

Dear Calhoun Christian School Family,

Welcome to Calhoun Christian School! It is truly our privilege and honor to welcome you as a part of our Christian school family. We will make every effort to assist you in gaining an excellent academic education and spiritual foundation for your children.

The faculty and staff of Calhoun Christian School love the Lord and will try to demonstrate His love to you throughout the school year. We value your prayers that in all we say and do His name will be exalted and His qualities exhibited. The faculty and staff see this as a call to ministry and as an opportunity to support and encourage Christian homes in their effort to raise their children for God's glory. We cannot replace you, the parents, to whom God gave the responsibility for these children. Therefore, we appreciate your trust, and commit our faithfulness to you.

As you read through this handbook, please understand that these guidelines are established kindly but justly. We believe that God made us to learn in an orderly environment, and the requirements in this handbook help to provide such order.

Please keep this handbook handy for future reference when questions arise. Then, if you still have questions, feel free to call us.

Welcome to our family! We are looking forward to a great school year and we are so glad you and your family will be a part of it. God has blessed us abundantly with this school. We know He has great things in store for the members of the Calhoun Christian School family! Thanks for coming along on the journey.

Sincerely,

CCS School Board

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## **MISSION STATEMENT**

Calhoun Christian School exists to bring academic excellence to a growing number of Calhoun area students while upholding God's truth and high standards of health and wellness, enabling young people to positively impact our community and world.

## **PURPOSE**

"Challenging Children to Serve" not only serves as our school's motto, but as a basis for our entire school program. Calhoun Christian School seeks to prepare young people to live full, productive, servant lives, by offering a challenging, Christ-centered college preparatory education committed to pursuing excellence. Our goal is not only to provide a strong academic foundation but also a firm Christian perspective for life.

## **HISTORY OF CALHOUN CHRISTIAN SCHOOL**

In the fall of 2002, a concerned group of parents who felt the need for a Christ-centered, independent Christian school gathered together to explore the idea of a new Christian school that would serve the entire Calhoun county area. As a result of much prayer in seeking God's help and direction, and many hours of hard work, Calhoun Christian School opened its school on September 3, 2003. At the end of the 2008-2009 school year, Crosscreek Christian School, previously located at St. Mark Lutheran Church, consolidated with Calhoun Christian School beginning with the 2009/2010 school year.

## **PHILOSOPHY OF EDUCATION**

The philosophy of Calhoun Christian School is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible, authoritative Word of God that contains truth. God created all things and sustains all things. Therefore, the universe and humanity are dynamically related to God and have the purpose of glorifying Him. Because humans are sinners by nature and choice, they cannot glorify or know God. A person can do this only by choosing God's free gift of salvation through His Son, thereby committing his or her life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on life and the world from which will come a balanced personality and a proper understanding and acceptance of one's role in life at home, at work, at play, at worship – all grounded in the Christian concept of love.

This philosophy channels our energy to promoting high academic standards while helping students to achieve skills in creative and critical thinking, using the best integrated curriculum materials available. The objective of our instructional program is to enable students to pursue the postsecondary education of their choosing, whether in college, university, or vocational training.

Our responsibility for the student encompasses the spiritual, intellectual, physical, social, and emotional areas. These are inseparable, and through them all runs the thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone – the spiritual thread must be woven throughout the total curriculum.

We recognize that children are a gift from God and are unique individuals created in His image. Therefore, all children are valuable to us. Not all children learn the same and some children have special needs that make learning more difficult for them. It is our aim to help these children overcome the obstacles that hinder their learning and to provide them with the tools necessary to be successful as

a student at CCS. All children have value in God's eyes and we will take every opportunity to encourage them and help them to feel part of their class.

It is apparent, then, that the types of activities we employ or permit in the classroom or school program will either facilitate, or militate against our basic philosophy. The spiritual must permeate all areas – or else we become text book oriented rather than student centered.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of the Christian school.

