

Introduction

“For the LORD gives wisdom; from His mouth come knowledge and insight.” Proverbs 2:6

WELCOME

Welcome to the Calvary Baptist School and Foundations Christian Preschool family. Thank you for entrusting us with the opportunity to serve your family concerning the education of your child. We are committed to providing the best Christian education available in the Philadelphia suburbs. Please let us know if we can be of assistance to you in any area.

To better acquaint you with our mission and focus, please take a few moments to read this handbook. It will help explain the policies and procedures by which we operate. A strong connection between home and school has proven to be one of the most important factors in a child's success in our school.

WORTHWHILE PURPOSE

Calvary Baptist School, a ministry of Calvary Baptist Church, is a private educational institution offering a challenging educational program in a nurturing Christian environment for members of Calvary Baptist Church and other families in the community who wish to take advantage of what we have to offer.

OUR MISSION STATEMENT

Calvary Baptist School inspires students to discover their purpose and to engage their hearts, heads, and hands in service to Christ both locally and globally.

We desire to be an extension of Christian homes and to reinforce the Biblical values taught at church and home. Our students are expected to demonstrate self-discipline, high morals, good habits, respect for others, responsibility, and a love of God and country. The Bible, while not being the only textbook, will be taught; and its principles will be guidelines for all other learning.

Policies and Procedures

“But all things should be done decently and in order.”

I Corinthians 14:40

ADMISSION POLICY

Students are tentatively accepted at Calvary Baptist School and Foundations Christian Preschool after a successful interview with an administrator. Potential 7th-12th grade students are asked to attend the interview. All transfer students are encouraged to bring a copy of their most recent school records to their interview. Final acceptance is contingent upon completion of the application process, an in-person interview, and a review of the permanent records of the student's previous schooling and the results of any necessary testing. Testing is not typically required unless there is evidence of exceptional learning challenges.

Students are to be the appropriate age on or before November 1st in order to enter preschool, kindergarten, or first grade. Transfer students are typically placed in the grade level following the last grade the student successfully completed. The school administration assumes the final responsibility for the grade placement of any student.

Calvary Baptist School admits students of any race, color, and national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school.

INTERNATIONAL STUDENTS

Students who require an F-1 Student Visa (I-20) to attend school in the United States are accepted at CBS based on the criteria explained in our International Student Statement of Understanding and Cooperation. Applications for student visas, our International Student Statement of Understanding & Cooperation, and additional international student policies are available through the school office.

ENROLLMENT PROCEDURES

A student may register for school in the school office during regular office hours. Enrollment is not considered to be finalized until the following steps have been completed:

1. Personal interview with an administrator
2. Enrollment application and other required forms processed
3. Registration fee paid
4. Photocopy of student's birth certificate on file
5. Proof that required immunizations and dental and physical examinations are current
6. Any necessary testing completed

RE-ENROLLMENT

Continuous re-enrollment is implemented for all first through eleventh grade students during the months of February and March. A re-enrollment fee will be applied to the tuition bill automatically. Students who do not plan to return the following school year will need to submit an Opt Out form by the due date in April to avoid being charged the re-enrollment fee. Preschool and kindergarten students may submit re-enrollment forms along with the re-enrollment fee through the school office beginning in February.

HEALTH CONCERNs

Illness or Injury—Students who become ill or injured during the school day will be assisted by our School Staff Nurse. In the event our School Staff Nurse is not present, our school staff will notify parents of any illness or injury as needed. If a determination is made that paramedic assistance is necessary, 9-1-1 will be called; and the child will be taken to a nearby hospital. The local EMT organization that administers the care will bill the student's insurance company directly.

Any student with a temperature of 100 degrees or above, or who has experienced vomiting or diarrhea within the previous 24 hours, will not be allowed to remain in school. The parents will be contacted and asked that the child be taken home or to a doctor.

In the instance of local, state, or federal mandates regarding precautions in the case of widespread communicable illnesses, the school will enforce those precautions and notify all families of required protocol for attendance.

Medication—Whenever possible, any necessary medication should be administered in the home. At times when medication must be given during the school day, parents are responsible to ensure that all medication, along with written orders from a physician, be turned in to the school office or school staff nurse as soon as the child arrives at school. Written permission from the parent or guardian is necessary for a child to receive medication during school hours. Whenever feasible, the child should self-administer medication under adult supervision. For students who have an allergy requiring an epi pen or a diagnosis requiring an inhaler, we require a secondary epi pen or inhaler to be kept on

school premises with a doctor's orders. Note that all medications given in school must be in English.

Physical Examinations—Students entering preschool, kindergarten, sixth, and eleventh grades are required by the State of Pennsylvania to have a current physical examination within one year prior to starting that grade level. Students entering kindergarten, third, and seventh grades are required by the State of Pennsylvania to have a current dental examination within one year prior to starting that grade level. Transfer students must meet the same requirements. The same requirement applies for any new student regardless of any grade level. Any new incoming student from abroad must submit a physical, copy of immunizations and dental PRIOR to starting school.

To play sports, the student must have a sports physical prior to starting practice.

Immunizations—All immunizations must be current according to the requirements of the State of Pennsylvania. For a copy of the school vaccination requirements, please contact the school office. Students who fail to comply with these requirements may be at risk for exclusion. Domestic transfer and international students are expected to meet the same requirements.

Records—All required health records are due two weeks prior to the start of the school year.

Participation—As a general rule, if a student is well enough to attend school, he is well enough to attend physical education classes and recess. With written parental verification, a child may be excused from physical education or outdoor activities for up to three school days following an illness.

Insurance—If a child is injured in a school related activity, the insurance claim must be handled through the child's or family's insurance policy. Claims for school related accidents may be submitted to the school's supplemental insurance policy only after all claims have been processed by the child's or family's insurance policy.

