



# 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.

## Calvary Academy’s History

Calvary Church was founded on 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 other places in the world for its many programs offered to young people.

## Calvary Academy's Vision

We are committed to seeing our students experience a personal relationship with God while realizing their academic potential. We train and guide our students towards a relationship with Christ that will ultimately affect their approach to academia, friendships, and the future. This is our vision for Calvary Academy, and how we are developing Christian leaders for tomorrow.

## Calvary Academy's Mission

We are called by God to create an environment where students grow to flourish and discover their potential in Christ. We partner with parents to lay academic excellence and collaborative academic planning on a foundation of Christian faith and character development.

With an atmosphere of genuine care, and considering personal investment into the lives of the child to be the norm—not the exception—we develop mature decision-makers who become strong Christian leaders, excel in their careers, and make an impact with their faith.

## Calvary Academy's Values

*"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."*

—Jeremiah 29:11

### DEVELOPING CHRISTIAN LEADERS

The hope of the future is not simply in the next generation, it is in Christ within the next generation. We endeavor to empower students to lead by word and deed and be a positive influence for Christ in the world around them.

### PURSUING ACADEMIC EXCELLENCE

Empowering students to become all that God has created them to be starts with a rigorous education that challenges each child to excel at their level. We place high standards on our students and work to help them achieve great academic results.

### INVESTING IN THE INDIVIDUAL

The individual gifts, talents, and abilities of each student are valued as a part of a unique, personalized development program. With ongoing insight, we challenge students to explore who God has uniquely made them and discover His purpose for their lives.

### FOSTERING A CARING CULTURE

God's love drives everything we do and permeates our culture. We pray for our students individually and corporately and teach them to value those around them—creating an atmosphere where encouragement thrives and pettiness is forced out by genuine care.

### PARTNERING WITH PARENTS

Students are best served when parents and faculty are united together in a plan to maximize their potential. We can be most effective when partnered with parents in routine communication regarding the academic and spiritual development of their children.

## Board of Education

Authority and duties of the Calvary Board of Education (hereafter referred to as the Board of Education) shall be as conferred and prescribed by Calvary Church's Executive Team. Matters of policy pertaining to the elementary and secondary educational system shall be vested with the Board of Education. In the interpretation of the authority and duties of the Board of Education, it is understood that the Board of Education shall act as a legislative body in determining the general policies for the control and operation of Calvary Academy and Calvary Day Care. The execution of these policies shall be the responsibility of the administrative staff directed by the superintendent.

## Accreditation and Recognition

Calvary Academy is recognized by the Illinois State Board of Education, which is the highest form of recognition the Illinois State Board of Education provides to private schools. In addition to state recognition, Calvary Academy is nationally accredited through the Association of Christian Teachers and Schools as well as the National Council for Private School Accreditation.

## Non-Discriminatory Statement (Board Approved 03/2023)

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 based on race, color, national or ethnic origin, sex, age, or handicap in the administration of its educational policies. Calvary Academy's Board of Education is responsible for ensuring compliance with this statement.

## 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. To provide parents, students, and staff with a clear understanding of our expectations, the following policies and procedures are outlined.

## Acknowledgment

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

## Attendance Policy (Board Approved 06/2023)

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

If a student is going to be absent, the parent/guardian must inform the school office by 9:30 a.m.

A parent or guardian may excuse their child from school without a doctor's note or verification of family emergency up to four days each quarter. Following the fourth full-day absence, the parent or guardian will be required to provide official documentation of all future absences for the remainder of the quarter. Failure to provide documentation will result in the absence being recorded as unexcused. There is no need to provide official documentation for the first four absences of each quarter. The parent or guardian will be required to provide documentation for the fifth absence and beyond regardless of the reason for the first four absences. Mental Health Days may be utilized if a student has exceeded four absences in a quarter and is unable to provide documentation for an additional absence.

Official documentation includes:

- A doctor's note
- An obituary or program from a funeral
- Confirmation of the family emergency such as a policy report, insurance quote, or photos of damage to home or property

Students may be excused from school for the following reasons:

- Illness
- Death in the family or family emergency
- Other situations beyond the control of the student
- Other circumstances that cause reasonable concern to the parent/guardian for the mental, emotional, or physical health or safety of the student

### *Elementary Recordkeeping (Kindergarten - 5<sup>th</sup> Grade)*

Elementary attendance is marked daily in full-day or half-day increments. If an elementary student misses three to four hours of the school day, he or she will be marked for a half-day absence. If a student misses more than four hours of a given school day, he or she will be marked for a full-day absence.

After a 12-day absence in a quarter, the student will automatically fail that quarter. Regardless of whether the absences were excused or unexcused, the 12<sup>th</sup> absence will result in failure for the quarter unless the parent or guardian is able to verify a medical need or family emergency with appropriate documentation.

### *Junior High/High School Recordkeeping*

Junior high and high school attendance is recorded every class period. If a student misses five or more class periods in a single day, he or she will be marked for a full-day absence. If a student misses three or four class periods in a single day, he or she will be marked for a half-day absence. If a student misses more than 20 minutes of a class period, he or she will be marked absent for the entire class period. Exceptions to the 20-minute rule will be made for school-sanctioned activities such as private

music lessons, volunteering in another part of the building, special rehearsals, and early dismissals for athletics.

If a student misses a given class period 12 or more times within a quarter, the student's grade in that class will be reduced to a 59% F for the quarter. Regardless of whether the absences were excused or unexcused, the 12<sup>th</sup> absence will result in failure for the quarter unless the parent or guardian is able to verify a medical need or family emergency with official documentation.

#### *Mental Health Days (Board Approved 03/2023)*

According to the Illinois School Code (105 ILCS 5/26-1), each student is allowed up to five days per school year for mental or behavioral health with no medical note required. If a student is absent from school for a mental health day for more than half a day, the student would not be allowed to participate in an extracurricular activity that day without an Administrator's approval. Mental health days may be utilized if a student has exceeded four absences in a quarter and is unable to provide documentation for an additional absence. Mental health days still count towards the student's overall attendance record. Mental health days must be declared by the parent or guardian on the day of the absence. Absences cannot be changed to mental health days retroactively.

#### *Chronic Absenteeism*

According to the Illinois School Code (105 ILCS 5/26-18), "Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, as defined in Section 26-2a of this Code, and out-of-school suspensions for an enrolled student."

Calvary Academy will consider any student who misses at least 17 full days in a single school year to be chronically absent. All absences following the 17<sup>th</sup> absence must be verified by a doctor's note or other proof of family emergency. Absences not verified will be recorded as unexcused and will count towards the student's truancy total.

#### *Truant from Class (JH/HS)*

Any junior high or high school student who fails to show up to a scheduled class period on a day on which they are present at school will be marked as "unexcused absence" and considered truant. Students who fail to check out with the school office when leaving prior to the end of the school day for a non-school activity will also be marked as "unexcused absence" and considered truant. Students will also be marked as "unexcused absence" and considered truant if they miss more than 20 minutes of a class period without approval from school administration. The consequences for being truant from class are:

##### First Offense

- The incident will be documented with a behavior notice sent home to parents/guardians. The student will also be required to leave his/her cell phone in the school office for the remainder of the school day. If the student does not have a cell phone, he/she will be required to help with cafeteria cleanup on the day of the truancy.

##### Second Offense

- For an academic class, a 2% grade reduction of the quarter grade will be enforced, and the student will receive a detention. The 2% grade penalty cannot be waived on any reason.
- For a nonacademic class, the student will receive detention.

##### Third Offense

- The student will move up a step on the discipline plan and receive the corresponding suspension for that step (see Junior High and High School Behavior Management Plan).

### *Chronic Truancy*

According to the Illinois School Code (105 ILCS 5/26-2a), “Chronic or habitual truant’ shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.” Calvary Academy will report any student who exceeds nine unexcused absences to the truancy office.

### *School Functions*

If a student is attending a pre-approved school or church function, they will be marked for a “school function” for the day. This will not be counted as an absence.

Students must be in attendance at least a half day of school to participate in an extracurricular activity that occurs the same day unless there is a funeral, college visit, or other extenuating circumstances as determined by an administrator.

### **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.

### **Background Checks (Board Approved 12/2018)**

It is the policy of Calvary Academy to require a standard background check on any individual desiring to help in the classroom, assist with a field trip, visit a class, or volunteer with students in any capacity. Background check forms are available in the Academy Office.

### **Battery Against School Personnel (Board Approved 11/2022)**

The superintendent shall immediately notify local law enforcement officials of **written** complaints from school personnel concerning instances of battery committed against school personnel; and the superintendent shall notify the Illinois State Police within three days of each incident of battery through the School Incident Reporting System (SIRS) in IWAS.

### **Bullying Policy (Board Approved 11/2021)**

#### **Belief Statement**

“Teacher, which is the greatest commandment in the Law?’ Jesus replied: ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.” Matthew 22:36-40

Calvary Academy students have the right to a safe learning environment free from all forms of bullying or harassment. Calvary Academy is dedicated to teaching students how to live in a way that glorifies Christ. This includes a commitment to modeling how to love one another sacrificially and a commitment to providing correction and discipline when students fail to live up to our Christian calling to love our neighbors.

