

# Calvary Academy Handbook



## **Discrimination Policy**

Calvary Academy admits students of any race, color, national or ethnic origin, sex, age or handicap to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, sex, age or handicap in administration of its educational policies.

As of 6/20/07

## **Calvary Temple Church Vision**

### **Church Definitions**

- A. Universal – All people who confess Jesus Christ as their personal Savior! All people who have faith in His shed blood for the remission of sin, who have accepted Him as Lord of their daily lives.
- B. The Local Church – A group of people from the universal church divinely brought into commitment together to fulfill God's purpose.

### **Mission**

- A. It is our calling to share the message of our vision to those who live in the Springfield area.
- B. It is also our calling to send forth missionaries and missionary teams to assist others in propagating this vision.

### **Purpose of the Church**

The purpose of the church is to bring glory to God by fulfilling the call of Matthew 28:18-20. This involves:

- A. People working together under the leading of the Holy Spirit to bring those outside the church into it.
- B. To help each individual be disciples into Christ's nature and character.
- C. To combine their talents and gifts to more effectively propagate the Gospel around the world!

### **Strategies**

- A. We will train members of the local church to share their testimony with others.
- B. We will produce programs that the church can use to invite un-churched to the fellowship.
- C. We will use our gifts and talents to minister to the special needs of those who are not experiencing the life of the vision.
- D. We will care for those in the fellowship with us through the training of ministers to give each person individual care.
- E. We will pursue world evangelism by financial giving and sending forth missionaries and missionary teams.

### **Vision**

**John 10:10 "That you may experience life to the full."**

- A. That people would possess the **peace** that only comes from the **saving knowledge of God's love.**
- B. That people would possess the **security** that comes only from **walking in obedience to God's Word.**
- C. That people would possess the **fulfillment** that comes only from **expressing their divinely given gifts.**
- D. That people would possess the **wholeness** that comes only from being a **submitted part of the Body of Christ.**
- E. That people would possess the **power** over self and sin that comes only from **being baptized in the Holy Spirit of God.**

## **We Believe**

...that the Bible, the scripture of the Old and New Testaments, is the divinely inspired and infallibly written Word of God; the revelation by God of Himself and of His redemptive purpose to all mankind (II Peter 1:21; II Timothy 3:15-17).

...in God, revealed both in the Bible and in creation, sovereign Ruler of the universe, and eternally existent in three Persons: God the Father, God the Son, and God the Holy Ghost (Deuteronomy 6:4; Isaiah 43:10 & 11; Matthew 28:19; Mark 12:29).

...in the deity of our Lord Jesus Christ, the Second Person of the Godhead, the eternal Son of God, and in His virgin birth, His sinless life, His bodily resurrection, His ascension to the right hand of the Father, His soon coming in the clouds to remove His church from this world – including the resurrection of those believers who are alive at His coming, and in His eventual return to this earth in power and glory to establish a new kingdom (John 17:5; Philippians 2:5-11; Hebrews 1:2; I Thessalonians 4:13-18; Romans 8:23; Titus 2:13).

...that man was created in the image and likeness of God, but that since man first failed in the Garden of Eden “all have sinned and come short of the glory of God;” that Jesus, however, purchased man’s redemption from sin with His sacrificial death, and that now, through personal acceptance of His atoning death, man can be forgiven of sins and restored to fellowship with God.

...that all Christians are commanded to seek the baptism in the Holy Spirit; that this baptism is accompanied by the physical evidence of speaking in other tongues, and that spiritual evidence of this experience include the endowment of power for service and witnessing, a deepened reverence for God, an intensified consecration to God and dedication to His work, and the gifts and fruit of the Spirit (Acts 1:8; 2:4; 2:42-43; I Corinthians 12-14; Galatians 5:20-23).

...that divine healing is an integral part of the Gospel, and that deliverance from sickness is provided for in the atoning work of Christ and is the privilege of all believers. The Biblical doctrine of healing does not, however, oppose the practice of medicine, nor does it prelude the proper use of medication. (Isaiah 53:4-5; Matthew 8:16-17; James 5:14-16).

## **History**

Calvary Temple Christian Center was founded November 6, 1966, by Pastor and Mrs. M.C. Johnson. They recognized a great need for a program that would mold lives for eternity.

August 25, 1977, Pastor and Mrs. Johnson saw the culmination of many prayers and hours of work and planning “bear fruits for the Lord” – Calvary Academy opened its doors for the first time.

Calvary Academy is a Christian Academy for kindergarten through twelfth grade students. The Academy is committed to the furtherance of Christ and focuses on the individual's spiritual, physical and academic needs.

Calvary Academy is viewed as one of the church's highest priorities of youth missions. The Calvary Academy mission statement defines not only the desired educational excellence but also the spiritual values and goals. Because public schools are prohibited from providing Christian education, Pastor and Mrs. Johnson felt a great need to establish a Christian school where "a quality education in a wholesome Christian environment" could be pursued.

Calvary Temple is known and recognized in this community and in other places in the world for its many programs offered for young people.

## **Calvary Academy's Mission**

The mission of Calvary Academy is to provide primary and secondary education in a Christian environment. This mission shall be considered to be achieved when each student has been given the opportunity to develop spiritually, intellectually, physically, and socially.

## **Calvary Academy's Objectives**

Providing education in a Christian environment begins with the fundamental assumptions that an infinite and personal God exists, that He is the Creator of the universe and mankind, and has revealed Himself through His creation and the Christian scriptures. The culmination of His revelation was that through Him we have eternal life.

The curricular offerings of the Academy shall fulfill the entrance requirements of Illinois colleges and/or universities. All activities, teaching and administrative functions shall be consistent with Christian scripture and the mission of the Academy. Administration, faculty, and staff shall be academically and spiritually qualified to carry out this mission.

Completion of the Academy's secondary education program should enable each student to be a contributing member of society in a career or continue post-secondary education. The curriculum will be broad enough to enable students to enroll and excel in a college preparatory curriculum.

Calvary Academy is a supplement to parents seeking to honor the admonition to "train up" (Proverbs 22:6), and provide regular instruction regarding spiritual matters for their children (Deuteronomy 4:9 and 6:6-9).

Because Christ lives, we believe young peoples' lives will be changed for a better future and eternity.

## **Board Of Education**

Authority and duties of the Calvary Academy Board of Education shall be as conferred and prescribed by the Board of Calvary Temple Christian Center. Matters pertaining to the educational system shall be vested with the Academy Board of Education. In the interpretation of the authority and duties of the Academy Board of Education, it is understood that the Academy Board of Education shall act as a legislative body in determining the general policies for the control and operation of the Academy. The execution of these policies shall be the responsibility of the administrative staff directed by the chief administrative officer.

A listing of School Board members can be obtained through the school office.

## **Attendance/Tardy Policies**

### **All Students**

Calvary Academy wants to aid and assist parents in helping to instill in the student punctuality, responsibility, and accountability, which are Christian values.