FINANCIAL INFORMATION

A tuition and fee schedule has been established for the convenience of our school families. Our tuition rates are reduced for each additional child in a family. The enrollment and curriculum fees are non-refundable.

Calvary Baptist School receives its income from tuition and fees. It is expected that families will pay their tuition and fees when due. All accounts are due and payable by the 1st of each month. Cash, check, and money orders are acceptable as methods of payment. A late fee of 1.5% will be added to the school bill if payment is not received by the 5th day of each month.

If a student attends one day or more of school during any month, he will owe the full month's tuition. Students who are suspended, expelled, voluntarily withdrawn, or asked to withdraw from school will receive no refund for the portion of the month they did not attend. No refunds will be given for student absences or for days off school that were not specified as days off on the school calendar.

Tuition may be paid in a lump-sum amount (due by August 31st), a 12-month installment plan (July through June), a 10-month plan (September through June), or a 9-month plan (September through May). Families who pay the entire year's tuition in one lump sum by August 31st receive a 4% discount on their tuition. Fees for services such as outdoor

education, fine arts, graduation, music lessons, gym uniforms, various labs, art supplies, sports, and yearbooks will be billed as incurred. All international students requiring a student visa (I-20) to attend CBS will be required to pay the International Student rate. No early-payment discounts, member rates, or sibling rates will apply.

Permanent records (excluding health records) will not be processed, transcripts will not be issued, and report cards and diplomas will be withheld until the household account is paid in full. Delinquent payment may be cause for suspension or dismissal. Students with delinquent household accounts may be excluded from participation in semester exams, final exams, fine arts performances, graduation exercises, or any extra-curricular activities. Our tuition and fee schedules provide additional financial information and policies.

DONATIONS

Calvary Baptist School endeavors to keep tuition rates low for the benefit of our families. Many individuals have helped us maintain our low tuition profile by contributing in one or more of these suggested ways: (1) gifts to special building and remodeling projects; (2) gifts for special equipment purchases; or (3) gifts for the scholarship fund. For further information about how you can help this ministry financially, please contact the school office.

CLOSING OF SCHOOL/DELAYED OPENINGS

Severe weather or another emergency may require school to be closed for the day or the opening of school to be delayed. For weather closings or delays, CBS will follow the North Penn School District announcements. A decision to close school or delay opening is generally made by 6:00 A.M. and is made for one day at a time. This information is posted on our school website, social media page, and is relayed to local radio and television stations. If school is in session, the decision to send a child to school is ultimately made by parents and guardians.

WIRELESS COMMUNICATION DEVICES

Students may possess wireless communication devices during school hours, on school property, during school extra-curricular activities, and at school-related functions, provided the communication devices are powered completely off and stored out of sight.

A wireless communication device is any device capable of sending or receiving communication by electronic means, or may be capable of emitting an audible tone, vibrating, displaying a message, or otherwise summoning and delivering a communication to the possessor. The following are examples of wireless communication devices:

Cellular and wireless telephones, Apple watches, personal digital assistants (PDA), smart phones, two-way radios, broadcasting devices, laptops with communication functionalities, and any other devices with similar functions.

Headphones and earbuds are not allowed between 7:30 – 3:45.

At no time may students use wireless communication on school property or at a school-sponsored activity for the purpose of accessing and or viewing the Internet web sites that are blocked to students at school. Once permission has been granted, a student may use his cellphone only in the school office or lobby and must power the phone off once the call is completed. CBS will not be responsible for lost, stolen, or damaged cell phones

LOCKERS

All junior and senior high students will be assigned a locker. Students may decorate the inside of their locker with items that are in harmony with the standards and philosophy of Calvary Baptist School.

Lockers are the property of CBS could be subject to regular inspection without notice by a representative of the school administration. Students are asked to keep their lockers locked during class time and not to give their locker combination to any other students.

FIRE/EMERGENCY DRILLS

Fire drills are required by Pennsylvania state law to be administered each month during the school year. As a part of our emergency response plan, one additional emergency drill (lock out, lock down, shelter in place, severe weather, or tornado) will be administered each month on a rotating basis as determined by the ministry security team. It is important that students move to their assigned exits quickly and in an orderly manner as soon as the alarm sounds or an announcement is broadcast. Specific exit directions are posted in all classrooms.

In case of severe weather, students will remain in the building safe areas. In full cooperation with local and state safety officials, appropriate and reasonable precautions will be taken for the safety and protection of the students in emergency situations.

FIELD TRIPS

Field trips are taken to places of educational interest at various times during the school year. The Philadelphia area has many places of special interest and benefit for the students. Students are required to maintain the same level of discipline and behavior away from the school as is required while at school. Field trip fees will be billed to accounts.

TEACHER QUALIFICATIONS

Every teacher in Calvary Baptist School must be qualified spiritually and professionally. All teachers and staff employees are born-again Christians who have dedicated themselves to Christian education. They are all active members of Calvary Baptist Church or a church similar to Calvary. Teachers are required to have the necessary professional preparation in their subject areas.

SCHOOL LIBRARY

Students of Calvary Baptist School are encouraged to take advantage of the learning opportunities provided by our school library. Students who check out library books are asked to return the books by the assigned due date. Students who do not return books by the due date are assessed a fine.

LUNCH PROGRAM

The lunch program operates throughout the school year to provide lunch items for our students. Elementary students pre-order and pre-pay for lunch on a weekly basis. Junior and senior high students may purchase a lunch at the kitchen window on a daily basis or purchase a lunch card. Students may either purchase this school-provided lunch, or they may bring their lunches from home.

TRANSPORTATION

Public transportation for eligible students through the local school districts' busing companies is arranged through the transportation coordinator in the school office. A Request for Transportation is available through the school office and must be submitted for all students. Students who ride a bus will arrive at school near the gym door entrance and depart from the Children's Ministry Center.