### **STATEMENT OF FAITH**

1. **We believe** there is one God, eternally existent in three persons – Father, Son, and Holy Spirit.
2. **We believe** the Bible to be the inspired, only infallible, authoritative, inerrant Word of God.
3. **We believe** in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
4. **We believe** that salvation has been provided through Jesus Christ for all people; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.
5. **We believe** in the spiritual unity of believers in our Lord Jesus Christ.
6. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.
7. **We believe** in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

### **FAMILY COMMITMENT**

1. We promise to pray for the ongoing success of each other and that God will keep the evil one from hindering the ministries of Calhoun Christian School and its families.
2. We promise to support one another in spirit and in truth. We will endeavor to forsake a critical spirit and walk humbly before God. We promise not to gossip but to respect Calhoun Christian School, its employees, parents, or students.
3. We promise to faithfully fulfill our financial obligations to those to whom we have given our word.
4. We promise to assist each other whenever possible, realizing that Christian education demands more than our regular payments. We will give as God has prospered us and use our talents and gifts for the success of our school.
5. We promise to deal with problems together in a Biblical manner of privacy, prayer, and honesty.
6. We promise to be supportive of any disciplinary action taken by the school.
7. We, the parents of Calhoun Christian School, promise to be responsible in training our children in a Godly manner at home and support the training of our children in a Godly manner through their school years.

8. We promise to be active members of a local church. CCS believes that the Christian education process is not complete without regular attendance in worship services as well as youth group instruction and fellowship activities. Please be faithful to your local church and do not use your attendance at school as a substitute for the Biblical fellowship of the local church (Hebrews 10:25).

### **SCHOOL COMMITMENT**

**We, the faculty and administration of Calhoun Christian School, promise to be responsible before God to train the children of our school in a Christ exalting manner. We will train our children to honor God above all, obey parents and authority, be faithful to their local church, and pursue academic excellence. We will also strive to maintain a balanced co-operation between the home, our school, and local churches.**

### **ACADEMIC EXCELLENCE**

Our use of the term excellence is not meant to imply elitism or extreme selectivity in our admission's policy. By "excellence" we mean providing a high quality education that will enable us to challenge all students to work toward their maximum potential. We seek to serve students endowed with a wide range of abilities.

Accordingly, we will provide high-level academic challenges for the brightest students and, with the same enthusiasm, work aggressively to help students of modest academic ability to achieve their best. **We do recognize and affirm that, in some cases, we will not be able to serve the needs of certain students who require extensive help in areas where we do not possess resources or specialized expertise.** We will encourage graduating students to pursue further education at colleges or universities, but we also remain committed to providing a high quality program for those who may not be so inclined.

### **ADMISSIONS POLICIES**

1. Calhoun Christian School has high Biblical standards and we make no apologies for this. We reserve the right to accept only those students we feel are compatible with our purpose.
2. Calhoun Christian School admits students of any race, color, or nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national, or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic programs, or other school-administered programs.
3. The parents/guardian applying for admission of K-12 grade children must declare that they have accepted Jesus Christ as their personal Savior. An exception may be made when only one parent is a born again believer, provided the spouse agrees to allow their children to attend Calhoun Christian School and does not oppose the Biblical teaching of the school. Students in 7th through 12<sup>th</sup> grades must have made a clear profession of faith for acceptance to the school.
4. Students attending CCS must reside with their parent(s) or legal guardian(s). Exceptions to this must be approved by the administration on a case-by-case basis.

5. Parents should provide the administrator with the following records or written information:
  - The student's past record/report card.
  - The student's attitude toward school.
  - A report of any psychological or academic testing.
  - Any IEP or 504 plan previously or currently in use.
  - Any disciplinary problems.
6. Every new student is accepted on a nine (9) week probationary status. A conference will be held at the end of the nine week period to determine the permanent enrollment status of the student. Students can be denied enrollment in CCS based on false information given to the school prior to enrollment; CCS is not able to serve the needs of the student needing extensive help in areas we do not possess the resources or specialized expertise, disciplinary problems, or reasons determined appropriate by the administration during the probationary status.
7. A student that was suspended from another school will not be accepted for enrollment at CCS until they have had a trouble free semester at their previous school.
8. CCS will not accept a student who has been expelled from another school.
9. The parents agree that:
  - The school has full discretion to discipline their children within the bounds of the discipline policy.
  - The school has full discretion for the grade placement of their children.
  - They will willingly support the school in prayer and in lending practical help as needed by the school.
  - They have read and support the Family Commitment.
10. All families must maintain active fellowship with a Bible-believing local church.
11. A prospective kindergarten student must be 5 years old on or before December 1<sup>st</sup> of the year he/she enters school.
12. A record of completed immunizations must be on file for all students entering preschool through 12<sup>th</sup> grade for the first time at CCS.

