



Calvary Academy Handbook

BUILDING DYNAMIC CHRISTIAN LEADERS



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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 miracles, His vicarious and atoning death, 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).

Calvary Academy's History

Calvary Church 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 Junior 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 Church 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

Calvary Academy will provide an environment for each student to prepare, plan and pursue God's will for their lives spiritually, intellectually, socially and physically.

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 Church. 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.

Accreditation and Recognition

Calvary Academy is accredited through the Association of Christian Teachers and Schools (ACTS) and is recognized by the Illinois State Board of Education, which is the highest form of recognition the Illinois State Board of Education provides private schools.

Non-Discriminatory Statement

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.

Acknowledgment

The receipt of this handbook constitutes official parent/guardian notification with regard to student rights, records, discipline and other important items as may be required by law, rule or regulation.

Enrollment Procedures

New enrollment is handled by a private appointment with an administrator. An application packet, handbook, and financial information will be provided to the family during this appointment. All paperwork must be completed and returned to the Academy office before a decision will be made regarding enrollment. A copy of the student's latest report card or current transcript will be requested for admission. A current physical, immunizations, and an official birth certificate is required by October 15 of each school year. The administration will review all applications and determine whether academic testing is necessary before admission. There is a preset testing fee due on the date of testing.

Admission to Calvary Academy is based upon the following criteria:

- A student should be in good standing at their previous school.
- The student has a desire to be in a Christian school.
- The parents have a desire to partner with a Christian school.
- The Partnership between the family and the school provides the opportunity for the student to achieve the mission of the school.
- Calvary Academy has limited resources for students with learning or behavioral disabilities. If or once identified, a determination will need to be made on whether Calvary Academy can meet the student's academic, emotional, and physical needs.
- The parents must demonstrate the resources to meet the financial obligations regarding the tuition at Calvary Academy.
- **Financial aid is available which is based on the family's demonstrated need for financial aid up to 40% of the tuition.**
- If requesting financial assistance, there is a financial aid application which includes the additional expectations for all families granted assistance.
- The Finance Committee reviews these confidential applications to determine the amount, if any, to be granted for financial assistance.

Tuition Options

Tuition fees will be announced yearly, prior to re-enrollment. There are three tuition payment plans available:

- (A) One payment in full by July 1st.
- (B) If option A is chosen, there is a 3% reduction in tuition upon payment in full by July 10th
- (C) Two payments due by July 1st and December 1st.
- (D) Automatic monthly withdrawals from a checking or savings account through the FACTS Management Co.

Procedures and Programs for All Students

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:

Cell Phones

- No cell phones in the classroom without permission of the Administration.
- On the first incident of a phone being found in the classroom during a class period, the phone shall be taken, and the parent phoned. The phone will be given to the parent at the parent's convenience.
- On the second incident in a 9-week period, the parent is contacted, and the phone is not allowed back at school for 9 weeks and a parent conference will take place.

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 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.

The use of computers by students of Calvary Academy is limited to the following:

- Computer lab or other class work
- Camp Calvary
- Extracurricular activities (e.g. Yearbook staff)
- Educational games or software installed on a teacher's PC
- Working at the Office Reception Desk or Academy Worker PC
- Specific work for a teacher
- Other work expressly approved by Calvary Academy administration

All non-employees (students, family members, visitors, etc.) must use the non-secured, public wireless routers to access the internet with their laptops.

Consequences for misuse of the computer network are as follows:

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

Conflict Resolution

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.

If satisfaction cannot be achieved after talking to the teacher, the principal may be contacted. If satisfaction is still not achieved, the Education Administrator may be contacted. If the matter is still unresolved, an appeal may be made to Calvary Academy's School Board. An appeal to the Board must be submitted in writing to the Education Administrator at least seven business days prior to the next Board meeting. All presentations will be limited to three minutes for an individual or five minutes for a group per subject. Parent/Teacher partnership is of utmost importance to the staff of Calvary Academy.

Drug/Alcohol Policy (Board Approved 7/2010)

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. Calvary Academy may, from time to time, require mandatory drug and/or alcohol testing of any student without cause. This is a zero-tolerance policy. Refusal to submit to the mandatory drug and/or alcohol testing shall result in expulsion from the school. 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 remainder of the student's participation in an extracurricular activity. Random testing will be conducted through a lottery system. A student that tests positive 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:

- Local law enforcement will be notified
- Parent(s)/guardian(s) will be contacted
- The student will be removed from their current extracurricular activity
- Participation in an extracurricular activity will be with permission of the administration only.
- Suspension from school for no less than three days
- 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 and costs related to such a program.
- If the student is not expelled, the student will be placed on probation for a time period of no less than three months. The student will be tested randomly throughout this probation time period. A positive test will move the student to an expulsion.
- A student that confesses to the use of drugs, alcohol, or any legally controlled, mood altering substance before being selected to be tested will be placed on probation for a time period of no less than three months. The student will be tested randomly throughout this probation time period. A positive test will move the student to an expulsion.

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. An example of such behavior would be the violation of the moral teachings of Calvary Church. 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.

Elevator Use

The use of the elevator is only for students who are handicapped, injured, or transporting equipment.

Emergency Closings

Calvary Academy School closings will be announced on local television and radio stations. Parents will also be alerted through the IRIS Emergency Alert System.

Fire Drills/Tornado Drills/Bus Evacuation Drills

Fire, tornado and bus evacuation drills are scheduled to meet or exceed Illinois State Board of Education requirements.