#### **Absence Policy**

The absence will be considered excused for the following criteria:

- A. A school-related activity
- B. Medical appointment
- C. Bereavement
- D. Illness
- E. Emergency
- F. There is prior communication from the parent/guardian to the administration

#### **Absences/Reporting Absences**

The parent or guardian of the student is required to report the student's absence by phoning the school office by 9:00 a.m. The receptionist may be busy caring for student and parent needs before school. When calling to report a student absent or tardy, please leave a message on the receptionist's Voice Mail, stating your student's name, grade, and reason for absence or tardy. All information will be recorded appropriately.

#### **Classroom Hours**

<b>Classes Time</b>	<b>Beginning Time</b>	<b>Ending</b>
K-4 a.m. Kindergarten 11:30am	8:30am	
K-4 p.m. Kindergarten 3:10 pm	12:10pm	
Full Day K/5, 1 <sup>st</sup> – 6 <sup>th</sup> Grades pm	8:30 am	3:10
7 <sup>th</sup> -12 <sup>th</sup> Grades 3:20 pm	8:30 am	

### **Early Arrival/ Late Departure Rules**

Students should not arrive earlier than 8:00 a.m. unless they are participating in special help classes, athletic practices or other administration-approved activities, and students should be picked up no later than 3:40 p.m. daily. If it is necessary for your student to be on Calvary Academy grounds at unauthorized times, enrollment in Day Care or Camp Calvary is required. Calvary Academy/Calvary Temple Christian Center will not be responsible for students left during unsupervised times and/or without proper authorization.

### **Early Dismissal**

Students needing to be dismissed early must bring proper authorization from their parent/guardian to the Academy office. The Calvary Academy office staff will then notify the student's teacher. Calvary Academy will not release students without notification from parent/guardian. Anyone other than the parent or guardian will be required to show proper identification. Students leaving early must sign out in the office.

### **General Policy**

Regular classroom attendance is essential for achieving and maintaining a good academic record. Since there is no substitute for vital classroom discussion and instruction, Calvary Academy requires consistent student attendance. After five days of absence in a quarter, students will be required to bring a doctor's excuse or verification of an emergency situation necessitating additional absences. After twelve days absence in a quarter without proper emergency notification (i.e. family death, student illness), the student will automatically fail that quarter.

### **Tardy Policy**

The tardy will be considered excused for the following criteria:

- A. The student is late to school for circumstances beyond the control of the student and/or parent/guardian.
- B. There is prior communication from the parent/guardian to the administration.

At the elementary level (K4-6), every third unexcused tardy will result in a detention.

At the junior high level and high school level (7-12), every second unexcused tardy will result in a detention. However, if a student is responsible for his own transportation to school, that student will receive a detention for each unexcused tardy.

If a student goes five weeks without an unexcused tardy, the previous unexcused tardy(s) will not count toward a detention.

A student will also be unable to make up any work for the class missed due to an unexcused tardy or absence.

## **Junior High/High School Level**

### **Lateness to School or Class**

Any student who is more than 15 minutes late to class without a validated excuse will be considered truant from class (see Truancy). Any student with an unexcused tardy to class after 1<sup>st</sup> hour will receive a detention.

### **Make-up Work**

Students with excused absences have one class session which to make up each class session's work. Normally, a pre-announced assignment or test missed due to an absence must be submitted or taken by the next class session. All tests missed due to an absence will be made up at the discretion and convenience of the teacher, taking into consideration the welfare of the student. Students who arrive late to school and miss a test may be required to take the test before departing at the end of the school day. It is the student's responsibility to obtain all make-up work from his teachers immediately upon return to school. Please remember that the school has a homework hotline so that the students and parents may call and find out the work missed on a daily basis. Failure to obtain make-up work is no excuse for not doing the work missed.

### **Truancy**

Any class missed for unexcused reasons will result in a 2% deduction from the nine weeks grade. The academic penalty may be waived according to the suspension policy. A second truancy will result in a suspension.

## **Behavior Standards**

### **Due Process**

Rules, regulations, and disciplinary policies of the Academy apply not only at school but also at all school-related activities. Furthermore, Calvary Academy reserves the right to take disciplinary action when a student's behavior is, at any time, of such a public or reprehensible nature so as to cause harm to the reputation of the student and/or the reputation of the school. Examples of such behavior are violations of the moral teachings of Calvary Temple Christian Center. In serious cases, such as those involving probation, suspension, or expulsion, the student and/or his/her parents may request a hearing before the Academy Board.

Calvary Academy offers a variety of clubs and athletic programs so students may pursue their special interests and develop their talents and skills. All students involved in extracurricular activities are to conduct themselves in a respectful and mature way, proudly representing Calvary Academy while following all school rules.

### **Unauthorized Areas**

Students are not authorized to be in the following areas at any time without supervision:

- A. Calvary Temple Church Sanctuary
- B. Calvary Temple Administrative Offices
- C. Oasis Auditorium
- D. Day Care
- E. Foyer, elevator, Fellowship Hall, and/or hallways outside normal paths to classes.

### **Vandalism**

Destruction of school property or any willful act of vandalism is a serious offense. Students are liable for any destruction of property. Parents will be notified immediately.

## **Discipline Plan**

### **Elementary Level**

#### **Consequences**

- A. Name on board = Warning
- B. 1 check = Lose 10 minutes of recess plus loss of Integrity Honor Roll points
- C. 2 checks = Lose 20 minutes of recess plus loss of Integrity Honor Roll points
- D. 3 checks = Detention notice sent to parent for signature
- E. 4 checks = Sent to principal
- F. K/4 & K/5 discipline will be handled on an individual basis

#### **Consequences for Cheating**

- A. 1<sup>st</sup> time student will receive a "0" and parents will be called.
- B. 2<sup>nd</sup> time student will receive a "0," parents will be called, and parent/teacher conference will be held.
- C. 3<sup>rd</sup> time student will receive a "0," parents will be called, and student will receive a one-day suspension.

#### **Detentions**

Detentions will be served before or after school. Other detention times may be used on an individual basis. Any student who skips a detention will receive an additional detention. Students will have to make arrangements with coaches, parents, or others affected by their detention obligation. **Detention obligations supersede extra-curricular activities.**

#### **Detention Behavior**

Behavior leading immediately to at least a 30-minute detention:

- A. Disrespect to an adult
- B. Willful disobedience
- C. Throwing things (rocks, food, milk cartons)
- D. Damage to building or property
- E. Fighting (minor)
- F. Misuse of God's name or obscene language
- G. Use of gang or satanic symbol
- H. Indecent or gross behavior
- I. Leaving classroom, building, grounds, or school activity without permission
- J. Three (3) incomplete assignments in a quarter
- K. Three (3) unexcused tardies in a quarter
- L. Three (3) dress code violations in a quarter
- M. Forgery
- N. Cheating

### **Discipline Steps toward Suspension or Expulsion**

Movement onto Step 1 below and from one step to the next occurs with the third (3<sup>rd</sup>) detention in a quarter. Very serious behaviors calling for immediate intervention and discipline may result in either a movement to the next step, an automatic suspension, or expulsion. Counting detentions starts over each quarter.