#### **Definitions**

Bullying is intentional, aggressive behavior repeated over time that involves a real or perceived power imbalance. For behavior to be considered bullying, it typically contains three key factors:

1. Intentional Aggression: An attack intended to cause shame or embarrassment or to inflict physical or emotional pain. Types of intentional aggression:



- Physical – Hitting, kicking, spitting, pushing, or otherwise coming into physical contact with someone in a way that could cause physical harm or embarrassment. Physical aggression also includes stealing, destroying, and/or defacing personal property.
  - Verbal – Name-calling, taunting, or otherwise insulting, embarrassing, or threatening someone. Verbal aggression includes spoken and written words as well as obscene gestures. Verbal aggression may also include sexualized comments or innuendo.
  - Relational – Refusing to talk to someone, excluding someone from groups, and spreading rumors. This includes one child trying to control the friendships of other children.
  - Cyber – Using technology to send sexual, embarrassing, or dangerous messages intended to cause problems for someone.
2. Imbalance of Power: Kids who bully use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. The imbalance of power can be real or perceived. If the target feels powerless against the bully for any reason, then there is an imbalance of power.
3. Repetition: Bullying will emerge as a pattern of intentional, aggressive behavior. The bully may repeatedly engage in aggressive acts against the same target, or the bully may engage in the same types of aggressive acts against multiple targets.

### **Signs of Bullying**

Targets of bullying may exhibit the following behaviors or changes in behavior:

- Unexplainable injuries
- Lost or destroyed personal items
- Frequent headaches or stomach aches, feeling sick or faking illness
- Changes in eating habits
- Difficulty sleeping or frequent nightmares
- Declining grades or loss of interest in schoolwork
- School avoidance
- Sudden loss of friends
- Avoidance of social situations
- Self-destructive behaviors – running away, self-harm, talking about suicide, etc.

Students who bully others may exhibit the following signs:

- Get into physical or verbal fights
- Have friends who bully others
- Are increasingly aggressive
- Get sent to the principal's office or detention frequently
- Have unexplained extra money or new belongings
- Blame others for their problems
- Don't accept responsibility for their actions
- Are competitive and worry about their reputation or popularity

## **Roles and Responsibilities**

Calvary Academy students are expected to:

- Respect individual differences and diversity
- Reinforce the message that bullying is not accepted or tolerated
- Treat all people with love, kindness, gentleness, and respect
- Report to Calvary Academy staff if they are being bullied or if they see someone else being bullied

Calvary Academy parents are expected to:

- Help their children understand Calvary Academy's definition of bullying behavior
- Model appropriate behavior in treating others with love, kindness, gentleness, and respect
- Respect individual differences and diversity
- Reinforce the message that bullying is not accepted or tolerated
- Instruct their children to report bullying incidences
- Watch for signs that their child may be bullied
- Speak to their child's teacher if they suspect that bullying is happening

Calvary Academy staff are expected to:

- Help students understand Calvary Academy's definition of bullying behavior
- Model appropriate behavior in treating others with love, kindness, gentleness, and respect
- Respect individual differences and diversity
- Reinforce the message that bullying is not accepted or tolerated
- Instruct their students to report bullying incidents
- Watch for signs of bullying amongst their students
- Respond in an appropriate and timely manner to incidents of bullying
- Treat all reports and observed incidents of bullying seriously
- Report incidents of bullying to the principal
- Ensure that students are actively supervised at all times

## **Reporting**

If a student observes or is a target of bullying, he or she should report the incident to a school staff member. Staff members will use the Bullying Interview Form to determine whether or not the behavior meets the definition of bullying. If the staff member concludes that bullying may have occurred, he or she will pass the information on to the principal. The principal will keep a record of all verified incidents of bullying, notify parents of the students involved, and determine appropriate consequences.

## **Consequences**

Consequences will be determined on a case-by-case basis and will be informed by the severity of the offense and/or the student's behavior record. Potential consequences include, but are not limited to:

- Loss of privileges (cell phone access, Chromebook, recess, class rewards, etc.)
- Discussion with principal
- Parent conference with teachers and/or principal
- Detention
- Suspension
- Expulsion

*Most definitions were taken from [stopbullying.gov](http://stopbullying.gov)*

## Classroom Hours

Pre-School (M/W/F or T/Th)	8:20 AM - 11:30 AM
Jr. Kindergarten (M-F)	8:20 AM - 11:30 AM
Kindergarten – 5 <sup>th</sup> grade	8:20 AM - 3:00 PM
6 <sup>th</sup> grade – 12 <sup>th</sup> grade	8:20 AM - 3:10 PM

## 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 backup 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 classwork
- Camp Calvary
- Extracurricular activities (e.g., Yearbook staff)
- Educational games or software installed on a teacher's PC
- Working at the Academy 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:

- First offense will result in a 30-day loss of internet use building-wide plus disciplinary action.
- Second 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 (Board Approved 09/2022)

At Calvary Academy, we view the Bible as our standard for faith and conduct. As such, we expect students and teachers to handle disagreements in accordance with Matthew 18:15-17. We ask that concerns be addressed in the following manner:

### **Student-Student Conflict (Pre-School through 5<sup>th</sup> Grade)**

1. The offended student should attempt to resolve the issue by privately asking the other student to stop.
2. If the behavior continues, the offended student should involve a teacher. The teacher should attempt to resolve the conflict between the two students.
3. If the issue remains unresolved, the teacher and/or the offended student should notify the principal. The principal will meet with both students to discuss the issue and come up with a resolution.
4. If a resolution has not been reached, either student or their parent may request a conference with the principal to come up with a resolution.

### **Student-Student Conflict (6<sup>th</sup> Grade through 12<sup>th</sup> Grade)**

1. The offended student should attempt to resolve the issue by privately asking the other student to stop.
2. If the issue remains unresolved, the offended student should notify the principal. The principal will meet with both students to discuss the issue and come up with a resolution.
3. If a resolution has not been reached, either student or their parent may request a conference with the principal to come up with a resolution.

### **Student-Teacher Conflict**

1. Older students (5<sup>th</sup> through 12<sup>th</sup> grade) should attempt to resolve the issue by speaking with the teacher privately.
2. If a private conversation with the teacher is not effective (or if the child is too young for Step 1), then the parent and student should request a conference with the teacher to discuss the issue.
3. If anyone is dissatisfied with the outcome of the parent-teacher-student conference, they may take the issue to the principal. The principal will meet with all parties involved (whether separately or together) to come up with a resolution.

### **Parent-Teacher Conflict**

1. The parent should contact the teacher directly to discuss any concerns that arise throughout their student's education at Calvary Academy.
2. If the teacher is unable to provide a satisfactory response, the parent may present the issue to the principal. The principal will meet with both parties (whether separately or together) to come up with a resolution.

As a general rule, no complaints or questions will be entertained by the principal if the above process has been bypassed or ignored. We ask that parents keep an open mind when approaching teachers with concerns and remember that all Calvary Academy staff are acting in good faith and will typically have reasonable explanations for their behavior in any given situation. If a parent or student exhausts all of the avenues for resolution listed above and feels unsatisfied with the outcome, he or she may appeal to the superintendent. If the issue is not resolved with the superintendent, the parent or student may appeal to the school board. All school board decisions are final.

### **Driver's Education for Homeschool Students (Board approved 03/2022)**

Calvary Academy will allow a homeschool student to take driver's education at Calvary Academy under the following guidelines:

- The parent/guardian is responsible for any costs associated with this class such as for a permit or for behind the wheel. Calvary Academy will not charge the family a tuition fee for this service.
- The homeschool student must be affiliated with either Calvary Academy or Calvary Church and have administrative approval.

### **Drug Testing and Criminal Offense Policy (Board Approved 03/2023)**

Calvary Academy is committed to providing all students with a variety of opportunities to learn the skills necessary for them to reach their potential. The extracurricular program expands the learning opportunities available to students and enhances the academic program. Calvary Academy may, from time to time, require mandatory drug and/or alcohol testing of any student without cause. Refusal to submit to the test shall be considered a positive test, and the student would be held to the consequences stated below. Calvary Academy may also test students throughout the time the student

is involved in an extracurricular activity. A positive drug test for any reason other than medical (documentation will be required) will result in the following:

#### First Positive Drug Test

- The parent/guardian will be notified.
- The student will be tested again about 30 days from this test.

#### Second Positive Drug Test

- The parent/guardian and the student will need to meet with an administrator.
- The student will be removed from all extracurricular activities.
- The student will be moved up one step on the discipline plan.
- The student will need to serve the suspension that is appropriate for this step.
- The student will be tested again about 30 days from this test

#### Third Positive Drug Test

- The student will be expelled from the school.

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

- Local law enforcement will be notified immediately.
- The Illinois State Police will be notified through the School Incident Reporting System (SIRS) in IWAS.
- The student will be expelled from the school.

Students involved in the distribution, possession, sale or use of tobacco, tobacco-related product, or vaping (of any kind) on campus, at school-sponsored activities, or at a time or place involving the school will be subject to the following:

#### First Offense

- The parent/guardian will be notified.

#### Second Offense

- The parent/guardian and the student will need to meet with an administrator.
- The student will be removed from all extracurricular activities.
- The student will be moved up one step on the discipline plan.
- The student will need to serve the suspension that is appropriate for this step.

#### Third Offense

- The student will be expelled from the school.

If a student is convicted of a criminal offense, the student will be removed from all extracurricular activities for 365 days from the date of conviction. Upon a second conviction of a criminal offense, the student will be expelled from the school. Serious criminal offenses, as determined by the administration, may lead to immediate expulsion from the school.