### **ENROLLMENT PROCEDURES**

1. Submit completed enrollment packet, registration, and book fees to the school office.
2. Prospective students may be tested to determine grade placement and to determine if the student meets the educational expectations of the school.
3. The office will call to arrange an interview including parents, student, and the administrator or their designee.

4. Upon acceptance, enrollment may be made and registration completed by submitting the child's birth certificate, immunization record, and the first month of tuition (if applicable – see tuition schedule).
5. Full enrollment status will be granted after a successful nine (9) week probationary status conference.

### **FINANCIAL POLICIES**

Matthew 6:21 reminds us that where our treasure is, there will our hearts be also. Christian education requires a considerable investment of our finances and time. However, the returns on this investment do not fluctuate with the economy nor erode away with time. They are eternal treasures embodied in the spirits of mighty young men and women who are truly seeking after His kingdom and His righteousness. Therefore, we have the promise that this faithful investment in the furtherance of His kingdom will yield an inheritance of holiness and provision for every need.

Because we draw our support almost entirely from tuition and special gifts, it is very important that financial obligations are met promptly. Our teachers and staff depend on your payments for their salary.

Calhoun Christian School is pleased to offer our families many new options to make payment of tuition easier and more convenient. Please note that tuition will be due in full when you register unless one of the following payment plans is set up.

- Payroll Deduction  
This is a service provided by many employers. Please contact your employer to see if this is a service they offer and how to set it up.
- FACTS Tuition Management  
This is Calhoun Christian School's approved tuition billing service. There is a small annual fee of \$41 required at the time FACTS is set up. Through FACTS you will have the following options for making your monthly payments:
  - ~ Automatic debiting of your checking or saving accounts
  - ~ Automatic debiting of your credit card (additional fee of 2.5% applies)  
Credit cards accepted are American Express, Discover, and MasterCard
- Full Payment of tuition  
Only payments for the full tuition amount are payable to CCS and must be paid at the time of registration or an agreed date before school starts.

Registration and book fees must be paid at the time of enrollment and are non-refundable (unless the student is denied admission to CCS). The paid fees hold a place for the student in the classroom.

Families will be invoiced for the full annual tuition (less discounts and known scholarships) on the day they register. The invoice will be due on the 5th or 20<sup>th</sup> of July or of the month following registration. Families must register with FACTS or their employer to enroll in payroll deduction prior to the due date or a late fee will be assessed (\$25) and the invoice will be due the following month. A student may not begin school until one of the approved payment options is set up.

It is the responsibility of the family to contact either FACTS or their employer to set up the payment plan.

Once the school receives notification from either FACTS or their employer that a plan is in place, the tuition invoice will be considered current.

The total education cost is divided into 12 equal (10 for seniors) installments. In the case of early withdrawal, the tuition for the current semester is due and payable as invoiced, or non-refundable if paid in advance. For late applicants, the total cost will be divided into 11 or 10 equal installments, August – June, or September – June depending on when enrollment process is completed. Tuition due will begin with whatever month the student enters school, regardless of the number of days they will be in school for that particular month.

Payment is due on the 5<sup>th</sup> or 20<sup>th</sup> of the month and will be considered delinquent after that. If full payment is not received by the due date of the following month, contact will be made and the student will not be admitted to class unless an exception is made in writing, agreed with the Administrator, and the terms and conditions upon which the exceptions were granted are fully and promptly met. If the terms of the agreement are not met, it may result in the account being turned over to small claims court. In addition, you will be responsible to pay all court, filing, and serving fees, if the account is turned over to small claims court. Unpaid tuition balances and late payments can also result in loss of scholarships and incentive awards.