- Fire Drills – Each classroom has a route map posted for exiting during a drill or in case of an actual fire.
- 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.
- Bus Evacuation Drills – All students will be informed of how to leave a bus should an emergency arise.

Harassment/Bullying Policy (Board Revised 5/2012)

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 (i.e. verbal, physical, cyber, 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. A teacher should file a report with the administration if they witness any type of behavior that is nonconductive to a Christian school. The matter must also be reported to an administrator, and an investigation will be initiated. A report of this nature should occur immediately in order to be effectively investigated. In the case of a substantiated incident of bullying or harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation. All reports of bullying or harassment provided to the administration will be investigated and documented.

- The first substantiated incident of bullying/harassment will result in a minimum two-day suspension.
- The second substantiated incident of bullying or harassment will result in a minimum five-day suspension with a possible recommendation of expulsion. Counseling will be required before the student may return to school as well as for the student to stay in the school. The counseling must continue until such time as the counselor and the school administration feel that the student has learned the seriousness of their behavior.
- The third substantiated incident of bullying or harassment will result in an expulsion.

Jurisdiction

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

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: Authenticity, Purpose and Scope, Audience, and Literary Merit.

Lunch Program

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.

Milk Break: Jr. Kindergarten students have a milk break daily. The fee is covered in tuition.

Please refer to the Food Allergies section under Health Information for detailed instruction on the ISBE's requirements pertaining to dietary substitutions.

Lunchroom Rules

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

Off-Campus Lunches

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. A parent may take their own child off campus for lunch without prior notice. However, if the student desires to go off-campus with an adult other than their parent, the parent must submit a request in writing one day in advance.

National Honor Society/National Junior Honor Society

Members of the National Junior Honor Society and National Honor Society achieve high standards in the areas of character, scholarship, leadership, and service. Each March, Calvary inducts new members into its Honor Societies and celebrates the accomplishments of new and returning members with a banquet and ceremony.

National Junior Honor Society - Serendipity Chapter

- The National Junior Honor Society is open to students in grades 7-9 that have succeeded in maintaining a cumulative grade point average of 3.0 or above.
- The student must be of good character and exhibit leadership skills as recognized by the teaching staff.
- In addition to the student's grades and character, we expect our students to volunteer in the community. After induction, a student that is a member of NJHS will be expected to complete 50 hours of community service for each year of membership. Up to 50 community service hours may come from any one specific service. Examples of community service include but are not limited to the following: helping with Sunday School classes, worship band, tutoring, Big Brothers/Big Sisters, visiting residents of a nursing home, cleaning, or Vacation Bible School. A year is considered from March to February.
- National Junior Honor Society members should participate in extracurricular activities, attend monthly meetings, and participate in a group service project each year.
- Failure to maintain the minimum criteria will result in dismissal from the Serendipity Chapter of the National Junior Honor Society.

National Honor Society - Maranatha Chapter

- The National Honor Society is open to students in grades 10-12 that hold a minimum grade point average of 3.5 as a sophomore, 3.25 as a junior, or 3.0 as a senior.
- The student must be of good character and exhibit leadership skills as recognized by the teaching staff.
- In addition to the student's grades and character, we expect our students to volunteer in the community. Prior to induction, a student must have completed 150 hours of community service in the year leading up to the induction ceremony. After being inducted into the NHS, the student is expected to complete 50 hours of community service for each year of membership. Up to 50 community service hours may come from any one specific area of service. Examples of community service include but are not limited to the following: helping with Sunday School classes, worship band, tutoring, Big Brothers/Big Sisters, visiting residents of a nursing home, cleaning, or Vacation Bible School. A year is considered from March to February.
- National Honor Society members should participate in extracurricular activities, attend monthly meetings, and participate in a group service project each year.
- Failure to maintain the minimum criteria will result in dismissal from the Maranatha Chapter of the National Honor Society.

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. Parents or guardians, are encouraged to volunteer 20 hours per family to the school each school year. Calvary Academy encourages and appreciates parental involvement.

Parent/Teacher Conferences

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

Personal Property

Calvary Academy is not responsible for personal property that is lost, stolen, or damaged. All misplaced items will be placed in the "Lost and Found". If not claimed within a reasonable amount of time, the items will be given to a charitable organization.

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:

- Kindness
- Truthfulness
- Respect for and courtesy towards the person and property of others
- Punctuality in attendance and work
- Respect for and obedience to those in authority

Personal Rules

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.

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.

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.

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.

Referral Bonus Program

A referral of a first-time family, defined as a family that does not currently have and has never had a student in the school, will qualify Academy families for the Referral Bonus Program.

- A tuition credit of 10% of the new family's tuition the first year and 5% for each year thereafter. In order to obtain this benefit, the referring family and the new family must be enrolled at Calvary Academy and complete the entire pertaining year.
- Credit will be applied to the referring family's tuition in December and June provided the new family is current with their tuition.
- The new family must list the referring family during the enrollment process with the Calvary Academy's business associate. One family accepted per new enrolling applicant.

Upon enrollment of the referred family and a referring family is indicated, and providing the enrolling family remains current with payment; you reap the benefits!

Example: One student enrolled in the elementary department, referred by your family is a potential credit of \$181.75 in both December and June.

Searches (Board revised 1/13/2015)

To maintain order and security in Calvary Academy, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specifically trained dogs. If a search conducted in accordance with this Section produces evidence that the student violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

Security

The safe-keeping of our students is of utmost importance to us. While it is understood that security may inconvenience each of us from time to time, we believe student safety is more important than convenience.