#### 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.

### Early Arrival/ Late Departure Rules

Students should not arrive earlier than 7:55 a.m. unless they are participating in help sessions, athletic practices, or other administration-approved activities. Students should be picked up no later than 3:30 p.m. daily. If your elementary student needs to be on campus before 7:55 a.m. or after 3:30 p.m., then you must enroll your student in Calvary Day Care (pre-school, junior kindergarten, and kindergarten) or in Camp Calvary (1<sup>st</sup> through 5<sup>th</sup> grades). Junior high and high school students are to be in the cafeteria before and after school. Supervision is provided daily until 5:30 p.m. Junior high and high school students are permitted to walk to nearby businesses before and after school. If you do NOT want your child to walk to nearby businesses, please notify the Academy Office. Calvary Academy/Calvary Church will not be responsible for students left on campus during unsupervised times and/or without proper authorization. Calvary Academy/Calvary Church will not be responsible for students if/when they leave campus.

### 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.

### 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 Calvary Academy social media and WICS Channel 20 the local television station. Additionally, parents will also be alerted through the FACTS Management communication system.

## Enrollment Procedures

New enrollment is handled by a private appointment with an administrator. Application and enrollment are completed online. 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 are required at the time of enrollment. 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 based on the family's demonstrated need for financial aid up to 30% 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.

### **Probationary Period for All New Students (Board Approved 11/2023)**

Upon the first day of school attendance at Calvary Academy, all new students will enter into a nine-week probationary period. During this time period, academic and behavioral performance will be monitored closely by administration. The student may be dismissed at any point during this probationary period if it is determined that the student's academic, behavioral, or spiritual needs cannot be met by Calvary Academy. Upon successful completion of the probationary period, students will be subject to the disciplinary steps outlined in the handbook for all students.

### **Extra-Credit Work (Board Approved 09/2022)**

Teachers may allow a student to complete extra-credit work if and only if the student is current on all homework and other assignments. Extra-credit work may not be used to replace zeros due to a failure to complete and/or turn in homework. The assignment of extra credit is solely at the teacher's discretion.

## **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. Both the IESA and IHSA require weekly eligibility checks.

For the weekly eligibility check, a student will be considered ineligible if he or she is failing an academic course as explained below.

Elementary and junior high weekly eligibility will be calculated on a cumulative grade based on the current quarter. High school weekly eligibility will be calculated on a cumulative grade based on the current semester. The weekly eligibility report will be calculated based on all grades collected through Friday 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.

For high school students, after a student has completed the first semester of their freshman year, that student must have passed five (5) classes each semester in order to be eligible for the entire next semester of high school. If he/she has not passed five classes, the student will be ruled ineligible and remain ineligible for that entire next semester.

## Performing Arts Department

### Elementary Music (JK through 5<sup>th</sup> Grade)

- Elementary Musical - This music is during the December concert, "A Calvary Christmas." Auditions are held in October for principal roles (4th-5th grade) and the entire Elementary Music Department is included in this production.
- Spring Concert - This concert takes place in May.
- Twenty-five percent (25%) of student's semester grade is derived by concert attendance. The concert dates are announced on the school calendar at the beginning of the school year.

### Junior High and High School Music

- Junior High Choir (4.0 scale).
- High School Choir (4.0 scale).
- "A Calvary Christmas" – This concert takes place in December.
- Spring Concert – This all-school concert takes place in May and is a themed compilation of songs learned throughout the school year. This concert is combined with the Elementary.
- Twenty-five percent (25%) of student's semester grade is derived by concert attendance.
- High School Musical – The high school musical takes place in the spring semester. Auditions are held prior to the end of the fall semester.

### Calvary Academy Music Institute (CAMI)

- Students JK through 12<sup>th</sup> grade have access to private instrumental, vocal, or acting lessons held at the school. Lessons may take place during the school day and are arranged with the student's teachers ahead of time.
- Any high school student interested in receiving class credit for Music Theory may do so. These students have additional requirements, such as biannual juried performances.
- Recitals are held in the fall and spring to showcase all performers. These are not required, but are encouraged. Music Theory students are required to participate in order to receive credit.

## 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 record 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 and 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.

## Google Classroom

Calvary Academy utilizes the Google Education Suite for all classes. Each student will be assigned an email upon being admitted as a student to Calvary Academy. The student will retain the same email address while they are a student at Calvary Academy. Information about how to access this Education Suite will be communicated at the beginning of each school year.

## Health Information

### Asthma/Allergies/Diabetes Action Plan Policy (Board Approved 06/2018)

All asthma medication, epinephrine auto-injectors, or diabetes medication/supplies are to be kept in the Academy 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, and/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).

### 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 15 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.

## 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, second grade, sixth grade, and ninth 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 second grade or sixth grade 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.
- 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.

## Designated Caregiver Administration of Medical Cannabis (Board Approved 06/2022)

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Illinois Department of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. Any designated caregiver is allowed to administer a medical cannabis-infused product to a child who is a student on the premises of the school if the student and the designated caregiver possess valid registry identification cards issued by IDPH and the school is provided a copy of these cards. Medical cannabis-infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped, as smoking and/or vaping medical cannabis is prohibited. After administering the product to the student, the designated caregiver shall remove any remaining product from the school premises. The product may not be administered in a manner that, in the opinion of Calvary Academy's administration, could create a disruption to the educational environment or cause exposure of the product to other students.

## 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.

## Eye Exams Required

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. *Public Act 095-0671 (Comprehensive Eye Exams)*

## Food Allergies or Special Dietary Needs (Board Approved 01/2011)

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.

### 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 week, all junior kindergarten through eighth grade students shall participate 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.

### 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.

### 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 á 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.

### 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.

### 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.

### Physical Exams and Immunizations Required (Board Approved 03/2023)

Proof of a physical exam as well as an immunization record is required for all new students entering Calvary Academy, as well as Jr. Kindergarten, Kindergarten, sixth grade and ninth grade students. Pursuant to Illinois Law (105 ILCS 5/27-8.1) (from Ch. 122, par. 27-8.1), "If a child does not comply by October 15 with the requirements of this subsection, then the local school authority shall exclude that child from school until such time as the child presents proof of having had the health examination as required and presents proof of having received those required immunizations which are medically possible to receive immediately. During a child's exclusion from school for noncompliance with this subsection, the child's parents or legal guardian shall be considered in violation of Section 26-1 and subject to any penalty imposed by Section 26-10." A religious exemption form is available from the school office should you wish to apply for this exemption. Students participating in IESA or IHSA athletic activities must have an annual athletic physical.

### Prescription Medication

All medications must be left in the Academy 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.

### Sending Students Home from School

As a general rule, when a student has a fever of 101° 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 or she is symptom-free for 24 hours. If your student becomes ill while at school, please make arrangements to pick them up promptly.

## Homework (Board Approved 09/2022)

Calvary Academy is dedicated to providing your child with an excellent education which prepares them for success in their adult life. We believe that homework is an important part of the educational process for several reasons. First, homework provides students with the opportunity to practice skills learned in class, converting the information from short-term to long-term memory. Second, homework provides teachers with important information regarding how well each student is retaining information taught in the classroom. Finally, homework provides parents with the opportunity to see what their child is learning and to become an active participant in their child's education.

Calvary Academy expects teachers to provide clear communication regarding homework, tests, and long-term assignments, to limit homework content to information which has been taught in class, and to send home age-appropriate amounts of homework. Calvary Academy expects students to complete homework on time, to put forth their best effort, and to prepare appropriately for tests. Calvary Academy expects parents to assist children with tracking and completing homework and to communicate directly with the teacher if they have concerns with the content or the amount of homework being assigned or with their child's ability to complete the homework successfully.

## Individualized Educational Program (IEP) & Individualized Service Plan (ISP) (Board Approved 09/2022)

When a child attends a non-public private/parochial school and requires special education services, the public-school district boundaries in which the private school is located is responsible for providing these special education services. When a child attends a public school and is eligible for an Individualized Education Plan (IEP), that child is able to receive a full range of special education services and related services. However, when a child who has an IEP attends a non-public private/parochial school, special education services are limited, due to appropriated funding limitations. When parents send their children, who have an IEP, to a non-public private/parochial school, the state and federal governments view this as a parent's right to deny FAPE (Free Appropriate Public Education) for their child. Due to limitations in these appropriated funds, only limited services are available to be provided by the public-school district.

If a student has a current Individualized Education Program (IEP) from a public-school district, or is found at any time to be eligible for special education services, the student can receive a limited amount of special education services provided by Springfield Public School District 186. The IEP is converted to an Individualized Service Plan (ISP) as stated in state and federal guidelines. This document mirrors the IEP with Present Levels of Performance, Goals and Objectives, Accommodations and Modifications, and minutes of services adjusted to reflect available private/parochial services.

Calvary Academy will utilize the information gathered during the special education evaluation process to inform educational accommodations and modifications for the student. If you wish to refer your child for a special education evaluation, please contact the Calvary Academy principal.