Any checks returned to us by your bank will result in a \$25.00 handling charge to be added to your tuition account. This includes returned checks for any fund-raiser, lunchroom, field trips, etc.

Educational cost for students who transfer in during the year will be prorated. Registration and book fees must be paid at the time of enrollment and are non-refundable.

All past due accounts for returning students **MUST** be paid in full by June 30. Students with outstanding school bills **will not** be re-enrolled in the fall.

Students who graduate and finish early with requirements will be billed at the yearly rate regardless. If only a credit or so is needed, both parties at the beginning of the school year must agree upon the fee.

In order for seniors to participate in the Commencement Ceremony and receive a diploma, their tuition bill must be paid in full by May 15.

Financial aid may be available to qualified, low income families. Families applying for financial aid must fill-out and submit the Family Financial Needs Assessment (FFNA). Applications are available in the school office or on-line at [www.ffna1.com](http://www.ffna1.com).

If FACTS is used, adjustments will be made for scholarships and SCRIP credits as they become available. If payroll deduction is used, it will be the responsibility of the employee to make the appropriate adjustments to the payment plan with their employer. If the account is paid in full, a refund will be issued once a request is made in writing.

Any exceptions to the above policies must be cleared through the administration.

## **SCHOOL HOURS**

**Preschool  
8:15 am – 11:00 am**

**Kindergarten – 12<sup>th</sup> Grade  
7:45 am – 2:45 pm**

Several early dismissal days are built into the calendar and on those days school ends at 11:30 am.

## **EXTENDED CARE**

After school care is available for students ages 5 – 13 until 6:00 pm. After school care arrangement must be scheduled and paid at the beginning of each month to the school office. See the tuition schedule for pricing information. There is also a separate handbook, application and contract that cover this program.

## **ACADEMIC POLICIES**

### **ACADEMIC PROBATION**

Scripture tells us that “Whatever your hand finds to do, do it with all your might.” (Ecclesiastes 9:10). Students attending CCS are expected to maintain high academic standards and to participate fully with the educational process. Academic standings will be evaluated weekly for students in middle school – 12<sup>th</sup> grade. Students failing any class or receiving a “D+” or lower in at least 2 classes will be placed on academic probation for the following week. Consequences are as follows:

1. A conference including the parent, student, and all teachers will be required for students who are on academic probation for three consecutive weeks.
2. Students who remain on academic probation for four consecutive weeks will be required to stay after school for a one hour study hall, immediately following school, every day of the week until they are off assigned academic probation (there will be a \$10 per scheduled hour fee for this service to be paid on Monday of each week the service is needed).
3. After the sport season begins, athletes on academic probation will be given a four-week period, where they may attend practice, but not participate in games until they are off academic probation. After four consecutive weeks on academic probation grades will be re-examined. The student is then either restored to the team, or if they continue on academic probation, will be dropped from the roster. There will not be a refund of the sports fee if the student is dropped from the roster.
4. Students on academic probation forfeit their right to special events and field trips as determined by the school administration.

## **ACCREDITATION**

Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state educational agencies determine as minimum academic and facility standards for all schools. Accreditation teams investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not be Christians.

Accreditation of private Christian schools is not necessary for a graduate who wishes to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students and thus they evaluate each applicant's college entrance test scores. The instructional program of this school is designed and implemented to properly train students who wish to continue their education beyond high school.

In order to avoid entanglement with non-Christian state control, Calhoun Christian School has elected NOT to seek accreditation by the state. We are, however, a member of the Association of Christian Schools International and will begin the lengthy process towards applying for accreditation *this year*.

### **AGE OF MAJORITY**

Students who reach the age of 18 years prior to completion or termination of their high school programs are subject to the same policies, regulations and rules governing student behavior as other students.

### **ASSIGNMENT DUE**

Middle School and High School: If an assignment is one day late, a penalty of 25% will be taken off the grade. If the assignment is 2 days late, a penalty of 50% will be taken off the grade. If the assignment is more than 2 days late, no credit will be given for the assignment, but the assignment should still be submitted. This guideline is applicable to daily assignments, not to special projects which may have other grading penalties applied based on each teacher's determination.