Parents transporting students to school are asked to drop their students at the CBS entrance facing Valley Forge Road and are asked to avoid the bus drop off/pick up area. For the safety of all students, parents are asked to follow the school's established drop-off and pick-up traffic patterns.

STUDENT DRIVERS

Any student who possesses a valid Pennsylvania driver's license and maintains a safe driving record may drive to school. A permission form for students to drive to school is available in the school office. Student drivers are asked to park in the area designated for student parking.

Any student who demonstrates careless or reckless driving habits will forfeit the privilege of driving on campus. As soon as students arrive at school in a car driven by a student driver, they must leave the car and enter the building. Even if a student drives only himself to school, he must park, exit, and lock the car immediately upon arrival.

Students may not return to their cars until they are dismissed at the end of the school day. Students are not to transport anyone other than those assigned by parents to ride with that student driver. All automobiles are to be locked while parked on the school grounds.

STUDENT ACTIVITIES

Students who participate in bands, choirs, athletic teams, plays, or any special program groups at Calvary Baptist School are required to attend all functions in which these groups participate. Elementary students are required to participate in school concerts and programs that involve their class. Students and parents are asked to plan their individual schedules in a way that minimizes conflicts. School dress is required for students at all school fine arts performances.

ELIGIBILITY

Only students who meet certain eligibility requirements qualify to serve as class officers or officers in any official school organization, and to participate in the sports program, or any other extra-curricular functions which have eligibility requirements as the basis for participation. Eligibility requirements are as follows:

1. Participants must have fewer than 25 demerits.
2. Participants must have at least a "C-" average for the marking period.
3. Participants must have no "F's" for the marking period.
4. Family's financial account must be current.

Academic eligibility is checked four times per marking period (after three weeks, five weeks, seven weeks, and at the end of each marking period). Any students declared academically ineligible may not participate in athletic practices, or sporting events, until they are declared eligible.

Students who are absent from school (except for approved class cuts) will not be allowed to attend or participate in after-school activities of any kind on the day of their absence. Students must arrive at school by the end of third period and stay for the remainder of the school day in order to be eligible to participate that day.

SPORTS PROGRAM

Calvary Baptist School maintains an active inter-scholastic sports program competing in soccer, basketball, volleyball, and baseball. Athletes must meet eligibility requirements in order to participate.

All students participating in Calvary Baptist School athletics are required to have a satisfactory physical examination after June 1st for the upcoming school year and prior to the start of practice for the specific sport.

Student athletes are expected to maintain a good Christian testimony with staff and students and are expected to attend all practices and games. Athletes may be dropped from squads at any time for irregular practice attendance, lack of ability to perform at the standard set for squad membership, or for displaying an improper attitude. The coaches recommend athletes for awards based on participation, skill, sportsmanship, cooperation, behavior, and attitude.

All athletes and spectators are expected to display a good attitude and to maintain good sportsmanship at all times.

FINE ARTS

Band, choir, and art may be taken for credit at CBS. Private music lessons in voice, piano, strings, and other instruments are available at the school for nominal fees.

Private music lessons are scheduled during school hours. Students taking music lessons may have opportunities to perform at various recitals, school programs, contests, concerts, and in chapel. Junior and senior high students may have opportunities to participate in various fine arts performances, as well as representing Calvary Baptist School in the Keystone Christian Education Association's (KCEA) Bible, Academic, and Fine Arts Festivals.

EARLY ARRIVAL/LATE STAY

Teachers are asked to be on duty in their classrooms at 7:45 A.M. each school day.

Students may arrive as early as 7:30 A.M. Students arriving between 7:30 A.M. and 7:55 A.M. are to report directly to the gymnasium for early arrival. Preschool students who arrive prior to 8:00 A.M. and kindergarten through sixth grade students who arrive before 7:30 A.M. must sign up for childcare and make the appropriate financial arrangements in the school office.

The early morning childcare program opens at 6:30 A.M., and students are not to arrive prior to that time. Students may remain at school after the regular dismissal time only if they are involved in a supervised extra-curricular activity or are enrolled in the after school childcare program. No student is to be in the school building without adult supervision.

CLOSED CAMPUS

Calvary Baptist School operates on the "closed campus" principle. This simply means that attendance at school is required from the regular start of classes to the regular dismissal time, regardless of the number of free periods a student may have. Students typically may not leave campus for lunch. Once students are dropped off at school, they cannot leave the campus. This includes at the end of the day prior to being picked up by a parent/bus.

SENIOR PRIVILEGES

Seniors who are considered to be in good standing have the opportunity to participate in our "senior privilege" program. These privileges include being exempt from the semester exam in any class for which they have an A- average or higher for that semester. Participation in these privileges requires written parental permission.

TARDINESS

Students are expected to be on time to school and all scheduled classes and activities during the school day. Students who arrive to school late or who are delayed in going to first hour class should go directly to the office for a pass. Please help your child learn responsibility by insisting that he arrive on time for school. Habitual tardiness will be addressed according to our school's attendance policy.

APPOINTMENTS

Parents arriving during class time to pick up students for medical appointments or other excused absences should report to the office. If a student must leave school early, a written note from the parent is to be brought to the school office and approved prior to 9:00 A.M.

ATTENDANCE/ABSENCE

In order to gain the most from school, each student must be regular in attendance.

Absences will be excused for the following reasons:

1. Illness
2. Death in the immediate family
3. Medical appointments
4. Impassable roads or vehicle trouble
5. College visits for juniors and seniors

-Approved in advance

-Maximum of 5 days per semester. After the five days have been used, a doctor's note must accompany any further absences. Special exceptions will be considered by the administration.

-Any absences past the 5 days per semester will be considered unexcused with demerit penalties for secondary students and academic or classroom privilege penalties for elementary students.