A. **STEP 1 -**

The student meets with the principal and/or administrator for counseling, depending on the seriousness of the offense(s). The administrator informs the parent/guardian in writing of the seriousness of the offense(s). A copy of this letter is recorded in the student's file.

B. **STEP 2 -**

The student serves a one-day suspension. The administrator informs the parent/guardian in writing of the procedures that will follow if the behavior continues. A copy of this letter is recorded in the student's file.

C. **STEP 3 -**

The student serves a two-day suspension. The administrator informs the parent/guardian in writing of the procedures that will follow if the behavior continues. A copy of this letter is recorded in the student's file.

D. **STEP 4 -**

A conference is held with the student, teacher, parent/guardian, principal or education administrator. The student is suspended for three (3) days, and the parent/guardian is informed in writing that the next step (5) is expulsion. A copy of this letter is recorded in the student's file.

E. **STEP 5 -**

The parent/guardian is notified that the student is expelled. The School Board is informed and the action is recorded in the student's file.

Following Step 5, the parent/guardian may appeal to the school board for a review of the action taken.

### **Expected Conduct**

As children of God and in order not to disrupt the learning of others, the students will:

- A. Follow directions
- B. Raise hand to speak
- C. Be prepared for class
- D. Keep hands, feet, and all other objects to oneself
- E. Use language appropriate for a Christian (Is it kind, true or necessary?)
- F. Be respectful

### **Rewards**

Positive Christian behavior will be rewarded through our Integrity Honor Roll program. The Integrity Honor Roll is designed to aid in building Christian character in our students.

Your child will have the opportunity to earn points throughout each school day. Each student will begin the quarter with 100 points. A student must have no less than 85 points at the end of a quarter to participate in the Integrity Honor Roll party.

Names and checks will be erased at the end of each day. Ten and twenty minute consequences will be served at the next recess. Students assigned to a detention period must report on time with a detention notice. Students will be required to serve their detention the day following issue. Students not picked up by 3:55 must report to Camp Calvary.

## **Junior High/High Discipline**

### **Consequences for Cheating**

- A. 1<sup>st</sup> time student will receive a "0" and parents will be called.
- B. 2<sup>nd</sup> time student will receive a "0," parents will be called, and student will receive a one-day suspension.
- C. 3<sup>rd</sup> time student will receive "0," parents will be called, and student will receive a three-day suspension.
- D. 4<sup>th</sup> time student will receive "0," parents will be called, and a possible expulsion will exist.

### **Detentions**

Detentions will be served before or after school. Other detention times may be used on an individual basis. Any student who skips a detention will receive an additional detention. Students will have to make arrangements with coaches, parents, or others affected by their detention obligation. **Detention obligations supersede extra-curricular activities.**

### **Detention Behavior**

Behavior leading immediately to a detention is as follows:

- A. Tardies/Truancy (see Attendance)
- B. Disrespect to an adult
- C. Willful disobedience
- D. Misuse of God's name or obscene language
- E. Indecent or gross behavior

### **Discipline Steps toward Suspension or Expulsion**

Movement onto Step 1 below and from one step to the next occurs either with the third detention or because of very serious behaviors calling for immediate intervention and discipline. The counting of the detentions starts over after a student has gone five (5) weeks without a detention.

- A. **Step 1 -**  
The student meets with the principal for counseling, indicating the seriousness of the offense. The parent or guardian is informed by the principal and a written letter is recorded in the student's file.
- B. **Step 2 -**  
The student serves one day suspension. Following this suspension, a conference is held with the student, teachers, parents or guardians, and the principal. The parents or guardians are made aware of the procedures that will follow if the problem continues. The step is recorded in the student's file.
- C. **Step 3 -**  
The student serves a two-day suspension. Following the suspension, a conference to discuss the matter is held. The parents or guardians and student are counseled that the next step (4) will place the student only one step from expulsion. The action is recorded in the student's file.
- D. **Step 4 -**  
A conference is held with the student, teachers, parents or guardians, principal, and administrator. The student is suspended for three days and the parents or guardians are informed that the next step (5) is expulsion. This action is recorded in the student's file.
- E. **Step 5 -**  
The parents or guardians are notified that the student has been expelled. The School Board is informed, and the action is recorded in the student's file.

At Step 4, the parents or guardians may appeal to the School Board at the next scheduled meeting for a review. The appeal must come in five school days before the next school board meeting. The system starts over each year at Step 1 with the following exception: any student new to the school, especially one who transfers in during the school year or any student who ended the previous year at Steps 3, 4, or 5, will be on probation for the first five weeks. Being on probation means that should a student enter the Step System, he would automatically begin at Step 2. At the end of the probation, the student's probation will be reviewed, and at such time, the student may either remain on or be removed from probation.

### **Parent Questions, Suggestions, and Complaints**

All questions, concerns, or insights about a student or a program of study are best addressed to the particular teacher involved and parents are asked to begin there. Only if resolution is not achieved through this means should the principal be contacted. As a general rule, no complaints or questions will be entertained by the principal if the first step has been bypassed or ignored. This is biblical (Matthew 18:15-20) since problems are best solved by those working closest with a student or a situation. It is helpful to get the perspective of the adult involved before making a judgment. A student should be instructed by parents in the skill of handling his or her own problems. Parents' best aid this development of problem solving by exhibiting exemplary behavior throughout the process. We will instruct our children in the biblical way of resolving conflict by first demonstrating this in our own lives and behavior.

### **Preface**

Christian education instills behavior distinctly different from that of other circles. The word "discipline" comes from the same root as "disciple". If we are to rear up godly young people, we must obey the biblical call to discipline. In order to provide parents, students, and staff with a clear understanding of our expectations, the following policies and procedures are outlined:

#### **Personal Rules**

- A. **Abstain (both on and off campus)** from the possession or use of alcoholic beverages, tobacco, tobacco products, drugs, and other illegal/undesirable practices which are recognized to be harmful to health and Christian character.
- B. **Abstain from profanity, vulgarity, or abusive speech or actions.** This is both harmful to others and neither appropriate nor conducive to one's own moral and spiritual development.
- C. **Eating in the hallways or classrooms is not allowed.** Except for occasional lunchtime meetings held in the classroom areas or scheduled classroom parties, all food is to be eaten in the lunch area only at the regular lunch period.
- D. **Do your own work. Do not cheat.** Honesty and integrity should be pursued by all Christians. Each student's record should reflect his own individual effort. Cheating (using or attempting to use unauthorized information) and plagiarism (representing another's words or ideas as one's own) are serious offenses. Whether giving or receiving information, the offense is the same.