### **BATTLE CREEK AREA MATH/SCIENCE CENTER**

The Battle Creek Area Math/Science Center located at 765 Upton offers advanced classes in the math and science disciplines. Ideally, an accepted student begins at the BCAMSC in 9<sup>th</sup> grade and commits to 4 years of study, with ½ of the day spent at CCS and ½ of the day spent at BCAMSC. All interested 8<sup>th</sup> grade students are allowed the chance to put together an application packet and to participate in the scheduled placement testing. Students are invited to participate based on the recommendation from the BCAMSC and the number of openings allotted to CCS for that school year. Upper classmen desiring to apply and test for entry into the BCAMSC should consult the Academic Advisor. It is recommended that each student attend his/her scheduled BCAMSC classes even when CCS is not in session. If an excuse for a school-sponsored absence is needed, please see the academic advisor or school secretary. **PLEASE NOTE:** There is no tuition discount given to students who choose this education opportunity.

### **CALHOUN AREA CAREER CENTER**

The Calhoun Area Career Center is located at 475 E. Roosevelt in Battle Creek and is designed to be an extension of all Calhoun County schools. Students in the 11<sup>th</sup> and 12<sup>th</sup> grades are eligible for the programs offered at the CACC. Information on the application process, programs, guidelines, etc. should be obtained from the academic advisor who will coordinate the application process for all interested CCS students. If accepted into a CACC program, CCS students will be required to attend the session which best fits the master schedule at CCS (morning vs. afternoon) and each student is responsible for his/her own transportation. (A letter of permission from each student's parent(s) is required to be on file in the office for each student driving {or riding with another student} to/from the CACC). Students attending the CACC should understand that poor attendance/conduct will affect the opportunity for return to a CACC program. It is recommended that each student attend his/her scheduled CACC classes even when CCS is not in session. If an excuse for a school-sponsored

absence is needed, please see the academic advisor or school secretary. Each year, CCS 8<sup>th</sup> and 10<sup>th</sup> graders will visit the CACC for an overview of offered programs. **PLEASE NOTE:** There is no tuition discount given to students who choose this education opportunity.

### **CLASS ORGANIZATION**

Each class middle school-12<sup>th</sup> grade is assigned a class advisor. Periodic meetings will be held to discuss community service, social activities, and class business.

### **CLASSIFICATION OF STUDENTS**

Students are required to be in attendance for a minimum of 8 high school semesters. All CCS students are full-time (this includes students receiving a portion of their instruction at approved off-site programs). Placement of students each fall is decided using the following guide:

- Freshman: Any student entering high school after successfully completing 8<sup>th</sup> grade.
- Sophomore: Any student who is enrolled in high school for his/her third and fourth semesters and has earned a minimum of 6 ½ credits.
- Junior: Any student who is enrolled in high school for his/her fifth and sixth semesters and has earned a minimum of 13 credits.
- Senior: Any student who is enrolled in high school for his/her seventh and eighth semesters and has earned a minimum of 19½ credits in the required subjects to allow for graduation in the spring.

### **COMMUNITY SERVICE/MISSIONS**

CCS requires all students to complete at least one Community Service event each quarter. In addition, students in grades 9-12 are required to complete an additional Missions Project each year. It is expected that 12<sup>th</sup> grade students will take an International Missions Trip for their senior trip.

Community Service events will vary by elementary, middle and high school and will consist of such events as nursing homes, yard cleanup, and other local events that benefit our community. If a student misses a community service event and does not qualify for an excused absence, the student will be required to complete community service on their own. The service has to be for a local not for profit such as the Food Bank or Haven of Rest. The student must work for a minimum of 3 hours and have a signed statement from the organization that they were present and participating. Community Service done as part of a church sponsored event does not qualify for this make up assignment.

### **CREDIT FOR 9<sup>th</sup> – 12<sup>th</sup> GRADE CLASSES**

High school classes that meet each day are worth .5 credits per semester.

### **CURRICULUM**

Most resources used at CCS are Bible-centered and published by institutions known for sound Bible teaching. Sources include A Beka, Bob Jones University Press, ACSI, and other sources

A BEKA — Grades Pre-K — 12<sup>th</sup> utilize portions of the A Beka Curriculum for portions of the English Language Arts curriculum.