## 504 Plans

Section 504 of the Rehabilitation Act of 1973 is a civil rights law, enforced by the U.S. Office of Civil Rights, that prohibits discrimination against persons with disabilities and applies to schools (public and private) that receive any federal funds. Section 504 accommodations are meant to "level the playing field" and provide students with disabilities equal access - not undue advantage. They include adaptations to the environment, adjustments to the manner in which instruction is delivered, variation

in the ways in which students demonstrate their learning, and various other supports. Section 504 accommodations are:

- Based on the student's individual needs
- Determined by a school team and generally documented with a written plan
- "Reasonable," meaning that the accommodations provide equal opportunity to learning, assessments, and extracurricular activities, but do not place an undue burden on the school or fundamentally alter learning, assessments, or extracurricular activities.

A 504 Plan is a written document which supports the needs of the eligible student and identifies:

- A student's disability and how the physical or mental impairment substantially limits one or more major life activities at school
- The basis for the team's determination of the disability (doctor's note, psychological evaluation, etc.)
- The specific accommodations and the person(s) responsible for implementing them

If you believe your child may qualify for a 504 Plan, please contact the Calvary Academy principal.

### **Pass/Fail - High School Students**

If a high school student requires significant accommodations and/or modifications to their learning, Calvary Academy reserves the right to make an agreement with the student and his/her parents regarding the threshold the student must meet in order to receive a "P" for "Pass" for the class. If a student receives a "P," he or she will receive credit toward graduation for the course, but the score recorded in the student's GPA will be a 0. This accommodation is reserved for students who would not receive at least a 60% in the class even with significant accommodations and/or modifications.

### **Jurisdiction**

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

### **Lunch Program**

Hot lunches are available for all students for an additional fee. Payments for school lunches may be made at the Academy Business Office or online at [www.K12PaymentCenter.com](http://www.K12PaymentCenter.com). 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:** Pre-school and junior 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 or she is to place all 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.

### **Mandated Reporter Policy (Board Approved 06/2018)**

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”). 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. The online training course for mandated reporters is located at <https://mr.dcfstraining.org/UserAuth/Login!loginPage.action>.

### **Missing Person and School Records (Board Approved 06/2018)**

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.

### **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.

### **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. 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.

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

Calvary Academy has an active Parent Involvement Program. Parents or guardians are encouraged to volunteer 10 hours per family for 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.

## Phone Calls on School Phone Lines (Board Approved 11/2021)

Calvary Academy will not allow students to receive phone calls from anyone who is not listed as an emergency contact person in our student information system. This is for the overall safety of our students. Even for emergency contacts, we will not interrupt the school day for non-emergency phone calls; however, we can take messages from emergency contact people and ensure that students receive them in a timely fashion.

If an emergency contact person calls during the after-school care hours, our office staff can take a message and relay it to the student. We do not have the staff or the resources to retrieve students from Camp Calvary to take phone calls on school phone lines.

## Reporting Firearms on School Property (Board Approved 03/2023)

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 immediately 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

## Retention Policy (Board Approved 09/2022)

Research indicates that retaining students beyond first grade rarely, if ever, has positive long-term benefits. If a kindergarten or first-grade student fails the three core subjects (reading, writing, and arithmetic) for an entire school year, the administration reserves the right to retain that student. Parents will be notified at the close of the third quarter if retention is a possibility for their child. If a student in second through eighth grade fails three academic subjects for the first three quarters of the school year, then a meeting will be held with the parents/guardians, the principal, and the teacher to discuss the student's educational needs. During this meeting, various options may be discussed, including but not limited to special education evaluation, 504 plan, summer school, or the possibility that the child may be better served by another school.

## Safety 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.
- Intruder Drills – All students will be informed of how to respond to an intruder in the building.

### Searches (Board Approved 01/2015)

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 safekeeping 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 the security area. Between 8:00 - 8:20 a.m., on days when school is in session, an Academy staff member will greet you and allow you to proceed to the Academy with your child. After 8:20 a.m., all Calvary Academy parents and visitors are required to be admitted from the church receptionist to enter the Academy building and are to report directly to the Academy Office before proceeding to any area of the building. If a parent or visitor proceeds beyond the security area without permission, a fine of \$50 per offense will be assessed. There will be occasions when the security door in this area is not locked. Examples are: funerals, weddings, athletic game nights, etc. When these events occur, the event will be posted.

### Security Cameras (Board Approved 11/2011)

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.

### Social Media Policy (Board Approved 11/2022)

Calvary Academy's administration may investigate or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates Calvary's disciplinary policy. Calvary Academy may require the student to share content in the course of such an investigation; however, the school will not request or require a student to provide a password or other

related account information in order to gain access to the student's account or profile on a social networking website. Failure to comply with the school's request for assistance in the investigation could lead to disciplinary action including, but not limited to, movement on the step discipline plan or expulsion from the school.

## 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 Academy Office if there is a change in your personal information.

## Student Testing

Calvary Academy conducts standardized testing each year for students in kindergarten through eleventh grade. In the fall, eleventh graders take the PSAT/NMSQT test. In the spring, kindergarten through tenth grade students take the TerraNova3 test.

## Tardy Policy

Punctuality is an important life skill and vital to the healthy functioning of the classroom. After four total excused tardies – regardless of the time of arrival – in a quarter, each additional tardy will be marked as unexcused, unless the parent/guardian provides a doctor's note. The tardy count will reset at the beginning of each quarter.

- Students arriving between 8:20 and 8:25 a.m. will be automatically excused up to four times each quarter, regardless of reason.
- For students arriving between 8:25 and 8:35 a.m., parents/guardians may call and excuse their student up to four times each quarter. If a parent/guardian does not call, the tardy will be marked as unexcused.
- Students arriving after 8:35 a.m. will automatically receive an unexcused tardy unless they provide a doctor's note.

Students are only allowed four undocumented excused tardies per quarter regardless of time of arrival. After the fourth excused tardy, official documentation will be required for all tardies for the remainder of the quarter.

Exceptions from documentation:

- For multiple siblings riding to school together every day, the first four excused tardies will be applied evenly to all siblings. Following the fourth tardy, the parent may call in to report which sibling is responsible for causing the tardiness. The responsible sibling will be issued an unexcused tardy, and the other siblings will be granted excused tardies. If the parent feels that all siblings are equally responsible, then all siblings will be issued unexcused tardies. Without parent communication (phone call or email), all siblings will be issued unexcused tardies.
- In the event of severe weather, the administration will communicate to teachers that students arriving before a designated time will NOT be marked as tardy.

### *Consequences for Unexcused Tardies*

- Elementary students (K-5<sup>th</sup> grade) – The student will sit out of afternoon recess for five minutes on the day of the unexcused tardy.
- Junior high/high school students – First-hour unexcused tardies will result in the student losing cell phone access for the day. The cell phone must be left in the school office in order for a pass to be issued. If a student does not have a cell phone, he or she will be expected to help with cafeteria cleanup on the day of the tardy. Second- to eighth-hour tardies are automatically unexcused and will be accompanied by a detention.

## Tattoo Policy (Board Approved 04/2013)

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

## Textbooks

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 unreturned 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 instead of charges after 30 days.

## Transportation Services

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

## Tuition Options

All payments are arranged as automatic withdrawals from a check or savings account through the FACTS Management Co. Calvary Academy offers four tuition payment plans:

- One payment - A 3% reduction in tuition is calculated if payment in full is made by July 1.
- Two payments due by July 1 and January 1
- Quarterly plan due July 1, October 1, January 1, and April 1.
- Monthly payments

## 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/Destruction of Property (Board Approved 11/2011)

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

## 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. All visitors are asked to wear a visitor security lanyard.

### 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.

### 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.

### 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.

### 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.

# Elementary Policies (Pre-School Through Fifth Grade)

## Behavior Management Plan (Board Approved 06/2022)

### Behavioral Expectations

Our mission is to develop Christian young people, and teaching student's appropriate behavior is a vital part of that mission. We believe that school is the training ground for life. Throughout their educational journey at Calvary Academy, we will be teaching students to be STARR students. We define STARR students as:

- |                     |  |
|---------------------|--|
| S – Safe            | Safe students use their voices, bodies, and objects in ways that are appropriate and expected for the situation. Safe students keep their hands, feet, and all other body parts to themselves. Safe students are always where they are supposed to be.   |
| T – Trustworthy     | Trustworthy students always tell the truth. Trustworthy students follow the rules even when no one is watching. Trustworthy students are always where they are supposed to be and doing what they should be doing. Trustworthy students turn in schoolwork that represents their own knowledge.  |
| A – Active Learners | Active learners listen to their teachers and participate in class. Active learners ask questions. Active learners put forth their best effort and are willing to try new and difficult things.   |
| R – Responsible     | Responsible students complete and turn in their homework. Responsible students take care of their own work, space, bodies, and personal items. Responsible students are prepared for class.  |
| R – Respectful      | Respectful students care about the thoughts and feelings of others. Respectful students treat others in the way that they would like to be treated. Respectful students use their words, bodies, and possessions in ways that show care for themselves and others. Respectful students recognize that others have the right to say what happens to their own bodies and possessions. |

### Rewards for Positive Behavior

Teachers will award students STARR tickets for positive behavior. Students can use these tickets to purchase items at the school store each month. Students who complete the month with no detentions and no more than two Think Sheets will be included in a STARR assembly at the end of each month.