Parents and visitors are welcome at Calvary Academy. Admission to the Academy and other areas of the Calvary facility, Monday through Friday is through the Administrative doors on the Jefferson Street side of the facility. All other doors are locked.

As you enter the Administrative entrance, you will be in an air lock area. Between the hours of 8:00-8:30 on days' school is in session, an Academy staff member will greet you and allow you to proceed to the Academy with your child. From 8:30-4:30 all parents and visitors are to proceed to the receptionist window for a visitor badge before proceeding to any area of the building. In the event, the receptionist is away from this area, please ring the doorbell for admission and proceed to the Academy Office for a visitor badge. Do not proceed to any other area of the building without a badge of identification. If it is necessary for you to arrive before or after the above specified times, please notify the Academy Office manager. A key pass may be issued to you for a fee of \$5. There will be occasions when the security door in this area is not locked. Examples: Funerals, Weddings, Athletic game nights etc. When these events occur, the event will be posted.

Student Records

Calvary Academy maintains personal information, attendance records, academic records and discipline reports on each student. All grades are posted online. Parents have an individualized account to view their student's grades and behavior reports. Please notify the School Office if there is a change in your personal information.

Student Testing

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

Student Visitors

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.

Tardy Policy

The tardy will be considered excused for the following criteria:

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

At the elementary level (Jr. K-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.

Tattoo Policy (Board approved 4/2013)

Students with visible tattoos must have them covered during school hours and while participating in school events.

Textbook Policy

Textbooks and library books checked out to students for use are to be kept in good condition.

Students are to return all textbooks before or on the last day of class attendance. Workbooks are not returned unless the administration determines otherwise. Students are required to replace either the book or provide financial compensation for any damaged or lost books. Parents will be notified of any damaged or 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.

Transfers/Early Withdrawal

If a need to withdraw from Calvary Academy due to job transfers, moving or other circumstances arises, please refer to the terms on your Parent's Contract regarding early withdrawal.

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 customized church buses. All vehicles are maintained in accordance with the State of Illinois and the Illinois Department of Transportation.

Unauthorized Areas

Students are not authorized to be in the following areas at any time during the school day without proper authorization:

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

Vandalism/Damage to School Property (Board revised 11/8/2011)

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

Should a student intentionally or unintentionally damage school property, the cost of repair or replacement will be the responsibility of the student and his or her parents or guardians.

Video Camera (Board revised 11/8/2011)

The use of a video camera system is for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism, and for enforcing school policies and rules. Calvary Academy reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the district administrator and in compliance with appropriate federal and state laws. A copy of a video will only be given to a third party, other than law enforcement, under court order.

Winter Weather

Students may be permitted outside before and after school, and during recess as long as the wind chill temperature is above 30 degrees. Calvary Academy School closings will be announced on local television and radio stations. Parents will also be alerted through the IRIS Emergency Alert System.

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.

Attendance/Tardy Policies

Calvary Academy desires to assist parents in instilling the Christian values of punctuality, responsibility, and accountability in their students.

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 a twelve-day absence in a quarter without proper emergency notification (i.e. family death, student illness), the student will automatically fail that quarter.

Absence Policy

The absence will be considered excused for the following criteria:

- A school-related activity
- Medical appointment
- Bereavement
- Illness
- Emergency
- There is prior communication from the parent/guardian with approval from the administration

Absences/Reporting Absences

The parent or guardian of the student is required to report the student's absence by notifying the school receptionist by 9:00 a.m.

Classroom Hours

Jr. Kindergarten	8:20 AM - 11:30 AM
Kindergarten – 6 th grade	8:20 AM - 3:00 PM
7 th grade – 12 grade:	8:20 AM – 3:10 PM

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 3:30 p.m. daily. If it is necessary for your elementary student to be on Calvary Academy grounds for extended hours, enrollment in the day care (Jr. K and K) or Camp Calvary (1-6) is required. Junior high and high school students are to be in the cafeteria before school and in the computer lab after school. Calvary Academy/Calvary Church will not be responsible for students left during unsupervised times and/or without proper authorization.

Early Dismissal

The parent/guardian should provide the proper authorization to the Academy Office. The office staff will notify the student's teacher. Calvary Academy will not release students without notification from the 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.

Extracurricular Activities

Academic Eligibility for Extracurricular Activities

Calvary Academy is a member of the Illinois Elementary School Association (IESA) and the Illinois High School Association (IHSA). Calvary Academy does abide by the rules and regulations of each of these organizations. A student will be considered ineligible if they are failing an academic course as explained below.

Elementary and junior high eligibility will be calculated on a cumulative grade based on the current quarter. High School eligibility will be calculated on a cumulative grade based on the current semester. Eligibility for both levels is determined on a weekly basis. The weekly eligibility report will be calculated based on all grades collected through Wednesday of that week. Any student failing one or more classes will be determined to be ineligible. Once a student is determined to be ineligible, the period of ineligibility will begin on Sunday and continue through Saturday.

If a student is deemed ineligible for the week, he/she will still have obligations to the team. If there is a home contest, the student will sit on the bench with the team for the duration of pre-game warm-ups and the entire contest. During this time, the student should be supporting their team and performing whatever duties or tasks are assigned to them by the coaching staff (i.e. filling water bottles, doing stats, etc.) If there is an away contest, the student may only travel with the team if he/she is failing only one class. No student may travel with the team if he/she is failing more than one class. If the student is allowed to attend the game, he/she must be dressed as they would be dressed for school on that day.