In the case of illness, parents are asked to call the school office before 8:30 AM stating the specific reason for the absence. Unless notified, the school will attempt to call the home of the absentee. Per Pennsylvania law, after an absence, students are to bring a note from a parent explaining the reason for the absence. All other absences, excluding those mentioned above, are considered unexcused in accordance with state attendance regulations.

Any student absent for more than twenty days during the school year may be retained at the same grade level. In junior and senior high school, this would result in a loss of credit for any course in which the student has accumulated more than ten unexcused absences.

CLASS CUTS

A maximum of five days of class cuts are permitted each semester for unavoidable absences. These are for non-school-sponsored parent-attended activities including church- sponsored functions, college visits, weddings, funerals, and family vacations. If possible, family vacations should be restricted to days when school is not in session. Individual student vacations or other activities that do not include parents will not be approved.

According to state law, class cuts are considered as unexcused absences. However, no penalty is enforced.

Class cuts are to be arranged at least two school days prior to the absence. Parents of elementary students are asked to arrange class cuts through their child's teacher. Junior and senior high students arrange class cuts through the school office by completing and returning a "Cuts Permission" form. Class cuts may not be taken during the first two weeks of the school year or during the final two weeks of each semester. Transfer students may not take class cuts within two weeks of their first day of attendance. Class cuts may not be taken around scheduled holidays or breaks without special permission from administration.

OUTDOOR EDUCATION

Calvary Baptist School students in grades nine through twelve begin each school year with Outdoor Education at Camp Calvary. All 9th -12th grade students are required to attend. The program is designed to set the spiritual tone for the school year and let faculty and students become better acquainted in a less formal Christian camp setting. Teachers help students develop and strengthen their personal standards using Bible principles.

Academic Information

"And Jesus increased in wisdom and stature and in favor with God and man." Luke 2:52

SCHOOL DAY

| | |
|-------------------|---|
| Grades 1-12 | 8:05 A.M. – 3:15 P.M. |
| Kindergarten..... | 8:05 A.M. – 11:15 A.M. or 8:05 A.M. – 3:15 P.M. |
| Preschool | 8:30 A.M. – 11:15 A.M. |
| Open..... | 7:30 A.M. |

JUNIOR HIGH

The course of study for students entering junior high is challenging and motivating. The overall program is designed to help provide stability in a time of physical and emotional transition. Dedicated Christian teachers and active participation in Christian activities provide students leadership, stability, encouragement, inspiration, and guidance.

SENIOR HIGH

Calvary Baptist High School offers a college preparatory education in a secure Christian atmosphere. We offer various Advanced Placement and Honors classes for students who wish to excel academically. Graduates of our high school are attending colleges and universities throughout the United States. Our teachers are known for their Christian love, their friendliness, their willingness to help students learn, and their genuine concern for students' individual needs. Students are also given the opportunity to participate in a wide range of fine arts, athletic, and social activities.

CREDIT REQUIREMENTS

Calvary Baptist School offers a three tiered diploma system with the following credit requirements:

Occupational Diploma: 4 English credits, 4 social studies credits, 3 math credits, 3 science credits, 4 vocational technical school credits, and 6 elective credits

Standard Diploma: 4 English credits, 4 social studies credits, 4 math credits, 4 science credits, 2 Spanish credits, and 7 electives credits

Honors Diploma: 4 English credits (at least 2 honors, 1 AP), 4 social studies credits (at least 1 honors, 1 AP), 4 math credits (at least 1 honors, 1 AP), 4 science credits (at least 1 honors, 1 AP) 2 Spanish credits, and 8 electives credits

All students in grades seven through twelve are asked to follow the course of study recommended to them by the administration.

SENIOR TRIP

The annual senior trip is regarded as a significant educational experience. Therefore, all seniors are required to participate in this activity. The cost for the senior trip is the

responsibility of the senior. Many seniors help pay for their trip through profits earned by participation in the senior class fundraising program. Exception to the required attendance will only be considered for medical reasons with a doctor's recommendation.

SENIOR CREDITS

Seniors who lack more than two credits will not be permitted to march in commencement exercises unless arrangements have been made to earn the necessary credits in a program approved by the school administration. Calvary Baptist School cannot be responsible for any inconvenience caused when a senior fails to earn the required credits for graduation during his senior year.

REPORT CARDS AND GRADES

Our reporting system is designed to give parents and students an indication of the progress (or lack of progress) which is being made. Each student's ability, attitude, and application are taken into account in grading.

Students are evaluated in their academic subjects and on their conduct. Academic grades are based on the quality and accuracy of work done on homework, quizzes, tests, exams, projects, etc.

Grading is on the following scale:

| | |
|--------|---|
| 92-100 | A |
| 84-92 | B |
| 74-83 | C |
| 64-73 | D |
| 0-63 | F |

Students may consult their teachers about their course progress at any time.

HONOR ROLL

An honor roll is compiled each nine-week grading period and is made up of the following:

High Honor Roll - Students who have earned all "A's" or "A-'s" for the marking period.

Honor Roll - Students who have earned a grade of B- or higher in every subject for the marking period.

Incomplete grades on a report card automatically disqualify the student from the Honor Roll for the marking period.

HONOR SOCIETY

Students in grades 10-12 who display excellence in academics, service, leadership, and Christian character are eligible to become members of the Christian Honor Society. The Honor Society Selection Committee selects candidates based in part on recommendations and evaluations made by the high school faculty.

Members of the Christian Honor Society are expected to create enthusiasm for scholarship, to promote leadership, to display Christian character, and to serve at Calvary Baptist School and in the local community.

AWARDS

At the end of each school year, Calvary Baptist School recognizes many students' achievements in an awards ceremony. Students will be awarded for excellence in academics, athletics, fine arts, and servant leadership.

MAKE-UP WORK

Students who are absent must check with classroom teachers immediately upon returning to school to get all missed assignments. Students are allowed one day for each school day missed to make up the work. Work not made up will be recorded as a "zero" according to the school's Late Assignment Policy.