BOB JONES — Some textbooks for courses have been selected from Bob Jones University Press primarily for English Language Arts, select science and math courses and some Bible courses.

Association of Christian Schools (ACSI) – Grades K-6 utilize primarily the ACSI curriculum for Bible and spelling.

Science Kits – K-4<sup>th</sup> utilize the science kits developed by the BCAMSC supplemented by materials from BJU or ACSI.

Everyday Math – K-5<sup>th</sup> utilize this widely used program that encourages the use of creativity as well as sound rote methods for ongoing growth in this core program.

Your student will hear from God's word everyday to form a fundamental foundation for Christian living. Students are taught the importance of prayer as it is used throughout the day.

### **FINAL EXAMS GRADES 9-12**

Final exams will be given at the end of each semester. Each teacher will decide how to weigh the final exam toward the semester grade, but the value of the final will not exceed more than 20% of the final grade. A student must take the final exam in order to pass the class, with the exception of seniors who have ended 2<sup>nd</sup> semester with a C- or better in the class. If a senior receives a grade lower than a C- in a class at the end of 2<sup>nd</sup> semester, he/she will be required to return for that class exam before a diploma is awarded. If the graduation ceremony takes place prior to the exam, the student will walk with the class at commencement, but will receive the actual diploma following the completion of the necessary exam(s).

### **GRADING SYSTEM**

Report cards are sent home at the end of each nine-week period. Through Ed-line and conferences, parents are kept posted of students' progress. The Stanford Achievement Test is administered each school year, so progress is carefully measured. Results of these tests are available to parents.

## GRADING SCALE

% GRADE	LETTER GRADE	HONOR POINTS
100%-93%	A	4.0
92%-90%	A-	3.7
89%-87%	B+	3.3
86%-83%	B	3.0
82%-80%	B-	2.7
79%-77%	C+	2.3
76%-73%	C	2.0
72%-70%	C-	1.7
69%-67%	D+	1.3
66%-63%	D	1.0
62%-60%	D-	0.7
59% & below	F	0.0

Honor points of semester grades are used to calculate Grade Point Averages (*G.P.A.*) for high school students

## HONOR ROLL

The following criteria must be met for a student to be eligible for Honor Roll from academic studies by grade point average:

- Highest Honors            4.00 - 3.75
- High Honors                3.74 - 3.50
- Honors                        3.49 - 3.00

In order to be eligible for the High School Honor Society (10-12 grades) a student must have and maintain a cumulative grade point average (GPA) of 3.00 or higher on their high school transcript (semester grades).

## RECORDS RELEASE AND TRANSCRIPT POLICY

In accordance with the Federal Right to Privacy laws, records will only be released with written permission from a student's parent or legal guardian.

A graduated student should request in writing to have his or her high school transcript released to inquiring colleges or employers. Any requests made after the beginning of the next school year will require a \$5.00 fee.

## TESTING

It is the policy of CCS for all students to participate in all testing. All tests have either one specific date or a short window of time in which the test can be administered. Therefore, it is very important for students and families to work with the school testing schedule and plan appointments and trips around these dates.