Parents have the right to decide if their child should not attend any contest while they are ineligible, whether that contest be home or away. However, the parent needs to be certain to clearly communicate this with the head coach prior to the contest.

Elementary Music Department

- JK through 6 General Music Appreciation
- Ensembles – Joyful Noise - This choir is the elite students of the Elementary Music Department. They will learn proper vocal technique and stage performance. This group meets once a week for 45 minutes.

Elementary Music Concerts

- Elementary Musical - This musical takes place during the December concert, "A Calvary Christmas." Auditions are held in October for principal roles (4-6 grade) and the entire Elementary Music Department is included in this production.
- Spring Concert - This concert takes place in May and is a compilation of the entire school year.
- 25% of student's semester grade is derived by concert attendance.

High School and Junior High School Music Department

- High School Choir (4.0 Scale) is for High School Students interested in vocal music. They will learn proper vocal and performance technique, possess basic knowledge of music theory and be able to perform various genres of music.
- Junior High School Choir (4.0 Scale) - This ensemble is an introductory course to choral singing. The student will learn a basic knowledge of music theory and History and perform throughout the semester. This choir will directly feed into Voices Unlimited once the student transitions into high school.

High School and Junior High School Concerts

- A Calvary Christmas - This concert takes place in December and is joined with the Elementary Musical.
- Spring Concert - This all school concert will include Voices Unlimited and Junior High Choir. This concert is a compilation of music learned throughout the school year. This concert is combined with the Elementary.
- 25% of student's semester grade is derived by concert attendance.
- High School Play/Musical - The musical will be in the fall and the play in the spring. Auditions will be held at the beginning of the semester.

Parties

- Birthday 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.
- 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.
- Valentine's Day Parties - Each class will choose whether or not to exchange Valentine cards.

Homework, Extra Credit and IEP's

Individualized Educational Program (IEP) & 504 Plans

The purpose of an IEP or a 504 Plan is to provide an educational setting within the school that is sensitive to the multiple needs of students who have limited scholastic abilities, or an identified learning disability based upon testing and documentation from the local school district or medical doctor explaining the nature of the academic need and providing a description of the modifications necessary for the student's success in the classroom. Upon receiving this documentation, the administration will meet with all necessary persons to create a list of goals and expectations for the student. In keeping with the school's mission statement, if Calvary Academy determines that it cannot meet the needs of the student, he or she will need to seek an educational environment where their needs may be met.

Calvary Individualized Educational Program (CIEP)

This program is unique to Calvary Academy and was created to assist students who may or may not qualify for an IEP or a 504 Plan. This program allows a student to receive a "P" (Passing) for either the weekly eligibility, the quarter average, or for the semester average. If a "P" were to be granted for the semester, the student would receive credit for the course for that semester; however, the "P" is not calculated into the semester grade point average. The "P" is at the discretion of the classroom teacher and is based upon the following criteria: the grade must be within ten percent of a passing grade, participation with the proper attitude in class, completion of all assignments in the proper time frame and exemplifying the student's best effort, attendance at all weekly help sessions, and demonstration of the desire to succeed in the classroom.

Homework

Students are responsible for completing all assignments in the proper time frame and exemplifying the student's best effort. 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.

Extra-Credit Work

Students may have opportunity for additional extra-credit work **only** if they have completed all assignments in the proper time frame and exemplifying the student's best effort, participated eagerly in class, and taken advantage of all extra-credit opportunities for the existing quarter. Extra-credit work will be assigned only for the existing quarter at the discretion of the teacher and must be offered to everyone in the class.

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. A high school student must have the required number of credits to advance to the next grade.

Health Information

Birth Certificates

Under the Missing Children Records Act, The State of Illinois requires schools to have an official birth certificate on file. This document must be on file in the Academy Office on or before October 15th of the year the student is enrolled.

Breath 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. No other over the counter medication will be administered by a staff member of Calvary Academy without a doctor's written permission.

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 and time the medication is to be administered.

All medications are to be dispensed and logged by the Academy Office unless the student is on a field trip. In this case the school designee will dispense the medication.

Asthma /Allergies/Diabetes Action Plan Policy & Authorization Form (Board Approved 6/7/2018)

All asthma medication, epinephrine auto-injectors, or diabetes medication/supplies are to be kept in the School Office unless the authorization form is filled out by the parent/guardian or physician requesting student to self-carry and self-administer his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires Calvary Academy to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine auto-injector (105 ILCS 5/22-30).

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.

Eye Exams Required

Public Act 095-0671 (Comprehensive Eye Exams)

As of January 1, 2008, all parents have until October 15 to provide proof of an eye exam for their student. This law requires a comprehensive eye exam for children entering kindergarten or enrolling for the first time in public, private, or parochial elementary schools in Illinois. Children will be required to have the eye exam performed only by qualified eye doctors – such as optometrists and ophthalmologists.

Dental Exams Required

Public Act 093-0946 (Health Examinations and Immunizations) As of July 1, 2005 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:

- The child presents proof of a completed dental examination.
- The child presents proof that a dental examination will take place within 60 days after May 15.
- Or 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.

Food Allergies (Board Approved 1/2011)

A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for Calvary Academy to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, administration, staff members, and students helps Calvary Academy reduce these risks and provide accommodations and proper treatment for allergic reactions.

