma is in hand.

### KINDERGARTEN THROUGH EIGHTH GRADE

Each student who has passed 70% of all courses will be promoted to the next grade level. Students who do not achieve a 70% will be retained in the current grade and will be required to attend summer school in order to pass to the next grade. Proof of a passing grade in summer school must be on file in the administration office before a student will be promoted.

### GRADUATION INFORMATION – SENIOR HIGH

Calvary Christian School offers two types of graduation opportunities: Indiana Core 40 diploma and Core 40 with Academic Honors diploma. The Indiana Department of Education changes these guidelines for various reasons. The guidelines vary according to the year that a student entered ninth (9<sup>th</sup>) grade. The information below is for incoming 9<sup>th</sup> graders (Class of 2018). For additional information, please contact the school office.

The Indiana Core 40 requires a minimum of 40 credits from the following areas:

English/Language Arts:	(8) credits to include coursework from the following: literature, composition and speech.
Mathematics:	(6) credits to include Algebra 1, Geometry and Algebra 11 Students must take a math or quantitative reasoning course each year in high school
Science:	(6) credits to include Biology 1, Chemistry 1 or Physics 1 or Integrated Chemistry-Physics and any Core 40 science course
Social Studies:	(6) credits to include U.S. History, U.S. Government and Economics and World History
Directed Electives	(5) credits to include coursework from the following: World Languages, Fine Arts and/or Career and Technical Education
Physical Education	(2) credits to include Physical Education
Health and Wellness	(1) credit to include Health
Electives	(6) credits total to include Bible (Directed Electives after the 5 required will be considered electives)

The Core 40 with Academic Honor diploma requires a minimum 47 credits with the following requirements:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.

- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more Advanced Placement (AP) courses and take corresponding AP exams.
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    2. 2 credits in AP course and corresponding AP exams,
    3. 2 credits in International Baccalaureate (IB) standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each.
  - E. Earn an ACT composite score of 26 or higher and complete written section.
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

### SPECIAL ACADEMIC INFORMATION

1. All students while enrolled in Calvary Christian School are required to take Bible classes.
2. All students in grade 9-11 are required to take 32 class periods of classes per year with a maximum of 8 study halls. Seniors must take at least five (5) classes.
3. The majority of the academic subjects are of two semesters' duration. Students are expected to remain in these classes the entire school year. Students who drop a class during the course of the year may receive only partial credit for that class. Students may drop or change a class during the first week of a semester. AP classes are given 3 weeks to drop or change.
4. Requirements for graduation begin in ninth grade. For each full-time, annual course that is successfully completed during the school year, two (2) credits will be awarded. Completion of a semester course will receive one (1) credit. A minimum grade of "D-" is required to receive a unit of credit.
5. Any student receiving an "F" can receive credit toward graduation by successfully repeating that subject the following year. Other alternatives include repeating the course in summer school or night school, or taking a correspondence course from an approved academic institution. Such a course must correspond closely to the subject failed and must be approved by the administration.
6. All courses attempted are included in the computation of a student's grade point average (GPA.) Should a student fail a subject, he or she will be required to repeat the class in summer school.
7. It is the student's responsibility to see that all courses are satisfactorily completed in order to graduate. Although student records will be checked frequently to make sure that all graduation requirements are being met, Calvary Christian School cannot be held responsible for any student who is deficient in credits at the end of his or her senior year.

## AWARDS - ACADEMIC AND CHARACTER

### Valedictorian

The graduating senior who has the highest "A" grade point average (GPA) will be named valedictorian of the senior class. He or she will wear the valedictorian shawl, will receive special recognition during the graduation ceremony, and will give a prepared speech at the graduation exercises.

### Salutatorian

The graduating senior who has the second highest "A" grade point average (GPA) will be named salutatorian of the senior class. He or she will wear the salutatorian shawl and will receive special recognition during the graduation ceremony.

### Student Body President Award

A gavel will be presented each year at graduation ceremonies to the outgoing president of the Student Council in appreciation of his or her leadership qualities during the school year.

### Christian Character Award

A plaque will be presented each year at graduation ceremonies to the student in grades 9 through 12 who has displayed a high level of Christian character and integrity. This award is chosen by the teaching staff and is based on the following criteria: respect, attentiveness, integrity, a servant's heart, and a good steward of time and talent.

### Principal's Award

A plaque will be presented each year at CCS graduation ceremonies to the student who has received the highest academic grade point average for the school year.

### President's Award

A plaque will be presented each year at CCS graduation ceremonies to the student who has the best combined excellence in academics and Christian character. This award is the highest honor given by Calvary Christian School. The recipient of this award is chosen by the teaching staff; the decision is based on the following criteria: character, leadership, courage, service, and scholarship.

### Eagle Award

An eagle trophy will be presented to the student in grades six to eight who has accumulated the highest grade point average (GPA) during the school year. A student may earn this award only once. This award will be presented to a student who has been on honor roll each quarter.

### Meritorious Award

A plaque will be presented to the sixth to eighth grade student who has shown the highest level of achievement in the following five areas: Christian character; courage against peer pressure; leadership; service; and scholarship.

### Bible Award

A Bible will be presented to the student in sixth to eighth grades who has displayed a high level of Christian character and integrity during the school year.

### Medallion Award

A medallion award will be presented to students in grades 9-12 for the highest GPA in a subject for the entire school year and/or for achieving honor roll for the entire school year. A medallion award will be presented to the students in grades 6-8 for achieving honor roll for the entire school year.

### STATEMENT OF FAITH

Calvary Christian School, a religious and educational ministry of Calvary Tabernacle, practices and teaches the Apostolic Doctrine as put forth in the Articles of Faith in the Manual of the United Pentecostal Church International and in the Position Papers of the UPCI. We believe in the divine inspiration of the whole Bible and in the infallibility of the original writings.

The basic and fundamental doctrine of this organization shall be the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost by the initial sign of speaking with other tongues as the Spirit gives the utterance.

### MISSION STATEMENT

In its mission to pursue excellence in academics, CCS provides a Biblically-based education with Jesus Christ as the foundation, while imparting spiritual and moral values, encouraging character development through personal accountability and promoting community service.