1. The Stanford Achievement Test is administered to students in grades K – 11 each school year. This assessment test identifies the level at which students have mastered certain core subject material.
2. The *MME* test is administered to juniors. This test includes the ACT (college entrance test) and is offered during a statewide test window in March. Students who meet the standard score are eligible for a \$4,000 Promise Scholarship to be used at a Michigan college or university over a 4-year period.
3. The Kuder Assessment is an inventory test identifying skills and interests as they relate to a future career. Each year, the sophomore class visits the CACC where they take this test in the computer lab. A copy of the results is sent home with each tested student.
4. The PSAT/NMSQT is a test given to juniors at CCS on a national test date established by The College Board. There is a charge for this test imposed by The College Board. Scholarship agencies, colleges, and schools use the results.
5. The ACT and SAT are college placement tests given at various off-site testing facilities. Many colleges only require that a student take one or the other, rather than both tests. The tests are only offered on established national test dates, and advance registration is required. There is a fee for both tests. The results of either test will be shown on the student's transcript and will be forwarded to colleges and scholarship agencies requesting the information. It is recommended that all students plan to take a college placement test at least twice, beginning no later than in March of their junior year when the ACT test is offered for free as part of the scheduled MME (see #2). Students are likely to increase their score each time they retest. There is no limit on the number of times a student may test, but registration and payment is required each time.
6. The Career Direct Guidance System, by Crown Ministries, is an educational and career assessment tool that allows students to explore how their interests, skills, and spiritual giftings match all possible educational and career choices. In addition to profiling personality, interests, skills and values, it also instantly generates over 30 pages of individualized reports. Six audio messages are also included with the program covering topics from Understanding Your God-Given Design to Principles of Career Fulfillment. Students will have access to the PDF electronic book *The Guide to College Majors and Career Choices* as well as *The Pathfinder*, a soft cover book that helps with creating a resume, job searching, interview techniques, and much more. This tool is recommended for juniors and seniors who are seeking to determine their plan following high school graduation. There is a license fee for each user imposed by Crown Ministries. Interested students should meet with the academic advisor to schedule a time to take this computerized assessment.

### **TRANSFER GUIDELINES**

CCS will accept credit as described below:

1. Public School: High school credit will be accepted as transferred or as would be equivalent to Carnegie units of credit. Additional information may be needed for clarification/placement on a case-by-case basis.
2. Non-Public School: High school credit will be accepted as transferred or as would be equivalent to Carnegie units of credit. Additional information may be needed for clarification/placement on a case-by-case basis.

3. Home School: High school credits from a home-school program will be accepted if the home-school program is provided through an accredited institution. A copy of the home-school curriculum, course descriptions, and grading requirements may be required in addition to the needed official transcript. Students who cannot provide the above will have their transfer credits approved on a case-by-case basis. In some situations, placement tests (or results of a standard achievement test) may be necessary.
4. Correspondence School: Credit for correspondence study will be accepted on a case-by-case basis. If a student is currently enrolled at CCS, correspondence study must be pre-approved to be eligible to meet graduation requirements.
5. College Classes: Credit for college classes will be accepted on a case-by-case basis, using seat hours as the basis for the amount of credit that will be accepted. (i.e. typically, a 3-credit college class transfers as a ½ to 1 credit class on a high school transcript.) If a student is currently enrolled at CCS, college study must be pre-approved to be eligible to meet graduation requirements.

### **WORK STUDY**

Work Study programs are rare and are not provided with the typical CCS class schedule. Students seeking a work study opportunity should first meet with the Academic Advisor to confirm that graduation requirements will be met. Additional guidelines will be presented when the work study request is made.

### **GRADUATION POLICIES**

#### **GRADUATION REQUIREMENTS**

Students will qualify for a diploma when they have:

1. Met all the requirements for their graduating class including, but not limited to: attendance, community service, student contract and handbook issues, return of all school property, payment in full for tuition, fees, and fines, final exams as needed, and *MME* testing.
2. Met the requirements for graduation through credits earned at CCS (and any accepted transfer credits) in combination with those earned through the Battle Creek Area Math & Science Center, the CACC, and/or pre-approved co-op, summer school, home school, or college classes if enrolled in these programs.

Permission for students who wish to complete their diploma requirements for early graduation is not standard policy.

## GRADUATION CREDIT REQUIREMENTS

Class of 2010

Subject Area	Minimum Credits Required
Math	4
Social Studies	4
English	4
Science	4
Bible	4
Computer	1
Foreign Language	2
<i>Physical Education/Health</i>	1*
Electives	2
Total Credits to Graduate	26

\* Physical Education and Health will be required when our facility and staff allow.

All graduation requirements cited are the minimum that will be accepted for eligibility for graduation. It is anticipated that most students will exceed these minimums. Any exceptions to the above will need administrative approval.