### Consequences for Misbehavior

#### *Pre-School, Junior Kindergarten, and Kindergarten*

The early childhood years are imperative for preparing students for elementary school. At Calvary Academy, we recognize that young children need to be taught appropriate school behavior. Our pre-school and kindergarten teachers will communicate with parents on a case-by-case basis if a student develops a pattern of misbehavior. However, unsafe behaviors like physical aggression, destruction/misuse of property, and running away will be treated very seriously. If a student engages in unsafe behavior at school, they will be walked through the following steps:

Early Childhood Step One: The first occurrence of unsafe behavior will result in a conference with parents, the teacher, and the principal. During this conference, a behavior management plan will be developed.

Early Childhood Step Two: The second occurrence of unsafe behavior will result in the parent being called to take the student home for the remainder of the day. The child's ability to attend Calvary Day Care will be arranged with the day care director.

Early Childhood Step Three: The third occurrence of unsafe behavior will result in the parent being called to take the student home for the remainder of the day AND a one-day out of school suspension for the following day. The child's ability to attend Calvary Day Care will be arranged with the day care director.

Early Childhood Step Four: The fourth occurrence of unsafe behavior will result in expulsion from Calvary Academy. Calvary Day Care will make an independent decision regarding the student's continued attendance.

#### *Elementary Student - First Through Fifth Grade*

By the time students reach elementary school, we expect that they understand and engage in appropriate school behavior. If students engage in minor misbehaviors at school, they can expect classroom consequences such as loss of STARR tickets, sitting out of afternoon recess, or exclusion from class privileges. Teachers are permitted to use their best professional judgment when enforcing rules in their own classrooms. When a student engages in disruptive behaviors or patterns of misbehavior, teachers will enforce one or more of the following consequences:

1. Think Sheet - This form is designed to help students process what went wrong and how they can make better choices in the future. If your student brings home a Think Sheet, please discuss the misbehavior with them and then sign and return the form to the teacher.
2. Detention - First, second, and third grade students serve 15-minute, after-school detentions. Fourth and fifth grade students serve 30-minute, after-school detentions. Your child's teacher will communicate with you via email regarding the reason for your child's detention and when it should be served.
3. Office Discipline Referral - If your student receives a Think Sheet and a detention and continues to misbehave OR if they engage in unsafe or extremely disruptive behavior, they will be sent to the office to receive discipline from the principal. You will be notified by email and/or phone call if this occurs. Office discipline referrals will typically be accompanied by a detention.

#### *Discipline Steps Toward Suspension or Expulsion (First Through Fifth Grade)*

If a student receives three detentions in a single quarter, he or she will be placed on Step One towards 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.

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 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.

### **Cell Phone Policy (Board Approved 11/2021)**

Elementary students are permitted to bring cell phones to school for use before and after school. They are not permitted to access their cell phones during school hours. Students are responsible for their own electronic devices. Calvary Academy cannot and will not assume responsibility for any cell phone, tablet, laptop, or other device which has the potential for use to access internet or communicate with individuals outside of our building. Cell phone privileges may be revoked if a student is disrupting the learning environment or accessing inappropriate content.

### **Cell Phones During Camp Calvary**

The cell phone procedure for Camp Calvary, our after-school care program, is as follows: Immediately after school, students with cell phones may make an occasional, short phone call to an emergency contact person. These phone calls should last no longer than 5 minutes. Students are expected to play during this time in order to release any pent-up stress and energy following a long school day. Following free-play time, students eat a snack and complete homework. They are not allowed to access any electronic devices until their homework has been completed. After homework is complete, students may use their phones to call, text, or play games. Cell phone privileges may be revoked at any time if a student is accessing inappropriate content.

### **Grading**

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

#### **Conduct for all grades**

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory

#### **Grading scale for Junior Kindergarten**

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

### **Grading scale for K/5 – 5th**

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

### **Grading Scale for Non-Graded Classes**

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

### **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.

### **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.

### **Uniform Policy (Board Approved 06/2022)**

The goal of Calvary Academy is to produce Christian young people. It is our belief that training our students to have a neat, modest, and well-groomed appearance is in keeping with this goal. We also believe that school uniforms reduce distractions and help bridge the gap between students from various backgrounds. Uniforms will be worn from the first day of school to the last. Exceptions will be communicated via social media and/or email. The definition of neat and well-groomed is at the sole discretion of Calvary Academy Administration.

### **General Expectations:**

- Modesty
  - Students must be able to sit, stand, walk, and move about without exposing any midriff, back, armpits, buttocks, thigh more than two inches above the kneecap, undergarments, or any body parts that are generally considered to be private.



- Girls' skirts, skorts, dresses, and jumpers must be no more than two inches above the knee when standing. Girls must wear shorts, tights, or leggings under skirts, dresses, & jumpers.
- Jumpers must be worn with a polo shirt underneath.
- Shorts must be no more than two inches above the knee.
- Hair
  - Hair color is limited to naturally occurring hair colors; however, hairstyles such as locs, cornrows, twists, braids, Bantu knots, hair extensions/weaves, or other "protective styles" may include reasonably colored highlights.
  - All hairstyles must be clean and groomed.
- Accessories
  - Girls may wear stud earrings only.
  - Boys may not wear earrings.
  - No other jewelry is permitted.
  - Other accessories such as scarves, leggings, sweaters, and sweatshirts must be solid-colored if the student plans to wear them in the classroom.
  - Winter outerwear is not subject to the uniform guidelines.
- Shoes
  - Students may wear any type of close-toed, backed tennis shoes, boots, flats, or loafers.
  - Students may not wear sandals or backless shoes.
  - Students must bring tennis shoes for PE class.
- Gender expression must be consistent with the student's biological sex.
- Clothes must be clean and free from rips, holes, and tears.
- Students may appeal to the administration for religious and cultural considerations.

## **Uniform Quick- Reference Guide**

### Colors

Tops - Red, navy, light blue, and white

Bottoms - Navy and khaki

### Girls (Grades JK - 5th)

Uniform jumpers

Uniform skirts/skorts

Uniform pants

Knit or dri-fit collared polo shirts

Calvary Academy apparel

Polo knit uniform dresses

Uniform walking shorts no more than two inches above the knee may be worn April 1 - October 31

### Boys (Grades JK-5th)

Uniform pants

Uniform walking shorts no more than two inches above the knee may be worn April 1 - October 31

Knit or dri-fit collared polo shirts

Calvary Academy apparel

## **Dollar Dress Down Days/Picture Day**

Every Friday will be a "Dollar Dress Down Day." Students may choose to pay a dollar to wear an expanded selection of clothing items. Failing to pay the dollar for dress down day will result in a uniform violation. Calvary Academy facilitates two picture days and one picture retake day every

school year. For picture days and dress down days, students must remain in compliance with the “General Expectations” listed above. They may wear:

- Tops
  - Shirts of any neckline or style as long as the shirt complies with the modesty guidelines listed under “General Expectations”
  - Shirts with writing and pictures as long as they do not reference drugs, alcohol, sex, violence, illegal activity, the occult, profanity, or any viewpoints contrary to Biblical truth
  - Sweatshirts and other layering items as long as the shirt worn underneath meets the modesty guidelines
  - Strapless shirts, tank tops, crop tops, and spaghetti straps are NEVER permitted.
  - Girls may wear dresses which fall no more than two inches above the knee and which follow the modesty guidelines.
- Bottoms
  - Jeans and other casual-style pants
  - Girls may wear leggings if accompanied by a shirt, tunic, dress, or skirt which covers their bottoms.
  - Drawstring and elastic-waistband pants, including sweatpants, which are free of rips, holes, and tears
  - Shorts, skorts, and skirts that fall no more than two inches above the knee are permitted from April 1 to October 31.

### **Uniform Violations**

We believe that students need to be in the classroom and should not be missing classroom instruction due to uniform violations; however, in order to effectively implement our uniform, the students must face meaningful consequences for violations. If the student is wearing an accessory item which can be easily removed, they may do so and avoid receiving a violation as long as the rest of their clothing satisfies uniform requirements. The tally of uniform violations for elementary students will restart each quarter.

- First offense - Teacher will email the parent/caregiver a behavior notice indicating which article of clothing violated the school dress code.
- Second offense - Teacher will email and send a written behavior notice indicating which article of clothing violated the school dress code. The written notice must be signed by the parent/caregiver and returned to the teacher the next school day.
- Third offense - The school office will call the parent/caregiver and request a change of clothes for the student. If the change of clothes has not arrived by 12:00pm, the student will be required to sit in the office during afternoon recess.

# Junior High and High School General Policies

## Behavior Management Plan (Board Approved 07/2022)

### Behavioral Expectations

Our mission is to develop Christian young people, and teaching student's appropriate behavior is a vital part of that mission. We believe that school is the training ground for life. Throughout their educational journey at Calvary Academy, we will be teaching students to be STARR students. We define STARR students as:

- |                     |  |
|---------------------|--|
| S – Safe            | Safe students use their voices, bodies, and objects in ways that are appropriate and expected for the situation. Safe students keep their hands, feet, and all other body parts to themselves. Safe students are always where they are supposed to be.   |
| T – Trustworthy     | Trustworthy students always tell the truth. Trustworthy students follow the rules even when no one is watching. Trustworthy students are always where they are supposed to be and doing what they should be doing. Trustworthy students turn in schoolwork that represents their own knowledge.  |
| A – Active Learners | Active learners listen to their teachers and participate in class. Active learners ask questions. Active learners put forth their best effort and are willing to try new and difficult things.   |
| R – Responsible     | Responsible students complete and turn in their homework. Responsible students take care of their own work, space, bodies, and personal items. Responsible students are prepared for class.  |
| R – Respectful      | Respectful students care about the thoughts and feelings of others. Respectful students treat others in the way that they would like to be treated. Respectful students use their words, bodies, and possessions in ways that show care for themselves and others. Respectful students recognize that others have the right to say what happens to their own bodies and possessions. |

### Rewards

Calvary Academy administration will regularly reward students for good behavior. Rewards may include, but are not limited to: break the dress code days, special field trips, and prizes such as food and other treats.