#### **Personal Virtues**

Our goal should always be to obey Colossians 3:17 which states, "And whatever you do, whether in word or deed, do it all to the name of the Lord Jesus." In the best interest of the entire school, so that we might all live happily together and function smoothly, certain guidelines of conduct must be maintained by all students of Calvary Academy, both on and off campus. The following personal virtues are the minimal requirements of all our students and serve as the social code regulating life at Calvary:

- A. Kindness
- B. Truthfulness
- C. Respect for and courtesy towards the person and property of others
- D. Punctuality in attendance and work
- E. Respect for and obedience to those in authority

#### **Procedures for Immediate Suspension/Expulsion**

In addition to the discipline methods, a student may be suspended or expelled for inappropriate actions or attitudes. Any student who is immediately suspended **may not** earn the academic penalty back. These serious behaviors include but are not limited to the following: possession, use, or sale of a controlled substance; concealed weapons (including look-alikes); stealing; fighting that produces injury; violent actions or threat of it; or suspicion of criminal activity.

#### **Procedures for Suspension**

Parents will be notified in writing of the suspension. All assignments, quizzes, tests, or exams missed during suspension must be made up. At the end of the quarter, an academic penalty

of 2% per class period missed will be deducted up to a maximum of 6%. The academic penalty may be waived if the student serves time comparable to the suspension time.

## **Dress Code Information**

Calvary Academy students are expected to be neatly attired every day in attendance. Calvary Academy requires all students to dress in a manner reflecting respect for the important academic activities of the Academy.

### **Elementary/Junior High Level**

The following uniform policy is in effect for K-4 through 8<sup>th</sup> grade students, effective the first day of school.

#### **All Students**

- A. Jackets are not to be worn to classes, chapel or in the cafeteria.
- B. Students are to be neat, modest, clean and well-groomed at all times.
- C. Neat sweaters may be worn with a shirt or blouse.
- D. Shirts/blouses are to be tucked in at all times.
- E. Plain white tee-shirts are allowed under shirts.
- F. Hats are inappropriate for wear inside the Academy building.
- G. Body piercing is not allowed.
- H. "Punk" hairstyles or colors are inappropriate.

#### **Boys**

- A. Navy or Khaki permanent press slacks.
- B. Solid white or light blue oxford cloth shirt, long or short sleeve; white or light blue cotton knit shirts with collars, long or short sleeve; white or light blue turtlenecks (no mock turtlenecks).
- C. Any color cardigan, crew neck or v-neck styles. No sweatshirts other than official "Calvary" sweatshirts sold through Calvary Pride.
- D. Socks required.
- E. No shorts are allowed in Junior High. Only shorts from the Academy are allowed in elementary.
- F. Boys are to be clean-shaven.
- G. Earrings are not permitted.
- H. **Hair must be neat, well-groomed, and avoiding extremes. No hair carvings or ponytails are allowed. There will be a five-day warning to either get hair trimmed, or communicate to the school the date of appointment. \*\* Board Policy effective 10/19/06**

#### **Girls**

- A. Navy or khaki skirts or jumpers for K-4 through 4<sup>th</sup> grade.
- B. Navy or khaki skirts for 5<sup>th</sup> - 8<sup>th</sup> grade. These items should be no more than one inch above the knee.
- C. Navy or khaki permanent press slacks or skorts for K/4 through 8<sup>th</sup> grades.

- D. Solid white or light blue oxford cloth blouses, long or short sleeve; white or light blue cotton knit shirts with collars, long or short sleeves; white or light blue turtlenecks (no mock turtlenecks).
- E. Any color cardigan, crew neck or v-neck style sweaters. No sweatshirts other than official "Calvary" sweatshirts sold through Calvary Pride.
- F. Socks or tights are required.
- G. Foundation garments are required.
- H. Earrings are allowed.

### **High School Level**

Calvary Academy High School students are expected to be **NEATLY** and **MODESTLY** attired every day in attendance. Calvary Academy requires all students to dress in a manner reflecting respect for the important academic activities of the Academy. The following dress code policy is for 9<sup>th</sup> through 12<sup>th</sup> grade students, effective the first day of school.

#### **All Students**

- A. Students are to be neat, modest, and well groomed at all times.
- B. Shirts/blouses must be long enough to remain tucked in slacks/skirts. Collars are required on shirts/blouses. Shirts and blouses must be buttoned within 3 inches from the neck.
- C. Small designer logos on clothing are allowed, **NO** other pictures or messages.
- D. Plain tee-shirts may be worn under shirts, but must be tucked in slacks or skirts.
- E. Jackets and sweatshirts are not to be worn to class, gym, chapel or the cafeteria.
- F. Neat sweaters may be worn with shirts/blouses.
- G. Sweat suits are inappropriate for the classroom, cafeteria, and chapel.
- H. No skin-tight clothing.
- I. No torn clothing or clothes with holes.
- J. Skirts must be no more than 1" above knee.
- K. No shorts.
- L. No hats to be worn in building.
- M. No clothing indicating the grunge, drug or gang cultures.
- N. Muscle or body shirts are inappropriate.
- O. Slacks and jeans are to fit neatly. The baggy or saggy look is inappropriate.
- P. Body piercing is inappropriate.
- Q. Shirts may be un-tucked if designed for such, and if an appropriate length.\*\*

**\*\*Board Policy effective 6/23/03**

#### **Boys**

- A. Boys are to be clean-shaven
- B. Earrings are not permitted.
- C. Hair must be neat, well-groomed, and avoiding extremes. No hair carvings or ponytails are allowed. There will be a five-day warning to either get hair trimmed, or communicate to the school the date of appointment. **\*\* Board Policy effective 10/19/06**
- D. No hair carvings or ponytails.

### **Girls**

- A. Foundation garments are required.
- B. "Punk" hairstyles or colors are inappropriate.
- C. Earrings are allowed.

### **P.E. Dress**

Red gym shorts with white T-shirt or "Calvary" T-shirt.

The goal of Calvary Academy is to produce Christian young people. It is our belief that neat and modest dress is in keeping with this goal. Extremes are to be avoided. Calvary Academy students are expected to adhere to this policy anytime they are at school. The interpretation of neat and modest is always at the sole discretion of the Calvary Academy Administrative Staff and is not subject to debate.

### **H.S. Consequences**

- A. 1<sup>st</sup> time will result in a written warning.
- B. 2<sup>nd</sup> time will result in a written warning.
- C. 3<sup>rd</sup> time parents will be contacted.
- D. 4<sup>th</sup> time student will be required to wear uniform for 30 calendar days.
- E. Two times of going to the 4<sup>th</sup> step, the student then would remain in uniform for the rest of the year. If the student is in uniform and violates the code, the student would then fall under the Elementary/Junior High Dress Code Policy.

## **Extra-curricular Activities**

Many of the academic areas sponsor departmental clubs and organizations. In addition, students have the opportunity to participate in groups which serve both the school and community.

### **Academic Eligibility for Extra-Curricular Activities**

Calvary Academy is a member of the Illinois Elementary School Association (IESA) and the Illinois High School Association (IHSA). According to IESA rules, to be academically eligible at the elementary and junior high level, a student must be passing every subject. According to IHSA rules, a high school student must be passing at least four classes for the semester to be academically eligible. If a high school student does not pass at least four classes for a semester, he will be ineligible for all extra-curricular activities for the next semester.