Calvary Academy's Food Allergy Management Program shall implement the following goals as established in The School Code of Illinois:

- identify students with food allergies,
 - prevent exposure to known allergens,
 - respond to allergic reactions with prompt recognition of symptoms and treatment,
 - educate and train staff about management of students with food allergies, including administration of medication with an auto-injector and provide an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
- This program follows and references the applicable best practices specific to Calvary Academy's needs in the joint State Board of Education and Ill. Dept. of Public Health publication. Guidelines for Managing Life-Threatening Food Allergies in Schools, complies with State and federal law and is in alignment with Board policies.

An ISBE Medical Exceptions for Food Form is now required for all children with special dietary needs. The form must be signed by the parent and physician listing the food substitutions in compliance with the Meal Pattern Guidelines. Substitutions for milk will provide the same key nutrients found in regular cow's milk. The required form can be obtained in the Academy Office.

Physical Exams and Immunizations Required

Proof of a physical exam is required for all new students entering Calvary Academy, as well as sixth and ninth grade students. Physicals must be completed by a licensed medical doctor. All students must meet Illinois immunization requirements. Requirements may be obtained from your medical doctor.

Students participating in IESA or IHSA athletic activities must have an annual athletic physical.

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.

Sending Students Home from School

As a general rule, when a student has a fever of 101 degrees F or above and/or exhibits symptoms severe enough to prevent 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.

Special Dietary Needs

The Illinois State Board of Education medical form is required for all children with special dietary needs. The form detailing the food substitutions in compliance with the Meal Pattern Guidelines must be signed by the parent/guardian and the physician. Milk substitutes provide the same key nutrients found in regular cow's milk. The Illinois State Board of Education medical form can be obtained from the Food Service Director at Calvary Academy.

Elementary Students

Rewards

Positive behavior will be rewarded through our STARR Program. Our version of the program is designed to encourage positive behavior and help build strong character.

Behavior expectations focus on four main categories: Safe, Trustworthy, Active Learner, Responsible, and Respectful (S.T.A.R.R.).

Your child will have the opportunity to earn tickets for STARR behavior throughout the school day. Each student will have the opportunity to use those tickets monthly at the school reward "store" where things can be purchased like the following: candy, stickers, small toys, pencils, and coupons for things like extra credit, a homework pass, wear a hat in class, dress out of uniform, etc.

At the end of every month, there will also be a STARR assembly. Students who receive no detentions or less than 2 Think Sheets for the month will have the privilege of attending the assembly. During the assembly, a few students from each grade will get the chance to compete in a fun game against some of the teachers while the rest of the school cheers them on!

*Think Sheets are given to a student by a teacher when that student has repeatedly not followed our safe, trustworthy, active learner, responsible, or respectful behavior expectations after being reminded, redirected, and/or reprimanded.

For more information on Detentions, see the Discipline Plan section in this handbook.

Grading Policy – Elementary

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

Grading Scale for Junior Kindergarten

90-100	O – Outstanding
89-80	S – Satisfactory
79-70	N – Needs Improvement
69-0	U - Unsatisfactory

Grading Scale for K/5 – 6th

99-100	A+	80-81	B-	62-67	D
92-98	A	78-79	C+	60-61	D-
90-91	A-	72-77	C	0-59	F
88-89	B+	70-71	C-		
82-87	B	68-69	D+		

Grading Scale for Non-Graded Classes

90-100	O – Outstanding
89-80	S – Satisfactory
79-70	N – Needs Improvement
69-0	U - Unsatisfactory

Conduct for all Grades

Outstanding	O
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U

Dress Code - Elementary

Calvary Academy 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 uniform policy is in effect for Junior Kindergarten through 6th grade students, effective the first day of school.

Dress Code - All Elementary Students

- Jackets are not to be worn to classes or chapel.
- Students are to be neat, modest, clean and well-groomed at all times.
- Neat sweaters may be worn with a shirt or blouse.
- Shirts/blouses are to be tucked in at all times.
- Plain white tee-shirts are allowed under shirts.
- Hats are inappropriate to wear inside the Academy building.
- Body piercing is not allowed.
- Extreme hairstyles or colors are inappropriate.
- Official red polo shirts and sweatshirts are allowed when purchased through Calvary Academy.

Dress Code – Elementary Boys

- Navy or Khaki permanent-press slacks.
- Solid white, navy, 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).
- Any color cardigan, crew neck or V-necked styles. No sweatshirts other than official Calvary sweatshirts purchased from Calvary Academy.
- Uniform shorts are allowed until mid-October and then in the month of May.
- Earrings are not permitted.
- 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.

Dress Code - Elementary Girls

- Navy or khaki skirts or jumpers for JK through 4th grade.
- Navy or khaki skirts for 5th - 8th grade. These items should be no more than one inch above the knee.
 - Navy or khaki permanent-press slacks or skorts for JK through 8th grades.
- Solid white, navy, 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).
- Any color cardigan, crew neck or V-necked style sweaters. No sweatshirts other than official "Calvary" sweatshirts purchased from Calvary Academy.
- Earrings are allowed

Discipline Plan

Calvary Academy elementary teachers will provide a discipline plan to the parents at the beginning of the school year.

Consequences for Cheating

- 1st time student will receive a detention, receive a "0" and parents will be called.
- 2nd time student will receive a detention, receive a "0," parents will be called, and parent/teacher conference will be held.
- 3rd 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.

Behavior leading immediately to a 20-minute detention:

- Disrespect to an adult
- Willful disobedience
- Throwing things (rocks, food, milk cartons, etc.)
- Damage to building or property
- Fighting (minor)
- Misuse of God's name or obscene language
- Use of gang or satanic symbol
- Indecent or gross behavior
- Leaving classroom, building, grounds, or school activity without permission
- Three (3) unexcused tardies in a quarter
- Forgery

Discipline Steps toward Suspension or Expulsion

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.