### Consequences for Misbehavior

If students engage in minor misbehaviors at school, they can expect classroom consequences such as helping a teacher clean their classroom, loss of cell phone for a class period or for the entire day, loss of classroom privileges, or various other classroom consequences. Teachers are permitted to use their best professional judgment when enforcing rules in their own classrooms. When a student engages in disruptive behaviors or patterns of misbehavior, teachers will enforce one or more of the following consequences:

1. Formal Warning - The teacher will verbally warn the student that the next infraction will result in a detention.
2. Detention - A 30-minute detention will be served before or after school. Students have one week to serve a detention from the day it is issued to them. If they fail to serve their detention in a timely manner, they may have another consequence enforced until the detention is served. This may include but is not limited to loss of cell phone or addition to the lunch clean-up crew. Detention obligations supersede extracurricular activities.
3. Office Discipline Referral - If your student receives a formal warning and a detention and continues to misbehave OR if they engage in unsafe or extremely disruptive behavior, they will be sent to the office to receive discipline from the principal. You will be notified by email and/or phone call if this occurs. Office discipline referrals will typically be accompanied by a detention.

#### *Other Considerations*

**Cheating:** The first instance of cheating or plagiarism will result in a zero for the assignment and a detention. The second occurrence will result in a zero for the assignment, a detention, and removal from the National Honor Society (if applicable). The third offense and beyond will result in a zero on the assignment, a detention, and a conference with the principal.

**Vandalism/Destruction of Property:** Students who vandalize, damage, or destroy school property may be expected to pay for the cost of replacement or repairs. This type of behavior may also result in detention, suspension, or expulsion depending upon the severity of the situation.

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

If a student receives three detentions in a five-week period, he or she will be placed on Step One towards 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.

**Step 1 -** The student meets with the principal and/or administrator for counseling, depending on the seriousness of the offense(s). 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 2 -** 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 3 -** A conference is held with the student, parent/guardian, and principal or superintendent. The student is suspended for three days, and the parent/guardian is informed in writing that the next step (4) is expulsion. A copy of this letter is recorded in the student's file.

**Step 4 -** 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 4, the parent/guardian may appeal to the School Board for a review of the action taken.

Upon completion of the school year, Calvary Academy administrators will determine whether or not the student who has entered the step system will be considered to be on probation for the following year.

If a student who is on probation enters the step system, he or she will automatically begin at Step 2. Probationary status will be redetermined at the close of each semester.

### *Suspension - Academic Expectations and Penalties*

All schoolwork (including homework, tests, and projects) missed during a suspension must be made up. At the end of the quarter, an academic penalty of 2% per day will be deducted from every class. The academic penalty can be waived if the student attends help sessions for the amount of time comparable to the time missed in class.

### *Expulsion*

Students may be immediately dismissed from Calvary Academy regardless of their behavior record if any serious behavior infractions occur. These serious behavior infractions include but are not limited to:

- Possession, use, or sale of a controlled substance
- Concealed weapons (including look-alikes)
- Stealing
- Fighting
- Violent actions or threats of violence
- Suspicion of criminal activity

## **Cell Phone Policy**

Junior high and high school students are permitted to bring cell phones to school. They may access their cell phones before school, after school, between classes, and during the lunch period. When classroom instruction is in progress, students should not access their cell phones for any reason. Additionally, students may not wear earbuds or headphones while in the classroom. Students will be required to turn in their cell phones to a designated place at the beginning of each class period. If a teacher sees a cell phone at any point after phones should have been turned in, then the teacher will confiscate the phone for the remainder of the school day. Refusal to comply with the teacher's directive will result in a detention, and the cell phone will be kept in the school office for the remainder of the day. Teachers may occasionally allow students to access their phones during free time or study halls. This is solely at the teacher's discretion. Cell phone privileges may be revoked if a student is disrupting the learning environment or accessing inappropriate content.

Parents, we ask that you help your student be successful in this area by not expecting an immediate reply during school hours. If there is an emergency, we ask that you call the school office and we will notify your student. This will also ensure that your student is under the care and guidance of an adult when receiving emergency information.

## **Chromebooks**

All junior high and high school students will receive a Chromebook for the school year to access Google Classroom.

An agreement must be signed by the parent before the device is issued. We will issue each student their Chromebook at the new student orientation if we've received the signed agreement.

## **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.

## Conduct Key

Outstanding	O
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U

## Locks and Lockers

Locks can be provided upon request. 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. At the end of a school year, each student is responsible for cleaning out his locker.

## Make-up Work (Board Approved 09/2022)

### Single-Day Absence

If a student misses a day of school, they will be expected to turn in any work due on the day they were absent on the day they return to school. The student will be given one extra school day to complete any work that was assigned on the day they were absent. For example, if a student was at school on Monday, missed Tuesday, and returned on Wednesday, then all work due Tuesday should be turned in on Wednesday. All work assigned Tuesday will be due on Thursday. If the student misses a test, they will be expected to take it the day they return. If a test is administered the day the student returns to school, they may use the time that the class is taking the test to review for the test, and then they will be expected to take the test after school or during another free period on the same day.

### Multiple-Day Absence

If a student misses multiple consecutive days of school, then all work due on the first day of their absence will be due on the first day of their return to school. The student will be allowed one school day per day of absence to make up work and tests assigned during their absence. For example, if a student misses three days of school, then they will have three school days to complete the work assigned during that time period. This includes tests administered on the day they return to school. For example, if a student misses Monday through Wednesday and returns Thursday, and the class is taking a test on Thursday, then the student will have until the end of school on the following Tuesday (three school days) to make up the test.

### Remote Learning

If a student has a pre-planned absence of at least three days for a medical reason, they may arrange remote learning for the duration of their absence. Remote learning must be arranged at least two school days in advance and can only be used for pre-planned medical absences.

## Math Tracks and Prerequisites

We offer a variety of options for math classes in order to ensure that students are being challenged appropriately. In order to give students, the greatest likelihood of success, we have prerequisite requirements for certain math courses. The possible math tracks are as follows:

Grade	Track 1	Track 2	Track 3	Track 4
7th	Intermediate Math I	Intermediate Math I	Pre-Algebra	

8th	Intermediate Math II	Pre-Algebra	Algebra I OR College Prep Algebra I	<i>For students who do not attend CA for junior high</i>
9th	Pre-Algebra	College Prep Algebra I or Retake Pre-Algebra	Algebra II	Pre-Algebra or College-Prep Algebra I
10th	Algebra I or College Prep Algebra I	College-Prep Algebra I or Algebra II	Geometry or Honors Geometry	Algebra I or College Prep Algebra I or Algebra II
11th	Geometry or Honors Geometry	Geometry or Honors Geometry	Advanced Math	Geometry or Honors Geometry
12th	<i>Algebra II (optional)</i>	<i>Algebra II or Advanced Math (Optional)</i>	Calculus	<i>Algebra II (optional)</i>

### Seventh Grade Prerequisites

Pre-Algebra: The student must have maintained a 90% average in their sixth grade Calvary Academy mathematics course. The student must maintain a 90% average throughout Pre-Algebra in order to remain in the class. Transfer students may qualify for Pre-Algebra upon successful completion of an entrance exam (86% or higher).

### Eighth Grade Prerequisites

Pre-Algebra: The student must have maintained a 90% average in their seventh grade Calvary Academy mathematics course. The student must maintain a 70% average throughout Pre-Algebra in order to remain in the class. Transfer students may qualify for Pre-Algebra upon successful completion of an entrance exam (86% or higher).

College-Prep Algebra I: The student must have maintained a 92% average in Pre-Algebra at Calvary Academy. The student must maintain a 90% average in order to remain in the class. Transfer students may qualify for College-Prep Algebra I upon successful completion of an entrance exam (86% or higher).

### High School Prerequisites

- Pre-Algebra: None
- Algebra I: Successful completion of Pre-Algebra (60% or higher).
- College-Prep Algebra I: Successful completion of Pre-Algebra (90% or higher).
- Algebra II: Successful completion of College-Prep Algebra I (80% or higher).
- Geometry: Successful completion of Algebra I (60% or higher).
- Honors Geometry: Successful completion of College-Prep Algebra I (90% or higher).
- Advanced Math: Successful completion of Algebra II and Honors Geometry (80% or higher).
- Trigonometry/Calculus: Successful completion of Advanced Math (80% or higher). The student must maintain an 80% average or higher in order to remain in the class.

## Residence Requirements

For a student to be enrolled at Calvary Academy, he or she 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.

## Junior High Policies

### Grading

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

### Grading Scale

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+		

## Graduation Requirements

Junior high students must pass the Illinois Constitution test and the U.S. Constitution test in order to participate in the eighth-grade graduation ceremony and to be promoted to ninth grade. If a student fails multiple classes, the steps described in the Retention Policy will be followed.