EXAMS

Students in grades 7-12 will take exams at the end of each semester. The averages of these exams will be worth 20% of each student's overall grade for the year.

COURSE CHANGES

Any courses that are dropped or added must be approved by the administration and processed by the second Friday of the school year. Unless unusual circumstances prevail, a student will retain the same courses throughout the entire year.

TEXTBOOKS

Required textbooks are supplied to students through Calvary Baptist School. Learning to accept responsibility in regard to proper care of books and equipment is an important aspect of character development. In case of loss of textbooks or workbooks, students will be billed for the total price of replacement books. Damaged books will be assessed accordingly. Students are required to have book covers for the protection of their books.

The state of Pennsylvania authorizes the loan of certain textbooks and other instructional materials to kindergarten through twelfth grade students enrolled in non-public schools. A parent or guardian of each student who benefits from this program is required to have a signed request for these materials on file in the school office.

PHYSICAL EDUCATION UNIFORMS

Each junior and senior high physical education student is required to wear a school-issued gym uniform during physical education classes. These required uniforms will be distributed during the first gym class, and parents will be billed for the cost of the uniform.

HOMEWORK

Homework is a necessary part of each child's education. All students will be assigned homework by their teachers. However, no homework will be assigned on Wednesday due on Thursday in order to encourage students to attend church. Parents should oversee the completion of homework assignments nightly. Incomplete homework assignments accumulate per class per school year in junior and senior high and may result in detentions, demerits, and a reduction in grades.

The purposes for homework are as follows:

For Drill—Most students require solid drilling to master material essential to their educational progress.

For Practice—Following classroom explanation, directed study, and drill on new material, homework is given so that the material will be mastered.

For Remedial Activity—As instruction progresses, various weak points in a student's grasp of subject matter become evident. Homework is given to overcome such difficulties.

Students are expected to accept the responsibility for completing their homework as follows:

- Have the necessary materials to complete their homework.
- Ask questions as needed to clarify their assignments.
- Work as independently as possible.
- Complete assignments with minimal help from parents.
- Complete homework in a thorough and thoughtful manner.
- Complete homework by the due date.

We request that parents assume the responsibility of ensuring that assignments are completed on time. However, this does not mean that parents do the work for the child. The maximum amount of learning, along with the development of personal responsibility, is attained when children are encouraged to recognize that completion of homework is primarily their own responsibility. Repeatedly late or unfinished homework will result in disciplinary action.

HELPFUL TIPS FOR PARENTS

The teachers at Calvary Baptist School strive to communicate with parents and to keep them informed about their child's academic standing. However, it is important for parents to be actively involved in the education of their child. Below are a few suggestions to help you keep track of your child's progress:

- Drill math facts, spelling and vocabulary words, Bible verses, and history or science study sheets daily.
- Help your child practice finding the main idea of a paragraph and write it down for future reference.
- Spend a few minutes each night studying weak subject areas.
- Check your child's homework each night for sloppiness and errors.
- Keep track of when your child has tests and encourage him to begin studying for them in advance.

DEVELOPING GOOD STUDY HABITS

- Think positively and do your best.
- Ask questions when you do not understand.
- Minimize distractions so that you are able to concentrate and work diligently.
- Read assigned material twice. Read it quickly to get the main idea; then read the material more slowly to grasp the details.
- Work on long-term projects for a few minutes each night instead of procrastinating.
- Take all needed materials to class each day.
- Listen in class and take part in class discussion.
- Schedule time for homework each night.

TEST TAKING

- Relax and do not worry about other people in the classroom.
- Read the directions carefully.
- Read the whole test first to see how to apportion your time.
- Read each question twice before answering.
- Think before writing an answer.
- Answer questions completely concerning the information requested.
- Check your answers before handing in the test.
- Be sure to have all the answers filled in.

PROMOTION/RETENTION

In preschool through sixth grade, a student's report card will contain a notation as to whether the student has been promoted or retained. Students in grades 1-8 receiving three "F's" for the year in academic subjects or two "F's" if one "F" is earned in math, reading, or English may be retained at the same grade level. Students in grades 9-12 will be classified according to credits earned. Credits required for each high school level are as follows:

- Students must have a minimum of 5 credits earned at the end of their freshman year to be classified as a sophomore.
- Students must have a minimum of 11 credits earned at the end of their sophomore year to be classified as a junior.
- Students must have a minimum of 17 credits earned at the end of their junior year to be classified as a senior.

Discipline Code

"Even a child makes himself known by his acts, by whether his conduct is pure and upright." Proverbs 20:11

BEHAVIOR

Students are expected to follow school rules with a cooperative spirit while displaying respect for God, country, family, faculty, and fellow students.

Students are expected to be responsible for their own actions in spite of the actions of others. Behavior such as horseplay, disruptive talking, bullying and/or intimidation of others is not compatible with biblical standards of conduct, is not conducive to Christian character development, and encourages classroom disturbances with unwanted breaches in the normal learning process. Therefore, this type of behavior will not be tolerated.

ATTITUDE

All students are to do their best to maintain a Christ-like spirit of cooperation at all times.

Constructive suggestions are always welcomed, but complaining, griping, or sullenness will not be tolerated. Making light of Bible classes, chapel programs, Christian principles, or guest speakers is always unacceptable. No student will be permitted to ridicule or mock school rules or personnel. If improper attitudes persist after parents have been contacted, probation, suspension, or expulsion may result.

FUNDAMENTAL RULES

Students are asked to follow these four fundamental rules of Calvary Baptist School:

1. Students will ask for permission to speak out in class.
2. Students will ask for permission to leave their seats as needed.
3. Students will always address and reply to teachers and others with utmost respect.
4. Students will always follow the teachers' instructions carefully.