Movement onto Step 1 below and from one step to the next occurs with the third (3rd) detention in a quarter.

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.

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.

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.

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.

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.

Junior High Students

Christian Leadership Award (8th Grade)

Calvary Academy is undeniably academic yet is also unashamedly Christian. Each year the staff of Calvary Academy recognizes the student that best represents godly character and Christian leadership. This Christian Leadership Award is the highest award Calvary Academy presents to one of its 8th grade graduates. This recipient was selected by the Awards Committee and the teaching staff of Calvary Academy.

Grading – Junior High

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

Grading Scale for Junior High School

99-100	A+	72-77	C
92-98	A	70-71	C-
90-91	A-	68-69	D+
88-89	B+	62-67	D
82-87	B	60-61	D-
80-81	B-	0-59	F
78-79	C+		

Beginning with the 2012-2013 school year, students taking courses through Switched on Schoolhouse (SOS) will be on a 3.0 scale instead of a 4.0 scale. As this curriculum is an independent study program, students must provide their own laptops or electronic devices to take these courses.

Conduct Key

Outstanding	O
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U

Graduation Requirements - Junior High

A student will not be allowed to participate in the eighth-grade graduation ceremony or be promoted to the ninth grade if he would normally be retained.

Locks and Lockers

Locks and lockers are provided in the building for the safekeeping of books and supplies. Each locker is to be locked at all times.

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.

Make-up Work

Students with excused absences have one class session in 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. The school has a homework hotline so that the students and parents may call and find out the work missed on a daily basis.

Math Prerequisites

7th Grade:

Pre-Algebra: grades from 6th grade and an entrance exam are required. The student must have maintained a 90% average in their previous mathematics course and pass an entrance exam with a score of at least an 86%. The student must maintain a 90% average throughout the Pre-Algebra course.

8th Grade:

Pre-Algebra: grades from 7th grade and an entrance exam are required. The student must have maintained an A or B average in their previous mathematics course and pass an entrance exam with a score of at least an 86%. The student must maintain an A, B, or C average throughout the Pre-Algebra course.

Algebra I: grades from 7th grade math and an entrance exam or Pre-Algebra grades are required. The student must have maintained a 92% average in 7th grade math and pass an entrance exam with a score of at least 86%. If the student has taken Pre-Algebra as their last mathematics course, an A average is required. The student must maintain an A average throughout the Algebra I course.

Tardy to School/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 1st hour will receive a detention.

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.

Dress Code Information – Junior High

Calvary Academy 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 uniform policy is in effect for 7th through 8th grade students, effective the first day of school.

Dress Code - All Students

- Jackets are not to be worn to classes, chapel or in the cafeteria.
- Students are to be neat, modest, clean and well-groomed at all times.
- Neat sweaters may be worn with a shirt or blouse.
- Shirts/blouses are to be tucked in at all times.
- Plain white tee-shirts are allowed under shirts.
- Hats are inappropriate to wear inside the Academy building.
- Body piercing is not allowed.
- Extreme hairstyles or colors are inappropriate. Official red polo shirts and sweatshirts are allowed when purchased through Calvary Academy.

Dress Code – PE (Board approved 2/2018)

Students will be required to wear the school PE uniform daily. PE uniforms can be purchased through our online store.

Dress Code – Junior High Boys

- Navy or Khaki permanent-press slacks.
- Solid white, navy or light blue oxford cloth shirt, long or short sleeve; white, navy or light blue cotton knit shirts with collars, long or short sleeve; white, navy or light blue turtlenecks (no mock turtlenecks).
- Any color cardigan, crew neck or V-neck styles. No sweatshirts other than official “Calvary” sweatshirts purchased from Calvary Academy.
- Earrings are not permitted.
- 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.

Dress Code – Junior High Girls

- Navy or khaki skirts for 5th - 8th grade. These items should be no more than one inch above the knee.
- Navy or khaki permanent-press slacks or skorts for JK through 8th grades.
- Solid white, navy or light blue oxford cloth blouses, long or short sleeve; white, navy or light blue cotton knit shirts with collars, long or short sleeves; white, navy or light blue turtlenecks (no mock turtlenecks).
- Any color cardigan, crew neck or V-neck style sweaters. No sweatshirts other than official “Calvary” sweatshirts purchased from Calvary Academy.
- Earrings are allowed.

Discipline Plan - Junior High

Consequences for Cheating

- 1st time student will receive a detention, receive a “0” and parents will be called.
- 2nd time student will receive a “0,” parents will be called, and student will receive a one-day suspension.
- 3rd time student will receive “0,” parents will be called, and student will receive a three-day suspension
- 4th 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 Infractions

Behavior leading immediately to a detention is as follows:

- Disrespect to an adult
- Willful disobedience
- Throwing things (rocks, food, milk cartons, etc.)
- Damage to building or property
- Fighting (minor)
- Misuse of God’s name or obscene language
- Use of gang or satanic symbol
- Indecent or gross behavior
- Leaving classroom, building, grounds, or school activity without permission
- Forgery
- Cheating

Discipline Steps Toward Suspension or Expulsion (Board Approved 4/2010)

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.

Step 1 - 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.

Step 2 - 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 (3) will place the student only one step from expulsion. The action is recorded in the student's file.

Step 3 - 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 (4) is expulsion. This action is recorded in the student's file.