## National Junior Honor Society

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

- NJHS is open to students in grades 7-9 who have succeeded in maintaining a cumulative grade point average of 3.0 or above.
- The student must be of good character. The student must behave in a way that is safe, trustworthy, and respectful. Calvary Academy teachers and administrators will review discipline records when determining NJHS membership.
- NJHS members should participate in extracurricular activities.
- Failure to maintain the minimum criteria will result in dismissal from the Serendipity Chapter of the NJHS.

## Uniform Policy (Board Approved 06/2022)

The goal of Calvary Academy is to produce Christian young people. It is our belief that training our students to have a neat, modest, and well-groomed appearance is in keeping with this goal. We also believe that school uniforms reduce distractions and help bridge the gap between students from various backgrounds. Uniforms will be worn from the first day of school to the last. Exceptions will be communicated via social media and/or email. The definition of neat and well-groomed is at the sole discretion of Calvary Academy.



## General Expectations:

- Modesty
  - Students must be able to sit, stand, walk, and move about without exposing any cleavage, midriff, back, armpits, buttocks, thigh more than one inch above the kneecap, undergarments, or any body parts that are generally considered to be private. Sheer/see-through clothing items are never allowed.
- Hair
  - Hair color is limited to naturally occurring hair colors; however, hairstyles such as locs, cornrows, twists, braids, Bantu knots, hair extensions/weaves, or other “protective styles” may include reasonably colored highlights.
  - All hairstyles must be clean and groomed.
  - Male students' hair length must not touch or extend past the shoulders. Well-kept locs, twists, or braids may extend slightly past the shoulder with approval from the administration. Male students may keep hair in a ponytail or bun.
  - Male students must be clean-shaven.
  - Female students may not have any portion of their hair shaved or clipper cut with the exception of undercuts and like styles.
- Piercings
  - Earrings are permitted. Bars, chains, and gauges are not permitted.
  - Male students are ONLY permitted to wear stud earrings.
  - Facial piercings, including tongue piercings, are not permitted. If a student has a facial piercing, he or she may wear a clear or flesh-colored stud or spacer to maintain the piercing.
- Accessories
  - Other accessories such as scarves, leggings, sweaters, and sweatshirts must be solid-colored if the student plans to wear them in the classroom. Solid-colored sweatshirts with small, off-centered logos are acceptable.
  - Winter outerwear is not subject to the uniform guidelines.
- Other considerations
  - Hats, hoods, and sunglasses may not be worn during school hours.
  - Students may not wear any article of clothing or accessory which references drugs, alcohol, sex, violence, illegal activity, the occult, profanity, or any viewpoints contrary to Biblical truth.
  - Students may appeal to the administration for religious and cultural considerations.
- Gender expression must be consistent with the student's biological sex.
- Clothes must be clean and free from rips, holes, and tears.

## Uniform Quick-Reference Guide

### Girls (Grades 6-8)

Uniform skirts or skorts (no more than 2 inches above the knee)  
Uniform pants  
Knit or dri-fit collared polo shirts  
Calvary Academy apparel

### Boys (Grades 6-8)

Uniform pants  
Knit or dri-fit collared polo shirts  
Calvary Academy apparel

### Colors (Boys & Girls)

Tops – Red, navy, light blue, and white  
Bottoms – Navy or khaki

## **Dollar Dress Down Days/Spirit Week/Picture Day**

Every Friday will be a “Dollar Dress Down Day.” Students may choose to pay a dollar to wear an expanded selection of clothing items. Failing to pay the dollar for “Dollar Dress Down Day” will result in a uniform violation. The Calvary Academy pep club coordinates two “Spirit Weeks” per school year. Calvary Academy facilitates two picture days and one picture retake day every school year. For picture days, spirit weeks, and dress down days, students must remain in compliance with the “General Expectations” listed above. They may wear:

- Tops
  - Shirts of any neckline or style as long as the shirt complies with the modesty guidelines listed under “General Expectations”
  - Shirts with writing and pictures as long as they do not reference drugs, alcohol, sex, violence, illegal activity, the occult, profanity, or any viewpoints contrary to Biblical truth
  - Sweatshirts and other layering items as long as the shirt worn underneath meets the modesty guidelines
  - Strapless shirts, tank tops, crop tops, and spaghetti straps are NEVER permitted.
  - Girls may wear dresses which fall no more than two inches above the knee and which follow the modesty guidelines. (Please refer to the high school dress code for more guidance regarding dresses.)
  
- Bottoms
  - Jeans and other casual-style pants, which are free of rips, holes, and tears
  - Drawstring and elastic-waistband pants, including sweatpants, which are free of rips, holes, and tears. Sweatpants must be loose fitting around the hips and thighs. Yoga pants are not permitted. Pajamas are not permitted.
  - Girls may wear loose-fitting skorts and skirts that fall no more than two inches above the knee. (Please refer to the high school dress code for more guidance regarding skirts.)
  - Shorts are NEVER permitted.

## **Uniform Violations**

We believe that students need to be in the classroom and should not be missing classroom instruction due to uniform violations; however, in order to effectively implement our uniform, the students must face meaningful consequences for violations. If the student is wearing an accessory item which can be easily removed, they may do so and avoid receiving a violation as long as the rest of their clothing satisfies uniform requirements. However, if the student wears the non-compliant clothing or accessory later that same day, a dress code violation will be issued. The tally of uniform violations for junior high students will restart each quarter.

First Offense:

- The teacher will email the parent/caregiver a behavior notice indicating which article of clothing violated the school dress code.

Second and Third Offense:

- The teacher will email the parent/caregiver a behavior notice indicating which article of clothing violated the school dress code, and the student will be administered a \$10 fine. The fine will be removed if a change of clothing is brought within one hour of the parent being notified; however, the uniform violation will remain documented in the student’s behavior record. Charges will be applied to the student’s account.

#### Fourth Offense and Beyond:

- Detention

#### Physical Education

Students will be required to wear the school PE uniform during PE class. PE uniforms can be purchased through the Calvary Academy store. Students must also provide their own athletic shoes on PE days. Failure to dress and participate in PE class will result in a “0” for the day and harm the student’s overall quarter grade. Three “no dress” days in a single quarter will result in a detention.

## High School Policies

#### Capital Area Career Center (CACC) (Board Approved 09/2022)

Calvary Academy partners 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.

In order for a junior to enroll in CACC, he or she must have at least 12 credits, including two Bible credits, two English credits, two social studies credits, two science credits, and two math credits. In order for a senior to enroll at CACC, he or she must have at least 18 credits, including three Bible credits, three English credits, three social studies credits, three science credits, and three math credits.

#### Classification for High School

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

<b>Credit</b>	<b>Classification</b>
0 – 6	Freshman
6.25 – 12	Sophomore
12.25 – 18	Junior
18.25 +	Senior

#### Progress Towards Graduation (Board Approved 09/2022)

High school students must make adequate progress towards graduation. If a high school student has not met the following benchmarks, then a meeting will be held with the parents/guardians, the principal, and the teacher to discuss the student’s educational needs.

During this meeting, various options may be discussed, including but not limited to special education evaluation, 504 plan, summer school, or the possibility that the student may be better served by another school.

#### *Adequate Progress Benchmarks*

At the conclusion of each academic year, the student must have successfully completed the following number of credits:

Freshman	4 credits
Sophomore	10 credits
Junior	17 credits

## 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 11/2011)

## Courses Failed/Dropping Courses

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.

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.

## Dress Code (Board Approved 06/2022)

The goal of Calvary Academy is to produce Christian young people. It is our belief that training our students to have a neat, modest, and well-groomed appearance is in keeping with this goal. The definition of neat, modest, and well-groomed is always at the sole discretion of Calvary Academy Administrators. Students are expected to adhere to the dress code policy any time they are at school. Any clothing items not listed below, including, but not limited to, shorts, crop tops, and skin-tight skirts and dresses, are not permitted.

### General Expectations:

- Modesty
  - Students must be able to sit, stand, walk, and move about without exposing any cleavage, midriff, back, armpits, buttocks, thigh more than one inch above the kneecap, undergarments, or any body parts that are generally considered to be private. Sheer/see-through clothing items are never allowed.
- Hair
  - Hair color is limited to naturally occurring hair colors; however, hairstyles such as locs, cornrows, twists, braids, Bantu knots, hair extensions/weaves, or other "protective styles" may include reasonably colored highlights.
  - All hairstyles must be clean and groomed.
  - Male students' hair length must not touch or extend past the shoulders. Well-kept locs, twists, or braids may extend slightly past the shoulder with approval from the administration. Male students may keep hair in a ponytail or bun.
  - Male students may have well-groomed and neat facial hair.
  - Female students may not have any portion of their hair shaved or clipper cut with the exception of undercuts and like styles.
- Piercings
  - Earrings are permitted. Bars, chains, and gauges are not permitted.

- Male students are ONLY permitted to wear stud earrings.
- Facial piercings, including tongue piercings, are not permitted. If a student has a facial piercing, he or she may wear a clear or flesh-colored stud or spacer to maintain the piercing.
- Other considerations
  - Hats, hoods, and sunglasses may not be worn during school hours.
  - Students may not wear any article of clothing or accessory which references drugs, alcohol, sex, violence, illegal activity, the occult, profanity, or any viewpoints contrary to Biblical truth.
  - Students may appeal to the administration for religious and cultural considerations.
- Gender expression must be consistent with the student's biological sex.