The elementary and junior high students are calculated on a cumulative grade based on each quarter. The high school is calculated on a cumulative grade based on each semester. Academic eligibility will be determined on a weekly basis. The ending period will be on Wednesday with a report on Friday. If a student is failing one subject and has been determined ineligible, that student will be unable to participate in a contest for one week but can still attend practice. If a student in the elementary or junior high is failing two subjects, he may not travel with the team for contests but may still attend practice for one week. If a student in the elementary or junior high is failing three or more subjects, he may not travel to contests or practice with the team for one week. One week will be considered as Sunday through Saturday.

### **Athletic Programs**

A full range of athletic activities are offered at Calvary Academy. Please contact the principal or athletic director for more details.

### **Music Program**

Instructions in music include choir, 4<sup>th</sup>-HS band, instrumental and vocal ensembles. Private lessons are available for an additional fee.

### **Parties**

- A. **Birthdays Parties** - Arrangements should be made with the teacher at least one week in advance. Please be sure the entire class is included. Students may pass out invitations to parties outside school hours only if **all** students in the class are invited.
- B. **Christmas Parties** - The Christmas party, a celebration of Jesus' birth, is the last hour of the final day of school before Christmas break. Student gift exchanges are not observed. A Christmas gift for the teacher will be arranged by the Academy.
- C. **Valentine Day Parties** - This party is funded by the room mothers' money. Each class will choose whether or not to exchange Valentine cards.

## **Grading Information**

### **All Students**

#### **Calvary Individualized Educational Plan (CIEP)**

The purpose of CIEP is to provide an educational setting within the school that is sensitive to the multiple needs of young people who have limited scholastic abilities or identified learning problems.

#### **Extra-Credit Work**

Students may have opportunity for extra-credit work only if they have handed in daily assignments on schedule and participated eagerly in class. Extra-credit work will be assigned only for the existing quarter.

#### **Homework**

Students are responsible for completing assignments given by each of their teachers. Homework is an important factor in determining the student's final grade. If a student has difficulty in completing homework, the teacher should be notified immediately so steps can be taken to assist the student's progress. Tutoring is available, in most cases, when a genuine need is displayed.

#### **Program Outline**

- A. Admission to the program is based on documented testing information of some form of learning impediment or administrative agreement with a teacher referral.
- B. The teaching staff in collaboration with the administration will draw up a CIEP. Goals and expectations will be set for each subject area.
- C. Quarterly adjustments may be made in the CIEP.
- D. Attending weekly "help sessions" is considered part of the regular class time.
- E. Progress will be measured by a system of "P" or "F" (Pass-Fail).

F. Parental involvement and cooperation is a necessary ingredient of this program. Expectations of students and parents will be explained prior to initiation of this plan.

**Retention Policy**

In the elementary and junior high program, a student will be held in the same grade if three or more academic courses are failed for the entire year. Parents shall be notified at the interim period of the third quarter if there is a possibility of retention for their child.

**Elementary Level**

**Grading Policy**

Calvary Academy's grading period is nine (9) weeks. The following scale is used for grading purposes:

<b><u>1<sup>st</sup> – 6<sup>th</sup> Grade</u></b>		
100 – 92		A
91 – 84	B	
83 – 76		C
75 – 68	D	
67 & below	F	

**Progress Reports**

Progress reports are prepared at mid-quarter.

**Junior High/High School Level**

Grade Level Classification for High School: Students will be classified according to grade level by the following criteria:

<b><u>Classification</u></b>	<b><u>Credit</u></b>
0 – 5	Freshmen
5.25 – 10	Sophomore
10.25 – 15	Junior
15.25 – ++	Senior

**Grading Policy**

Calvary Academy's grading period is nine (9) weeks.

Semester grades are averaged 2/5 first quarter, 2/5 second quarter and 1/5 for semester exams. The following scale is used for grading purposes:

### **7<sup>th</sup> – 12<sup>th</sup> Grades**

100 – 94	A
93 – 86	B
85 – 78	C
77 – 70	D
69 & below	F

### **Progress Reports**

Progress reports are prepared at mid-quarter.

## **Health Information**

### **Breathe Mints and Cough Drops**

Students may use both breath mints and cough drops at their own discretion. It must be understood that this does not include Life Savers or other candy items.

### **Dispensing of Non-Prescription Drugs**

Students sometimes have minor ailments and complaints insufficient to merit sending the student home but of sufficient discomfort to prohibit the student's maximum effort. Limited supplies of acetaminophen tablets (e.g., Tylenol) are kept in the school office. The parent must grant permission in writing every school year for each student enrolled in order for the school to dispense this medication as the need arises.

### **Hearing and Vision Screening**

Students from varying grades are tested in Hearing and Vision each year. Pursuant to Public Act 93-0504, the vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered.

### **Head Lice**

Students may not attend school if they have contracted Head Lice. After treatment, the office staff will check the student's hair before they may return to class. **Students must be nit free to return to school.**

### **Inhalers**

All inhalers are to be kept in the school office unless a written note is received from the parent/guardian or physician requesting the inhaler be kept in the classroom.

### **Physical Exams and Immunizations**

- A. Physical exams are required for all Kindergarten, fifth, and ninth grade students entering Calvary Academy. Students participating in IESA or IHSA athletic activities must have an annual athletic physical.
- B. All students must meet Illinois immunization requirements. Requirements may be obtained from your doctor.

### **Dental Exams Required**

#### **Public Act 093-0946** (Health Examinations and Immunizations)

As of July 1, 2005 this act takes effect. This act was amended to include dental health exams. This includes all children in Kindergarten, 2nd grade and 6th grade of any public, private or parochial school. Each of the children shall present proof on the appropriate form of having been examined by a dentist before May 15 of the school year. If a child in grade 2 and 6 fails to present proof by May 15 then the school may hold the child's report card until one of the following occurs:

1. the child presents proof of a completed dental examination;
2. the child presents proof that a dental examination will take place within 60 days after May 15; or
3. the parents obtain a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

The Illinois Department of Public Health shall establish a waiver for children who show an undue burden or a lack of access to a dentist.

Each public, private, and parochial school must give notice of this dental examination requirement to the parents and guardians of students at least 60 days before May 15 of each school year.

Every school shall report to the State Board of Education by June 30, in the manner that the State Board requires, the number of children who have received the required dental examination, indicating, of those who have not received the required dental examination, the number of children who are exempt from the dental examination on religious grounds and the number of children who have received a waiver.

### **Prescription Medication**

All medications must be left in the school office. Prescription medications will only be administered if in a prescription bottle with appropriate pharmacy label attached. Label must state dosage to be administered and time the medicine is to be administered.