FOUL LANGUAGE

The use of foul or vulgar language, either in jest, anger, or absent-mindedness will be dealt with firmly, even on the first offense. Repeated use may result in suspension or expulsion. Suggestive remarks or actions will be dealt with similarly.

MUSIC

Much of today's secular music promotes humanistic philosophies, rebellion to authority, alcohol use, drug use, immoral behavior, violence, and foul language. These types of behaviors are anti-Christian and are directly opposed to what we are attempting to incorporate into the lives of our students. Students are asked not to promote any music that is out of harmony with the teachings and practices of Calvary Baptist Ministries. Parents are asked to assist with the enforcement of these policies.

PROHIBITED ARTICLES

In an attempt to provide a safe environment for students, staff and visitors, the possession of weapons of any kind, including guns, knives, explosives, and any other objects intended to look like or be used as weapons, is strictly prohibited on school grounds or at activities sponsored by the school. Other prohibited articles include tobacco products, alcoholic beverages, and illegal drugs. We ask that parents preview reading material that is not school-issued or required reading for classes.

LOITERING

Loitering in corridors, washrooms, and parking lots is prohibited. A student is expected to be in assigned areas during the student's scheduled school day, including before and after school.

GUM

Students are not to chew gum from the time they arrive on campus in the morning until the end of the school day.

NON-SCHOOL FUNCTIONS

The school is not responsible for any party or social function that is not officially approved or sponsored by the school. For all school-sponsored functions, school rules and regulations, including activity-appropriate dress standards, apply as normal.

COUPLES

Couples or mixed groups may not be on any part of the school grounds, inside or outside of buildings, unless they are under the supervision of a school staff member. There is to be no physical contact between any male and female student before, during, or after school, or at any school function. Each student is to be above reproach in his behavior toward both students and guests at all times.

STUDENT DRESS AND APPEARANCE

Calvary Baptist School students are asked to dress in a manner that allows them to be a good witness and example for Jesus Christ. Appearance is a very recognizable part of one's testimony, and believers are encouraged in I Timothy 1:12 to be examples in every area of life. Therefore, we ask that the students dress in a way that will always exemplify Christian values.

The Calvary Baptist School dress code is determined mostly by the application of the principles of modesty, appropriateness, and deference. Modesty involves dressing decently and in a way that draws attention to one's countenance, not to physical features. Appropriateness means dressing suitably for the activity. When displaying deference, we are yielding our rights in love and concern for others.

The school administration reserves the right to determine what is acceptable or unacceptable in matters of appearance. Clothing and hairstyles that the school administration considers immodest, inappropriate, or disruptive to the learning environment

will not be permitted. We ask students to remember that school is a center for learning and spiritual growth and should not be used as a place to make fashion statements.

PRESCHOOL AND KINDERGARTEN

Additional discipline information and other policies regarding preschool and kindergarten is available through the school office.

Preschool and Kindergarten Boys and Girls:

- Students are asked to dress in a modest, conservative manner that will exemplify Christian values. Students should wear comfortable clothing appropriate for playing and doing art projects. Clothing that imitates an unacceptable culture or inappropriate video characters is not acceptable. The administration reserves the right to modify the dress code at any time as needed.
- Watches and rings are permitted. Earrings are permitted for girls only.
- Denim jeans that have a newer look (no worn or torn areas) and have normal-fitting legs (not "skinny" style legs or pants with excessively baggy legs) are acceptable.
- Students are not permitted to dress in a way that displays religious beliefs that are out of harmony with the teachings and practices of Calvary Baptist Church.

Preschool and Kindergarten Girls:

- Preschool girls may wear dresses, skirts, slacks, or shorts. No legging styles are to be worn without an appropriate garment over them.
- Kindergarten girls may wear dresses, skirts, or slacks. Shorts are not permitted. No legging styles are to be worn without an appropriate garment over them.
- Girls' hair must be a natural color and combed neatly with no extreme styles.

Preschool and Kindergarten Boys:

- Preschool boys may wear long pants or shorts.
- Kindergarten boys are asked to wear long pants and a shirt with a fold-over collar.
- For Kindergarten boys: dress shorts (no camo, cargo, or denim) may be worn during the months of August, September, May, and June or with permission by administration
- Hair is to be neatly combed, a natural color, closely tapered, and of a reasonable length. No abnormal hair colors or hairstyles that are a distraction in the classroom

1st – 12th Grade Students:

- Students are asked to follow the dress code traveling to and from school and at all school activities on or off campus. This policy includes, but is not limited to, school concerts, sports activities, recitals, fine arts competitions, banquets, plays, etc.
- Tattoos, either permanent or temporary, must be kept covered and not a distraction.
- No piercings for boys
- Coats, heavy/ski-type vests, and other items designed to be worn outdoors in cold weather are not to be worn in class. Sweatshirts that are worn must not have inappropriate wording or pictures. Examples of appropriate wording or pictures are schools (Calvary or colleges), professional or collegiate sports, or band names/logos.
- Hats are not permitted during the school day.
- Regular school dress is expected on field trips unless otherwise announced by the administration.
- Students in grades 7-10 participating in physical education classes will be expected to wear school-issued uniform shorts (available for purchase).

Athletic game attire (both home and away games, including non-school day games)

- Students may wear regular school dress; girls may wear slacks that meet the tightness standard; girls may not wear low-rise pants of any kind.
- Denim jeans that have a newer look (no worn or torn areas) and have normal fitting legs (not "skinny" style legs or pants with excessively baggy legs) are acceptable for both boys and girls.
- All students are asked to wear a top/shirt that meets the regular school-day requirement, dress shoes, casual shoes, or sneakers are permitted.
- Members of athletic teams (those associated with the team in any capacity) are expected to wear school dress the day of any game (both home and away games, including non-school day games).