At Step 3, the parents or guardians may appeal to the School Board at the next scheduled meeting for a review. The appeal must be submitted at least five school days before the next school board meeting

Step 4 - 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.

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.

Suspension/Expulsion Procedures

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-a-likes); stealing; fighting; violent actions or threat of it; or suspicion of criminal activity.

All students will begin the next school year with a clean slate unless otherwise determined by the administration. 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.

High School Students

Capital Area Career Center (CACC)

Calvary Academy does partner with CACC to provide alternative educational programs. Transportation to and from CACC is provided at no cost to the parent. Due to this cooperation, if a Calvary Academy student is suspended from CACC, he or she will serve a concurrent suspension from Calvary Academy.

Classification for High School:

Students will be classified according to grade level by the following criteria:

Credit	Classification
0 – 6	Freshmen
6.25 – 12	Sophomore
12.25 – 18	Junior
18.25 – ++	Senior

College Visitation Days

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 an administrator. Signed documentation on college/university letterhead is required and each case may be evaluated on an individual basis by the administration. The form must be returned to the Academy office the next school day for the absence to be considered excused. (Board approved 11/8/11)

Courses Failed

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

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

Dropping Courses

Students must remain in class five full days before attempting to drop a class. A course dropped after the first three weeks will appear as a withdrawn passing (WP) or withdrawn failing (WF) on the student's transcript.

Early Graduation Policy – High School

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 above-mentioned regulations would still apply. This student would also not be allowed to participate in any school activities second semester until commencement.

Early Graduation Regulations

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

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.

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. The student may not graduate prior to the completion of 6 semesters of high school.

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.

Grading Policy – High School

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 and are based on the percentage of each. The following scale is used for grading purposes:

Grading Scale

REGULAR HONORS

100	4.25	5
98	4.00	0
91	3.75	5
89	3.25	5
88	3.00	0
81	2.75	5
79	2.25	5
77	2.00	0
71	1.75	5
69	1.25	5
68	1.00	0
61	0.75	5
9	0.00	0

Beginning with the 2012-2013 school year, students taking courses through Switched on Schoolhouse (SOS) will be on a 3.0 scale instead of a 4.0 scale. As this curriculum is an independent study program, students must provide their own laptops or electronic devices to take these courses.

Grading System for Physical Education/High School Athletics

- Student will be assigned a letter grade of A, B, C, D, or F. (No plus or minus)
- The only way a student would finish with an F is if he/she quits the team and did not finish the season in good standing.
- At the end of the season, each varsity coach, with advisement of the coaching staff, will assign a grade to each student. The grade does not indicate skill level. The grade will reflect work ethic and attitude as demonstrated by effort, overall commitment to the team, and proper representation of a Calvary Academy athlete. The coach will take into account the following possible things: any unexcused absences from practices or games, tardiness, misbehavior or demeanor during any time with the team (games, travel time, practices, etc.) and overall willingness to work hard and be committed to the team and program.

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 cannot 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.

High School Graduation Requirements

Basic Requirements - 24 credits

Credit	Subject
4	Bible (a half credit is required for each semester at Calvary)
4	English
3	Mathematics
2	Natural or Physical Science (one lab)
3	Social Studies (one credit American History/Government required)
.25	Consumer Education
1	Music, Art or Foreign Language
1	P.E./Health
5.75	Electives

24 Credits

Honor Roll/High Honor Roll

Students having all grades above B and a GPA of 3.5 or above are considered on the High Honor Roll. Students with all grades above a B and a GPA of 3.0 or above are considered on the Honor Roll.

Locks and Lockers

Locks and lockers are provided in the building for the safekeeping of books and supplies. Each locker is to be locked at all times.

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.

Make-up Work

Students with excused absences have one class session in 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. The school has a homework hotline, so students and parents may call and find out the work missed on a daily basis.

Math Prerequisites

Informal Algebra: The student has maintained a C or below average in his previous mathematics course. (Recommended)

Algebra I: The student will have maintained a 90% average in their previous mathematics course.

Geometry: Successful completion of Algebra I. The student has taken and maintained an A, B, or C average in Algebra I.

Algebra II: successful completion of Algebra I. The student has maintained an A or a B average in Algebra I. A student who maintained a C average in Algebra I may enter the class on a probationary term. If the student maintains a C average in Algebra II, he may complete the course. If the student's grade falls below a C average, he will be removed from the course.

Advanced Math: successful completion of Algebra II and Geometry and grades. The student has maintained an A or B average in both Algebra II and Geometry.

Trigonometry/Calculus: successful completion of Advanced Math and grades. The student has maintained an A average in Advanced Math. If a student maintained a B average, he may enter the class on a probationary term. He must maintain a B average throughout the course.

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 Calvary Academy's residence expectations.

Senior Awards - High School

An Awards Committee is selected each year. All awards are based on the criteria and direction of the organizations offering the award. The best possible representative of Calvary Academy will be selected. All senior awards are determined by this committee with the exception of the following awards:

- 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.
 - Valedictorian - The student with the highest cumulative GPA above 3.95.
 - Salutatorian - The student with the highest cumulative GPA above 3.75.
- (Minimum to qualify is attendance at Calvary Academy the entire Junior & Senior year)

Student Drivers

- Students are to park in the designated area in the front of the school.
- Students are not permitted to go to their cars at any time during school hours without permission.
- Students are expected to obey all traffic signs, regulations, and patrols regarding driving on the premises of Calvary Church.
- The speed limit on campus for student drivers is 5 mph.
- It is a privilege to drive on campus which may be revoked if the student does not abide by the above stated expectations.