The school office must have a written request signed by the doctor, parents or guardians stating the following items:

- A. The medication to be administered
- B. The amount of the dosage
- C. The time the medication is to be administered
- D. Any adverse reactions that should be reported to the physician in case of an emergency
- E. If the medication is prescription, it must be in the container in which it was dispensed from the physician or pharmacist.
- F. All medications are to be dispensed by the Academy office unless the student is on a field trip. In this case the classroom teacher will dispense the medication.

### **Sending Students Home from School**

Students will be sent home when it is deemed necessary. As a general rule, when a student has a fever of 102 degrees F or above and/or exhibits symptoms severe enough to prevent his

being in the classroom, the student will be sent home. A student shall not return to school until he is symptom-free for 24 hours. If your student becomes ill while at school, please make arrangements to pick them up **promptly**.

## **Junior High/High School General Information**

### **College Visitation Day**

Junior and senior students may be excused from classes to visit a particular college if it is their intention to seriously consider applying for admittance. The visit must be approved in advance by the principal. A signed form from the school being visited shall be available in the Academy office. The form must be returned to the Academy office the next school day for the absence to be considered excused.

### **Courses Failed**

Credit for a subject failed is only received by one of the following methods:

- A. Repeat the course another year and earn a passing grade. (Scheduling may not permit this option.)
- B. Attendance at an accredited summer school with a passing grade in the course.
- C. A correspondence organization that is recognized and acceptable to the administration.

### **Dropping Courses**

Students must remain in class five (5) full days before attempting to drop a class. A course dropped prior to the end of the first three (3) weeks of a course does not appear on the student's high school record.

### **Early Graduation Policy**

Calvary Academy requires a four-year high school program. We believe that students benefit from a full four-year academic program. Realistically, we recognize that some students may be an exception to the majority because of a valid need. Students who plan to graduate in three years should keep in mind that their choice to complete their high school education early dictates several necessary ineligibilities. Since the three-year graduate does not have the adequate number of credits to be considered a senior, the student will be classified as a junior for the entire year. Thus an early graduate shall not be ranked with his graduating class. In addition, all activities and programs that the student is involved in shall be participated in as a junior. With the exception of graduation itself, an early graduate shall not be allowed to take part in senior activities and programs. If the student wants to graduate at the end of his first semester of his senior year, the following regulations would still apply. This student would also not be allowed to participate in any school activities second semester until commencement.

### **Grading Scale**

Honors

Regular

A = 4

B = 3

A = 5

B = 4

C = 2  
 D = 1  
 F = 0

C = 3  
 D = 2  
 F = 0

$$\frac{b(\text{RGPA}) + (\text{HGPA})}{*X} = \text{GPA}$$

b = \*X - c

c = number of weighted classes attempted

RGPA = GPA (Grade Point Average) of all regular classes

HGPA = GPA (Grade Point Average) of all honors classes

\*X = minimum number of classes each student is required to attempt (6)

\*This number increases by 6 each semester.

**Semester Finals Procedure**

Semester finals are based upon percentages. Please note the below example.

<u>1st Qtr</u>		<u>2nd Qtr</u>	
<u>Semester Final</u>	<u>Final Semester Grade</u>		
93% B (2/5)	93% B (2/5)	97% A (1/5)	94% (A)

**Graduation Commencement**

A student may participate in commencement if he/she needs up to one (1) credit. This is equal to either one (1) class for a year or two (2) classes for a semester. This credit must be successfully completed by August 1 immediately following the student's senior year or the student will be unable to receive a diploma from Calvary Academy. The diploma will be issued once all credits are officially recorded. If a student needs more than one (1) credit to graduate, he will not be allowed to participate in commencement.

**Timothy Award**

The Timothy Award is selected by the teaching staff and administration. It is awarded to the graduating senior that exemplifies a strong Christian character and exhibits leadership potential.

**High School Graduation Requirements**

A. Basic Requirements - 24 credits

<u>Credit</u>	<u>Subject</u>
4	Bible (a half credit is required for each semester at Calvary)
4	English
3	Mathematics
2	Natural or Physical Science (one lab)

3 required)	.25	Social Studies (one credit American History/Government Consumer Education (required) Music, Art or Foreign Language P.E./Health Electives
1		
1		
5.75		
24 Credits		(College prep and vocational tracking patterns require additional courses for adequate preparation.)

B. College Bound Students - 24.25 credits (recommended)

<u>Credit</u>	<u>Subject</u>
4 at Calvary)	Bible (a half credit is required for each semester)
4	English
4	Math (Algebra II, Geometry and Trig. are suggested)
4 Gov't required)	Social Studies (one credit American History/
4	Science (two must be lab classes)
1	Music, Art or Vocational Education
2	Foreign Language
1	PE/Health
.25	Consumer Education (required)

Please refer to high school grading scale on page 17.

We encourage students to take the college-bound tracking for graduation.

**Honor Roll/High Honor Roll**

Students receiving no grade below a B and a GPA of 3.5 or above are considered on the High Honor Roll. Students receiving no grade below a B and a GPA of 3.0 or above are considered on the Honor Roll.

**High School Transfers**

High School students transferring to Calvary must provide the Academy Office with a class syllabus for weighted classes previously taken at other schools. A determination will be made after the syllabus is reviewed as to the weight the class will receive at Calvary.

**Honor Classes**

English 4	Psychology
Advanced Math	Human Anatomy/
Physiology	

Chemistry I  
Foreign Language  
Chemistry II

Trigonometry  
Physics  
Calculus (Advanced Placement)

College Classes taken for high school credit

Honors classes are accelerated and therefore carry a higher weight for the grading period. (Example: A student who schedules an HONORS science class and receives a "B" for the semester is ranked as high as a student that schedules a REGULAR science class and receives an "A" for the semester. Both will carry a 4.0 grade weight.)

### **Honors/Eligibility**

A. The Awards Committee is selected each year by the Calvary Academy Board.

1. Valedictorian/Salutatorian
  - a. GPA (Minimum of 3.95/3.75)
  - b. Degree of difficulty in class schedule through high school
  - c. Christian attitude and leadership
  - d. Involvement in extra-curricular activities
  - e. Church attendance at the church of their choice
  - f. Ambition
  - g. Years of attendance (Minimum to qualify is entire Junior & Senior year)
2. Student of the Month Selection will be decided by Bank One guidelines plus the same criteria for Valedictorian/Salutatorian selections.

B. All other awards are based on the criteria and direction of the organizations offering of the award. The best possible representative of Calvary Academy will be selected.

### **Junior High Graduation Requirements**

A student will not be able to participate in the eighth grade graduation ceremony or be promoted to the ninth grade if he would normally be retained. (See retention policy, page 17)

### **Christian Leadership Award**

The junior high teaching staff and administration of Calvary Academy select the Christian Leadership Award recipient. The award is given to the student that exemplifies Godly character and Christian leadership.

### **Locks and Lockers**

Lockers are provided in the building for the safekeeping of books and supplies. Each locker is to have a combination lock and is to be locked at all times. Students are provided with combination locks.

At the end of a school year, each student is responsible for cleaning out his locker and returning the provided combination lock. It is the responsibility of the student to pay for the combination lock if it is lost. Periodic locker "checks" may be made to promote cleanliness and security.