1st – 6th Grade Boys and Young Men:

- Dress pants or dress khaki-type pants may be worn. Pants that are not acceptable for students in grades 1-6 include athletic style (sweats), painter, cargo style, pants with drawstring waistbands, excessively baggy, and fatigues. Pants with belt loops must be worn with a belt. Pants must have normal-fitting legs.
- Dress shorts (no camo, cargo, or denim) may be worn during the months of August, September, May, and June or with permission by administration.
- Shirts must have a fold-over collar, have either long or short sleeves, and have no writing or pictures on them, with the exception of small logos and/or brand names. Only the top button may be unbuttoned. Turtlenecks are permitted.
- A watch, ring, medical identification items, and a necklace that is non-distracting are the only acceptable jewelry. Sneakers or dress/casual shoes are required.
- Hair is to be neatly combed, a natural color, and of a reasonable length. No abnormal hair colors or hairstyles or facial hair that are a distraction in the classroom.

7th - 12th Grade Boys and Young Men:

- Dress pants or dress khaki-type pants may be worn. Pants that are not acceptable for students in grades 7-12 include any color of jean/denim style, athletic style (sweats), painter, cargo style, pants with drawstring waistbands, and fatigues. Pants with belt loops must be worn with a belt. Pants must have normal-fitting legs; no pants with excessively baggy legs.
- Dress shorts (no camo, cargo, or denim) may be worn during the months of August, September, May, and June or with permission by administration
- Shirts must have a fold-over collar, have either long or short sleeves, and have no writing or pictures on them, with the exception of small logos and/or brand names. Only the top button may be unbuttoned. Turtlenecks are permitted.
- A watch, ring, medical identification items, and a necklace that is non-distracting are the only acceptable jewelry. Sneakers, dress/casual shoes are required.
- Hair is to be neatly combed, a natural color, and of a reasonable length. No abnormal hair colors or hairstyles or facial hair that are a distraction in the classroom. No hair ties, headbands, hair clips, or any other hair accessories are allowed.

1st – 6th Grade Girls and Young Ladies:

- Girls' clothing should not be form-fitting and tops must be a proper length with a modest neckline.

- Girls are to wear dresses or skirts that should be at a maximum of 2" above the knees at all times, or they may wear slacks as specified below.
- Sundresses and jumpers are acceptable if an appropriate blouse is worn underneath. Sheer clothing must have a lining that meets the standard for length and style. Proper undergarments are required.
- For pants, dress, khaki-style, denim, or capris are the only acceptable styles. Pants are not to be form-fitting. Pants are to have no worn or torn areas.
- All tops (including v-necks) must have a modest neckline that is no lower than three fingers below the collarbone in front with a comparable standard in back. Tops must be long enough to keep the midriff covered at all times. Sleeveless tops are allowed but shoulders must be covered (no tank tops). Open-backed blouses or dresses, spaghetti straps, and tank tops, are not permitted. All lacy/sheer tops are to have a dress code-acceptable top beneath. Girls' shoes are expected to be more on the dressy side and less on the casual side. Sneakers may be worn.
- Girls' hair must be a natural color, clean and neat, with no extreme styles.
- A modest application of make-up and nail polish may be worn.
- Girls may wear simple jewelry. They may not have excessive earrings in each ear. No facial piercings other than on the ear are permitted.

7th – 12th Grade Girls and Young Ladies:

- Girls' clothing should not be form-fitting and tops must be a proper length with a modest neckline.
- Girls are to wear dresses or skirts that should be at a maximum 2" above the knees at all times or they may wear slacks as specified below.
- Sundresses and jumpers are acceptable if an appropriate blouse is worn underneath. Sheer clothing must have a lining that meets the standard for length and style. Proper undergarments are required.
- For pants, dress, khaki-style, or capris are the only acceptable styles (no jean or denim of any color). Pants are not to be form-fitting. Pants are to have no worn or torn areas.
- All tops (including v-necks) must have a modest neckline that is no lower than three fingers below the collarbone in front with a comparable standard in back. Tops must be long enough to keep the midriff covered at all times. Sleeveless tops are allowed but shoulders must be covered (no tank tops). Open-backed blouses or dresses, spaghetti straps, tank tops, and T-shirts are not permitted. All lacy/sheer tops are to have a dress code acceptable top beneath. No writing or pictures (i.e. Cartoon characters, faces, etc.) are permitted on tops with the exception of logos or brand names.
- Girls' shoes are expected to be more on the dressy side and less on the casual side. Sneakers may be worn.
- Girls' hair must be a natural color, clean and neat, with no extreme styles.
- A modest application of make-up and nail polish may be worn.
- Girls may wear simple jewelry. No facial piercings other than on the ear are permitted.
- Formal dresses should be no shorter than 2" max above the knee (including slits), no plunging necklines, no excessively- scooped backs, and not excessively form fitting.

OFFICE REFERRALS

Minimum penalties for junior and senior high students who are sent to the office for disciplinary reasons in the same school year are as follows:

1st Referral – *5 demerits*

2nd Referral – *10 demerits*

3rd Referral – *One-day suspension*

4th Referral – *Three-day suspension*

5th Referral – *Expulsion*

PROBATION

Students may be placed on probation for academic, social, disciplinary, or spiritual reasons.

Parents or guardians will be notified of this action by the school administration. Failure to consistently improve in the area of concern may result in suspension or expulsion from school. Types and definitions of probation are listed below:

• ACADEMIC PROBATION

A student is placed on academic probation when he is failing two or more of his academic classes or when he is showing little effort in assigned class work.

• SOCIAL PROBATION

A student is placed on social probation when he exhibits an inability to comply with the overall social values of the school and/or his actions contribute to the unacceptable behavior of others. This disciplinary action may limit a student's social contact with one or more other students.

• DISCIPLINARY PROBATION

A student is placed on disciplinary probation when he repeatedly or flagrantly ignores, disobeys, or flouts school regulations and/or teacher instructions. If a student fails to respond to this action, suspension or expulsion may follow.