Transcripts

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

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.

Tardy to School/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 1st hour will receive a detention.

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.

Dress Code Information – High School

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.

- Students are to be neat, modest, and well-groomed at all times.
- 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.
- Shirts may be untucked if designed for such, and if an appropriate length.
- Small designer logos on clothing are allowed, NO other pictures or messages.
- Plain tee-shirts may be worn under shirts but must be tucked in slacks or skirts.
- Jackets and sweatshirts are not to be worn to class or chapel.
- Neat sweaters may be worn with shirts/blouses.
- Sweat suits are inappropriate.
- No skin-tight clothing.
- No torn clothing or clothes with holes.
- Skirts must be no more than 1" above knee.
- No shorts.
- No hats to be worn inside the building.
- No clothing indicating the grunge, drug or gang cultures.
- Muscle or body shirts are inappropriate.
- Slacks and jeans are to fit neatly.
- Body piercing is inappropriate.

Dress Code – High School Boys

- Boys are to be clean-shaven
- Earrings are not permitted.
- 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.

Dress Code – High School Girls

- Extreme hairstyles or colors are inappropriate.
- Earrings are allowed.

Dress Code Consequences

- 1st time will result in a written warning.
- 2nd time will result in a written warning.
- 3rd time parents will be contacted.
- 4th time student will be required to wear uniform for 30 calendar days.

Two times of going to the 4th 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.

Discipline Plan - High School

Consequences for Cheating

- 1st time student will receive a detention, receive a “0” and parents will be called.
- 2nd time student will receive a “0,” parents will be called, and student will receive a one-day suspension.
- 3rd time student will receive “0,” parents will be called, and student will receive a three-day suspension.
- 4th 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:

- Disrespect to an adult
- Willful disobedience
- Throwing things (rocks, food, milk cartons, etc.)
- Damage to building or property
- Fighting (minor)
- Misuse of God’s name or obscene language
- Use of gang or satanic symbol
- Indecent or gross behavior
- Leaving classroom, building, grounds, or school activity without permission
- Forgery
- Cheating

Discipline Steps Toward Suspension or Expulsion

(Board Approval Date: 4/2010)

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.

Step 1 - 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.

Step 2 - 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 (3) will place the student only one step from expulsion. The action is recorded in the student's file.

Step 3 - 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 (4) is expulsion. This action is recorded in the student's file.

At Step 3, the parents or guardians may appeal to the School Board at the next scheduled meeting for a review. The appeal must be submitted at least five school days before the next school board meeting.

Step 4 - 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.

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.

Suspension/Expulsion Procedures

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; violent actions or threat of it; or suspicion of criminal activity.

All students will begin the next school year with a clean slate unless otherwise determined by the administration. 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.

General Policies

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.

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:

- 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.
- 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 in the record, setting forth his or her view about the contested information.
- 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:
 - School officials with legitimate educational interest
 - Other Schools to which a student is transferring
 - Specialized officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - 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.

Goals for Nutrition Education

- Students will have opportunities to receive nutrition education, focusing on healthy eating behaviors and wellness as part of the school's health education program.
- Students shall receive consistent nutritional messages, fostering the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.

Goals for Physical Activity

- During the school day, all students shall participate daily in physical education, unless exempted as permitted by state law.
- By fostering the development of movement skills, enhancing health-related fitness and offering direct opportunities to learn how to work cooperatively in a group setting, physical education instruction will encourage healthy habits and attitudes.
- Students will receive a range of physical activity opportunities through interscholastic athletics, and other activities.

Guidelines for Foods Available in School

- Food providers used during the school day will make accessible to students, parents and staff the nutritional content of school meals and individually sold items.
- Reimbursable school meals served shall meet the nutrition requirements and regulations for the National School Lunch Program and After School Snack Program.
- There will be an increase in healthy food options available through a la carte purchase and vending machines.
- The vending machines shall not be in operation during the time frames established by the National School Lunch Program.

Goals for Quality Healthcare

- Parents/Guardians shall be provided information to help them incorporate healthy eating and physical activity in their children's lives. This information may be provided in the form of handouts, postings on the school's website, information provided in school district newsletters, presentations that focus on healthy lifestyles and any other appropriate means available for reaching parents.
- The school adheres to a closed campus lunch policy.

Wellness Policy

Calvary Academy is committed to providing a learning environment that encourages wellness, good nutrition, and an active lifestyle in accordance with the Illinois School Code. Calvary Academy recognizes the positive correlation between good nutrition, physical activity and the capacity of students to develop and learn.

Mandated Reporter Policy (Board Approved 6/7/2018)

All teachers are required mandated reporters and are required to receive Mandated Reporter Training through DCFS ("Recognizing and Reporting Child Abuse: Training for Mandated Reporters"). The online training course for mandated reporters is located at <https://mr.dcfstraining.org/UserAuth/Login!loginPage.action>. Upon completion of the required training at the Mandated Reporter Training Website, the teacher must print the record of completion of the mandatory training and submit the completion form to the Administration for their Personnel File. It is recommended that the teacher keep a copy of the completed form for their own records.

Missing Person and School Records (Board Approved 6/7/2018)

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police. Upon notification by the Illinois State Police of a person's disappearance, Calvary Academy shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

Drug Violation Report (Board Approved 6/7/2018)

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

a. A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the Administration shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

Reporting Firearms on School Property (Board Approved 6/7/2018)

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the Administration shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05



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