### **Parking**

- A. Calvary Academy students who drive to school must register their automobile the first day they drive their car on the premises.
- B. Students are to park in the designated area in the front of the school.
- C. Use of automobiles during school hours:  
Students are not permitted to go to their cars at any time during school hours without permission.

### **Regulations**

Eligibility for early graduation will depend upon compliance with the following regulations and final approval by the Calvary Academy School Board:

- A. A written request for early graduation is required, stating why the student desires to graduate early. It must be signed by the student and the parents (guardians). This is due no later than the end of the spring semester of the sophomore year.
- B. At this time the student must have a long-range plan for the completion of all regular graduation requirements. This includes Bible credits. No exceptions to required credits will be made.
- C. The student may not graduate prior to the completion of 6 semesters of high school.
- D. The student must maintain a minimum grade point average of 2.0. Students with a grade point average below 3.0 are discouraged from graduating early.

### **Residence Requirements**

For a student to be enrolled at Calvary Academy, he must reside with either a parent or guardian. Any student who moves out of a parent or guardian's house will be automatically suspended until the student complies with the parent's rule.

### **Traffic Rules**

Students are expected to obey all traffic signs, regulations, and patrols regarding driving on the premises of Calvary Temple Christian Center. The speed limit on campus for student drivers is 5 mph. It is a privilege to drive on campus.

### **Transcripts**

Transcripts will be forwarded within one week upon written request of the student. If student's tuition is in arrears, transcripts will be held in the student's file until tuition is current.

### **Transfers/Early Withdrawal**

If you are withdrawing your student from the Academy, you must notify the school 15 days prior to withdrawal. Please refer to the terms on your Parent's Contract regarding early withdrawal.

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## **Policies, FERPA, & Jurisdiction**

### **Asbestos Management Policy**

Parkland Environmental Group inspects Calvary Academy's building every three years. This inspection meets the requirements established by the Illinois Department of Public Health.

### **Conflict Resolution Policy**

In every human relationship, there are bound to be differing viewpoints, and Calvary Academy is no different. There may be times when a staff member feels that they have been treated unfairly in some area. If this situation arises, the following example is given in Mathew, chapter 18.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church...I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there am I with them.

In Philippians 4:8 we are told, "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.

From this instruction, a policy is in place to help us resolve any conflicts. First, contact the individual. If satisfaction cannot be achieved, the Principal may be contacted, and then the Education Administrator. If the matter is still unresolved, contact the Senior Pastor. Parent/Administration partnership is of utmost importance to the staff of Calvary Academy.

### **Drug/Alcohol Policy**

Calvary Academy is a supportive partner in educating the entire school community about drug and alcohol abuse. We realize that substance abuse remains a significant problem in our society. We strongly support preventive education that must find its roots in the family and in the home. Calvary Academy has adopted special sanctions in dealing with drug and alcohol abuse. Students involved in extracurricular activities will be tested for drugs and/or alcohol at the beginning of the first extracurricular event, and randomly throughout the year. Random testing will be conducted through a lottery system. A student that tests positive or refuses to be tested will be considered "involved" with drugs or alcohol and will be held to the standard stated below.

Students involved in the distribution, possession, sale or use of drugs, alcohol or any legally controlled, mood altering substance on campus, at school-sponsored activities or at a time or place involving the school will be subject to the following:

- a) Parent(s)/guardian(s) will be contacted
- b) Suspension from school
- c) Administrative review of the situation which may result in the student's expulsion from Calvary Academy, or referral for a substance abuse assessment by an outside agency. If the counselor or agency recommends an off-campus follow-up, a list of approved programs will be provided. In this case, the family will sign a release for exchange of confidential information between the therapist and appropriate school officials. The family assumes all fees related to such a program.

d) Student will be placed on probation.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." The rights are as follows:

- A. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- B. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- C. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record; however, FERPA allows schools to disclose those records, without consent, under certain conditions to the following parties:
  - 1. School officials with legitimate educational interest;
  - 2. Other Schools to which a student is transferring;
  - 3. Specialized officials for audit or evaluation purposes;
  - 4. Appropriate parties in connection with financial aid to a student;
  - 5. Organizations conducting certain studies for or on behalf of the school;
  - 6. To comply with a judicial order or lawfully issued subpoena;
  - 7. Appropriate officials in cases of health and safety emergencies; and
  - 8. State & local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The actual means of notification is left to the discretion of each school.

**Harassment Policy**

In keeping with our mission to love others sacrificially, the Calvary Academy Board has adopted the policy that anything contrary or incompatible with that goal will not be permitted. Harassment of any type (verbal, physical, or sexual) is diametrically opposed to the mission of

Calvary Academy and will not be tolerated. A student who feels that he or she has been subjected to harassment should notify a staff member immediately. The matter must also be reported to an administrator, and an investigation will be initiated. A report of this nature must occur within the current school term in order to be effectively investigated. In the case of a substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation.

### **Jurisdiction**

Calvary Academy's Student Handbook and the policies within are in effect for any school related activity whether on or off campus.

## **Procedures**

### **All Students**

#### **Announcements**

Teachers will read announcements at the beginning of every period in the classroom. Students are responsible for listening to the classroom announcements.

#### **Cell Phone/Beepers**

Cell phone and beepers are not to be used during the school day.

#### **Church Attendance**

All students enrolled at Calvary Academy are expected to attend the church of their choice on a weekly basis. At the junior high and high school level, every student is expected to submit a weekly church attendance form to his Bible teacher. This is a part of the Bible grade.

#### **Computer Policy**

Calvary Academy's computer network, including internet access, exists to promote the exchange of information to further education and research, and is consistent with the mission of the school. Staff and students are encouraged to make use of the computer network for the educational benefits it provides. However, students need to be aware that when accessing the computer network they are representatives of Calvary Academy and are expected to act accordingly.

While backups of the computer network will be performed, Calvary Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Therefore, each individual is responsible for making back-up copies of critical documents and/or data.

Consequences for misuse of the computer network are as follows:

- A. 1<sup>st</sup> offense will result in a 30 day loss of internet use building wide plus disciplinary action.
- B. 2<sup>nd</sup> offense will result in loss of internet use for one calendar year plus disciplinary action.
- C. Depending upon the severity of the violation, removal of building wide privileges may exceed the above violation guidelines.

### **Elevator Use**

The use of the elevator is only for students who are handicapped or injured or for students transporting audio and/or visual equipment.

### **Emergency Closings**

If School District #186 closes due to severe weather conditions, Calvary Academy will also close. Announcements regarding school closings will be made on local radio and television stations.

### **Enrollment Procedures**

New enrollment is handled by appointment. The administration may request that the student be tested before acceptance to Calvary Academy is completed. There is a preset testing fee due on date of testing.

### **Fire Drills/Tornado Drills**

Both fire and tornado drills are scheduled on a regular basis.