SUSPENSIONS

A student may be suspended from school for unacceptable behaviors, unacceptable attitudes, or accumulating 10 detentions during the school year. Suspensions are normally for one to three days, and may be assigned on or off campus at the discretion of administration.

EXPULSIONS

Students who become involved with alcoholic beverages, illegal drugs, tobacco use, lewd or immoral behavior, or lewd or pornographic material are subject to expulsion from CBS. This applies to the students' conduct both at and away from school.

A student will be dismissed from school at any time his lifestyle is found to be out of harmony with the overall spirit, goals, policies, and direction of Calvary Baptist School, has displayed a consistent inability to follow school rules and/or a disregard for the overall purpose and program of the school, or if the student accumulates 50 demerits. Students are expected to abide by school policies during school breaks and weekends. Any trips out of town must be supervised by an adult over the age of 24. Decisions in these matters are the responsibility of the school administration. Any student who has been suspended or expelled from another school will typically not be considered for enrollment until the student has completed the entire period of suspension or expulsion imposed by the other school.

RE-ENTRY

Students who are expelled or asked to withdraw from school become eligible for re-enrollment consideration after one full semester following their dismissal from school. These students also may not attend any CBS function (including athletic practices or games, fine arts rehearsals or performances, plays, graduations, etc.) until the completion of one full semester following their expulsion or withdrawal. These restrictions apply to activities both on and off campus. Of course, the student is always welcome to attend the services and activities of Calvary Baptist Church.

DETENTIONS

After accumulating 5 demerits, a student will be required to serve after-school detention. When a student accumulates 10 detentions at any point during the school year, the student will be suspended from school for one day.

Normally, detention hall is on Thursday from 3:20-4:00 P.M., but teachers have the option of supervising their own detention hall except on Wednesday. Students will have at least a one-day notice before serving a detention. Students will not be excused from a detention in order to participate in any other school activity. Students who do not stay for their assigned detention will be penalized through the disciplinary system.

DEMERIT SYSTEM

The demerit system is a discipline guide for junior and senior high students at CBS. The administration expects students to maintain the highest standards of behavior at all times. Failure to comply with the standard of conduct may result in the issuing of demerits.

Demerits for a student are recommended as needed by the teacher or other staff personnel.

The administration makes the final decision regarding demerits.

Demerits are issued according to a written guide that is detailed in this handbook. Students who accumulate fifty (50) demerits at any time during the school year may lose the privilege of attending CBS for a minimum of one full semester.

DEMERIT PENALTIES

Our 7th – 12th grade demerit system addresses, but is not limited to, the following offenses and demerit consequences:

| Offense | 1 2 3 4 5 6 7 |
|----------------------------|---|
| 1. Tardiness | 1 1 1 2 2 2 3 Thereafter |
| 2. Disorderly conduct | 1 1 1 3 3 3 5 Thereafter |
| 3. Candy, food, gum, etc. | 1 1 1 3 3 3 5 Thereafter |
| 4. Hall violation | 1 1 1 3 3 3 5 Thereafter |
| 5. Homework not completed | 1 1 1 3 3 3 Thereafter |
| 6. Dress code violation | 1 1 3 5 5 5 5 Thereafter |
| 7. Disobedience | 1 5 5 10 Thereafter |
| 8. Skipping detention | 1 5 5 10 Thereafter |
| 9. Unexcused absence | 5 5 5 5 5 After school detention thereafter |
| 10. Disrespect | 5 5 10 Thereafter |
| 11. Prohibited article | 5 5 10 Thereafter |
| 12. Horseplay | 5 5 10 Thereafter |
| 13. Vulgarity or profanity | 5 10 15 20 |
| 14. Dating infraction | 10 15 20 |

| | |
|-------------------------------|--------------------------------|
| 15. Defacing school property | 5 10 15 20 |
| 16. Skipping class | 10 15 25 |
| 17. Lying, cheating, stealing | 10 15 25 |
| 18. Tobacco infraction | 25 (off campus) 50 (on campus) |
| 19. Drugs/Alcohol | 25 (off campus) 50 (on campus) |
| 20. Pornography/Lewd material | 50 |
| 21. Immoral behavior | 50 |

*** Every 5 demerits up to 25 will result in an after-school detention. A student who accumulates 25 demerits or more may be assigned an in-school or out-of-school suspension at the discretion of administration.

**Administration will determine the number of demerits depending on the extent of the offense.

CELL PHONES/ELECTRONIC DEVICES

All cell phones are to be turned off and put away at 7:55 AM until 3:15 PM. Cell phones may be used only with permission by a teacher and in the teacher's presence. Elementary students must put all electronic devices away upon arrival on campus in the morning until under parental supervision in the afternoon after the school day ends.

1st offense: cell phone or device will be turned in to the office; student may retrieve it at the end of the day

2nd offense: cell phone or device will be turned in to the office; parent must retrieve the device

3rd offense: cell phone or device will be turned in to the office and will not be returned for one week

4th offense: cell phone or device will be turned in to the office and will not be returned for one month

5th offense: student must hand in any device or phone to the school office at the beginning of each school day

HEADPHONES/EAR BUDS/WIRELESS LISTENING DEVICES

All headphones/ear buds/wireless listening devices must be removed and put away from the moment a student arrives on campus until 3:45 PM each day otherwise the device will be confiscated and turned in to the office following the same procedures as the cell phone policy listed above.

A CLOSING WORD

We believe that the Christian education made available by our school is based on the foundation laid by parents at home. The Word of God is clear that education begins in the home. It is our desire to work in cooperation with parents who understand their God-given responsibility to raise their children in the discipline and instruction of the Lord.

The families of our students are always welcome to attend the services of Calvary Baptist Church, which sponsors Calvary Baptist School and Foundations Christian Preschool. We invite you to contact us any time you wish to discuss the educational or spiritual needs of your children or family.