### **Permissible Clothing Items - Regular School Days**

- Tops
  - Shirts must be one of the following styles: Polos, collared button-downs, crewnecks, henleys, quarter-zips, and turtlenecks
  - A button-down shirt may be worn unbuttoned if the shirt underneath is one of the acceptable styles. If not, the button-down must be buttoned to within 3 inches of the neck.
  - Clothing brand names and logos of any size are permissible as long as the brand name does not reference drugs, alcohol, sex, violence, illegal activity, the occult, profanity, or any viewpoints contrary to Biblical truth.
  - Shirts with logos for professional sports teams and colleges/universities are acceptable as long as the shirt does not reference drugs, alcohol, sex, violence, illegal activity, the occult, profanity, or any viewpoints contrary to Biblical truth.
  - Shirts with Christian messaging or the name of a Christian church or Christian ministry are acceptable.
  - Cardigans, lightweight jackets, hooded sweatshirts (zip up and regular), and sweaters may be layered over acceptable shirts.
  - All Calvary Academy apparel
- Bottoms
  - Jeans, khakis, or dress pants free from rips, holes, and tears which close with a button and/or zipper
  - Loose-fitting, cotton-twill or dress joggers and loose-fitting, straight- or wide-leg dress pants without a zipper and/or button are acceptable.
  - Loose-fitting overalls are acceptable when accompanied by an acceptable shirt.
  - Female students may wear skirts which fall no more than one inch above the knee when standing. Acceptable skirt cuts include: A-line, circle, pleated, maxi, and other straight-cut skirts that are loose-fitting around the hips and thighs.
  - Female students may wear leggings only when accompanied by a dress or skirt no more than three inches above the knee. Leggings must be completely opaque and footless. The skirt or dress must still be one of the acceptable cuts.
- Dresses
  - Female students may wear dresses which fall no more than one inch above the knee when standing. Acceptable dress cuts include: A-line, maxi, full skirt, and other straight-cut dresses that are loose-fitting around the hips and thighs.
  - The neckline of a dress must fall within the acceptable shirt styles mentioned above.

## **Permissible Clothing Items - Dollar Dress Down Days/Spirit Week/Picture Day**

Every Friday will be a "Dollar Dress Down Day." Students may choose to pay a dollar to wear an expanded selection of clothing items. The Calvary Academy pep club coordinates two "Spirit Weeks" per school year. Calvary Academy facilitates two picture days and one picture retake day every school year. Students must remain in compliance with the "General Expectations" listed above. They may wear any of the permissible clothing items listed for regular school days as well as:

- Tops
  - Shirts of any neckline or style as long as the shirt complies with the modesty guidelines listed under "General Expectations"
  - Shirts with writing and pictures as long as they do not reference drugs, alcohol, sex, violence, illegal activity, the occult, profanity, or any viewpoints contrary to Biblical truth
  - Sweatshirts and other layering items as long as the shirt worn underneath meets the modesty guidelines
- Bottoms
  - Drawstring and elastic-waistband pants, including sweatpants, which are free of rips, holes, and tears. Sweatpants must be loose fitting around the hips and thighs. Yoga pants are not permitted. Pajamas are not permitted.

## **Dress Code Violations**

We believe that students need to be in the classroom and should not be missing classroom instruction due to dress code violations; however, in order to effectively implement our dress code, the students must face meaningful consequences for violations. If the student is wearing an accessory item which can be easily removed, they may do so and avoid receiving a violation as long as the rest of their clothing satisfies dress code requirements. However, if the student wears the non-compliant accessory later that same day, a dress code violation will be issued. Similarly, if a student is wearing a non-compliant clothing item, he or she may change into an acceptable clothing item to avoid a penalty; however, if the student wears the non-compliant clothing again on the same day, he or she will be issued a dress code violation. Refusal to wear an acceptable clothing item may result in a detention or other disciplinary action.

### **First Offense:**

- The first time a student violates the dress code, he or she will receive a written warning sent home to parents/caregivers describing the nature of the violation. If the clothing violates the modesty guidelines or involves inappropriate or offensive messaging, then the student will be given an alternative shirt to wear for the remainder of the day.

### **Second Offense and Beyond:**

- If a student is wearing a clothing item which is not in compliance with the dress code, the school office will have a supply of acceptable shirts which the student may be required to purchase and wear. Shirts will be sold for \$15 each.
- If a student has a piercing, hairstyle, or other violation not directly related to his or her clothing, the school office will sell the student a sticker that he or she must wear for the day. Stickers will be sold for \$5, and a new sticker must be purchased for every day that the student arrives with the non-clothing-related violation.
- Calvary Academy Administrators may allow students to purchase a sticker for select clothing violations which do not violate the modesty guidelines or the guidelines regarding offensive writing and messaging on clothing. This decision is at the sole discretion of the administration.
- Charges will be applied to the student's account.
- All dress code violations will be accompanied by a written warning sent to parents/caregivers detailing the nature of the violation.

## Special Event Considerations

- For special events such as prom and homecoming, students and their guests must be in compliance with the following modesty guidelines: able to sit, stand, walk, and move about without exposing any cleavage, midriff, buttocks, undergarments, or any body parts that are generally considered to be private.
  - If a student or his/her guest violates the modesty guidelines, he or she may be administered a \$100 fine which will be charged to the student's account.
  - If a student has questions about their clothing for a special event, he or she may consult with the administration for prior approval.
- For outdoor events held during school hours, students may wear loose-fitting athletic shorts which fall no more than 5 inches above the knee. Students must also be in compliance with the following modesty guidelines: able to sit, stand, walk, and move about without exposing any cleavage, midriff, buttocks, undergarments, or any body parts that are generally considered to be private.

Students in violation of the modesty guideline above may be required to purchase a shirt from the school office.

## Grading

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
99 - 100	A+	4.25	5.25
92 - 98	A	4.00	5.00
90 - 91	A-	3.75	4.75
88 - 89	B+	3.25	4.25
82 - 87	B	3.00	4.00
80 - 81	B-	2.75	3.75
78 - 79	C+	2.25	3.25
72 - 77	C	2.00	3.00
70 - 71	C-	1.75	2.75
68 - 69	D+	1.25	2.25
62 - 67	D	1.00	2.00
60 - 61	D-	0.75	1.75
0 - 59	F	0.00	0.00

## 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)
1	Music, Art or Foreign Language
1	PE/Health
.25	Consumer Education
5.75	Electives

### **Early Graduation Policy**

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

The student must maintain a minimum grade point average of 2.0 in order to graduate early. Students with a grade point average below 3.0 are discouraged from graduating early.

### **Participation in Commencement**

A student may participate in commencement if he/she needs up to one credit. This is equal to either one class for a year or two 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 credit to graduate, he or she will not be allowed to participate in commencement.

### **Awards**

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 awarded to the graduating senior student who exemplifies a strong Christian character and leadership potential as observed by their peers, teachers, pastors, and administrators. The recipient is nominated by the senior class, teachers, and administrators and confirmed by the executive team of Calvary Church.
- 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 for Valedictorian/Salutatorian is attendance at Calvary Academy the entire junior and senior years)

### National Honor Society (Board Approved 09/2022)

Members of the National Honor Society achieve high standards in the areas of character, scholarship, leadership, and service. Each March, Calvary inducts new members into its Maranatha Chapter of the National Honor Society and celebrates the accomplishments of new and returning members with a ceremony. Senior members of the National Honor Society are acknowledged at high school graduation.

- The National Honor Society is open to students in grades 10-12 who 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. The student must behave in a way that is safe, trustworthy, and respectful. Calvary Academy teachers and administrators will review discipline records when determining NHS membership.
- In addition to the student's grades and character, we expect our students to serve their school community. Each semester, students will be expected to volunteer for at least two school functions. These functions may include concerts, graduations, new school orientations, and other special events.
- The student must participate in at least one extracurricular activity per year of society membership. Acceptable extracurricular activities include, but are not limited to: athletics, performing arts, school clubs or committees, after-school jobs, and/or serving in a ministry at their local church.
- Failure to maintain the minimum criteria will result in dismissal from the Maranatha Chapter of the National Honor Society.

### Online Courses and Dual Enrollment (Board approved 09/2024)

Calvary Academy will accept high school credits granted by online courses arranged by school administration. Calvary Academy will cover the cost of any course that helps a student meet graduation requirements and postsecondary goals if a comparable course is not offered or not compatible with the student's overall schedule at the institution of the administration's choosing. The family will be responsible for the cost of the course if they choose to attend a different institution. If a student requires an online credit recovery course due to failing an in-person class, the family will be responsible to pay for the online credit recovery course. Calvary Academy will accept college courses for dual high school credit.

### Physical Education Credits

Students will be awarded .25 high school credits for each season of a sport in which they participate for the entirety of the season. All students must obtain at least .5 physical education credits. If a student does not wish to participate in an athletic program, then he or she can make arrangements with school administration for earning the required credits.

## 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 (Board Approved 09/2022)

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.

## Transfer Credit Requirements

In order for a student to enroll as a sophomore, they must have at least four high school credits. For a student to enroll as a junior, they must have at least 10 high school credits. For a student to enroll as a senior, they must have at least 17 high school credits. Students who are behind on credits are welcome to enroll in a grade level lower, and thus push back their anticipated graduation date by one school year. Students must be able to complete all high school credits before their 20<sup>th</sup> birthday.



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Updated October 30, 2024  
Board approved dates indicated.