- A. **Fire Drills** – Each classroom has a route map posted for exiting during a drill or in case of an actual fire.
- B. **Tornado Drills** – In case of a tornado or severe storm, students report to bearing walls of the building at their teacher's instruction. Students are to be seated with their heads down. Silence is required during the emergency.

### **Library Materials**

The Calvary Academy administration and staff reviews and evaluates all library materials with the mission and purpose of the school in mind. The primary areas evaluated for selection include:

- A. Authenticity
- B. Purpose and Scope
- C. Audience
- D. Literary Merit

### **Lunch Program**

Students are to remain on school grounds during lunch hour unless a parent or guardian and an administrator give permission to leave. Lunches off campus should be on a very limited basis. Any student leaving for lunch must be picked up by a parent, guardian, or adult designee.

### **Lunches and Breaks**

- A. **Lunch** – Hot lunches are available for all students for an additional fee. Tickets may be purchased at the business office window. Students may bring sack lunches. Those students bringing a sack lunch may purchase milk.

Calvary Academy participates in the Federal Free and Reduced Price Lunch Program. Applications are available in the Academy office. Please note that although families may qualify for this program, they are not eligible until an application has been completed each year. This is an equal opportunity program. If you believe you have been discriminated

against because of race, color, national origin, age, sex, or handicap, write to the Secretary of Agriculture, Washington, D.C. 20250.

B. **Milk Break** – K/4 students have a milk break daily. The fee is covered in tuition.

#### **Lunchroom Rules**

- A. Students are not to leave the lunch area during their lunch period without permission.
- B. Food, candy, and beverages are not to be taken out of the cafeteria.
- C. Students are to leave tables neat and clean. Each student, except seniors, will be assigned to help clean the cafeteria during the year.
- D. When a student leaves the cafeteria, he is to place all his disposable items in the trash containers.
- E. Students are only allowed to buy juices and water from the vending machines from the beginning of Calvary Academy's first lunch period until the end of the last lunch period.
- F. Food and drink are not allowed in the hallways and classrooms except in special circumstances.
- G. Calvary Academy is a closed campus.
- H. Proper etiquette will be required at all times in the cafeteria.

#### **Missions Request**

Any person or organization wishing to solicit donations or items from Calvary Academy classes must make a request through the school office to the school board. Included in the request must be a statement of their beliefs and printed information from their supporting organization.

#### **Parent Involvement Program (PIP)**

Calvary Academy has an active Parent Involvement Program. You, as parents or guardians, are encouraged to volunteer 20 hours per family to the school for the school year. This helps parents become familiar with the school and its functions.

#### **Parent/Teacher Conferences**

Parent/Teacher conferences are held at the end of the first quarter. Parental involvement is encouraged. Please contact your student's teacher if additional meetings are needed.

#### **Personal Property**

Calvary Academy is not responsible for personal property that is lost, stolen, or damaged. All personal items should be labeled with the student's name. The supervising teacher's permission must be granted before a student may bring balls, bats, toys, games, pets, hobbies, etc., to school. Music tapes, C.D.'s, albums, tape players, "boom boxes", and other such paraphernalia are not acceptable. All misplaced items will be placed in the lost and found. If not claimed in 30 days, the items will be given to a charitable organization.

#### **Religious Study**

In keeping with Calvary Academy's mission to provide primary and secondary education in a Christian environment, each school day begins with prayer and devotional readings. Bible classes are integrated throughout the Academy curriculum. Chapel services are held once a week. A "Spiritual Emphasis Week" is scheduled periodically.

#### **Recess**

Outdoor recess and PE are a vital part of a student's daily activities. Exemption from these activities can only be obtained with a doctor's permit.

### **School Safety**

Calvary Academy feels the safety of our students is the responsibility of each staff member. For the safety of our students, the following guidelines have been established:

- A. Parents and visitors are always welcome at Calvary Academy. Upon entering the building, all visitors and parents should report directly to the school office where a visitor's pass will be issued. This includes students, parents, and other adults.
- B. All staff members are issued a school identification card and are expected to wear it during normal school hours.
- C. Parents will be issued an identification card are expected to wear it when on school property.
- D. Permission for visiting students must be secured in writing from the school administration at least one day in advance of the visit. All visitors are expected to wear clothing that complies with the school's dress code. Visitors will only be allowed if they are interested in enrolling in Calvary Academy and no visitors will be allowed during semester exams.

### **State Recognition**

Calvary Academy is recognized by the Illinois State Board of Education.

### **Student Records**

Calvary Academy maintains records on each student. Vital information such as home address, phone number, parents' names and work numbers, and emergency notification procedures are maintained. It is the parent's responsibility to notify the Academy office when changes occur. Attendance files, discipline reports, progress reports, and student transcripts are also kept in the record.

### **Student Testing**

Calvary Academy conducts a standardized test each year for kindergarten through eleventh grade. In the spring, kindergarteners through seventh graders take the Stanford Achievement Test, and eighth graders take the Explorer test. In the fall, ninth graders take the Explorer test, tenth graders take the Plan test, and eleventh graders take the PSAT/NMSQT test.

### **Telephone Use**

The church telephones are for church business only. The phones on the elevator or elsewhere in the building are not for the use of students. The office telephone may be used for outgoing calls in extreme circumstances.

### **Textbook Care**

Textbooks and library books checked out to students for use are to be kept in good condition. Students are required to replace any damaged or lost books.

### **Textbook Policy**

Students are to return all books before or on the last day of attendance. Parents will be notified of any non-returned books. If a book or replacement has not been received within 30 days of the notification, an additional fee of \$25 will be assessed. Books will not be accepted in lieu of charges after 30 days.

**Transportation Services**

Parents or guardians are responsible for the transportation of each student to and from school. There is a city bus stop in front of the school for students who wish to use public transportation. Calvary Academy does provide transportation for student activities using one of three customized church buses. All three vehicles are maintained in accordance with the State of Illinois and the Illinois Department of Transportation.

**Tuition**

- A. Tuition fees will be announced yearly, prior to re-enrollment. Tuition includes textbook plus.
- B. There are three tuition payment plans available: A. One payment in full by July 1<sup>st</sup>. B. Two payments due by July 1<sup>st</sup> and December 1<sup>st</sup>. C. Automatic monthly withdrawals from a checking or savings account through the FACTS Management Co. If option A is chosen, there is a 3% reduction in tuition upon payment in full by July 10<sup>th</sup>.

**Yearbook/Student Pictures**

Student pictures are taken annually. Please consult your school calendar for dates. Information will be sent home several days in advance so you may choose the package of your choice. Even if you are not purchasing a package, your child's picture will be taken for the yearbook. If your child is absent, he/she will be photographed on the scheduled re-take date. Personal ads may also be purchased for publication in the yearbook. Order forms will be sent home during the second semester or the yearbook advisor may be contacted.

**Agreement Statement**

I read Calvary Academy's Handbook and agree to abide by its regulations and support the school in the enforcement of its principles.

Signature of Parent

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Date

Signature of Student

\_\_\_\_\_

Date