Students who are part of the Class of 2010 and receive part of their academic instruction off-site at the BCAMSC or CACC (or as a transfer student) may not be able to meet the minimum requirements in each subject area, while still meeting the minimum total credits needed to graduate. Believing that the student will be offered vocational opportunities or academic instruction that is unavailable at CCS, it is understood that a lesser minimum may be accepted in particular subject area in exchange for the added areas of credit the student will be receiving from the other educational institution. The academic advisor will attempt to schedule the student to meet as many minimum subject credits as possible; however, no less than 3 credits will be accepted for any subject requiring 4 credits, and no less than 1 credit will be accepted for any subject requiring 2 credits. Four credits of English will always be required. It will be the responsibility of the student, with the approval of the academic advisor, to make any necessary arrangements for the completion of credits that may not fit into the CCS schedule of classes.

### Michigan Merit GRADUATION CREDIT REQUIREMENTS (GRADES 9-12)

Beginning with the Class of 2011

*Requirements include MMC minimum requirements plus CCS minimum requirements*

Subject Area	Minimum Credits Required
Math – Alg I, Alg II, Geometry & senior year math are minimum requirements. CCS offers Alg I, Alg II, Geometry, Pre-Calc, Calculus and Consumer Math	4
Social Studies – Civics/Govt, Econ, US Hist w/Geog & World Hist w/Geog	3
English – English 9, 10, 11 & 12	4
Science – Phys Sci, Bio, Adv Bio & Chemistry or Physics	4
Foreign Language – Spanish I and Spanish II	2
Physical Education & Health	1
Visual Performing and Applied Arts	1
Online Learning Experience	0

Bible	4
Computer	1
Electives	3
<hr/>	
Total Credits to Graduate	27

In order to graduate on time, it may be necessary for transfer students, students who have failed classes, or students receiving part of their instruction off-site to make up any missing required credits in one the following ways:

- a. Approved summer school program.
- b. Approved home school curriculum
- c. Approved correspondence school
- d. Approved college class

Students who fail a class required for graduation will be required to recover their credit prior to reentry in the fall.

Students wishing to pursue any of the avenues cited above should seek pre-approval with the academic advisor to ensure that earned credits will qualify to meet graduation requirements and will be applied to their CCS transcript.

To qualify for the honor of Valedictorian or Salutatorian, a student must have attended CCS for at least two full school years and have the highest and/or second highest overall grade point average of the graduating class, and be at least a 3.75 GPA. If there is a class with no qualifying Valedictorian or Salutatorian, the Administrator may name a "Top Student". Designation of co-Valedictorians and co-Salutatorians shall be based on cumulative GPA's, diploma requirements pursued, and the decision of the administration of the school.

### **COMMENCEMENT**

To receive a high school diploma from CCS and participate in the Commencement ceremony, a student must have met the required graduation and credit requirements and have no outstanding debts or obligations at the school. All athletic uniforms must be returned as well as all textbooks and other school property. MME testing (and final exams, if needed) must be completed along with required community service for 9-12 grades. It is expected that all CCS graduates will participate in commencement exercises. Graduates will be required to wear the appropriate cap and gown and be in suitable dress (as decided by the administrator) beneath the gown. Dress code issues including hair, piercing, facial hair, tattoos, etc., must be adhered to for the commencement exercises.

### **ATTENDANCE POLICIES**

Attendance and participation are essential parts of the learning process and are considered necessary to academic achievement. In addition, regular attendance and punctuality help develop the important traits of responsibility and self-discipline. Improved attendance will result in greater student classroom success and more efficient use of the teacher's time. Attendance is crucial for achievement – low attendance normally produces low achievement. As a result of this belief, we have established the following attendance policies.

#### **ABSENCES/TARDIES GRADES –MIDDLE AND HIGH SCHOOL**

1. Attendance is taken, recorded and reported in each class, each hour
2. Students who arrive late or leave early are required to sign in or out at the office.

3. **Parent Verification:** Parents are expected to call the office, whenever their son/daughter is absent and explain the reason for the absence.
4. If a call is not received the school will attempt to verify absences by contacting parents at home or at work on the day of the absence.
5. A note must be sent with the student on the day of his/her return to school and given to the office. (A note is not necessary if a call was made.)
6. If a call or verification note is not received, the student will be given an unexcused absence, and each teacher will penalize the student's daily points and work due accordingly.
7. Verification from home is necessary to grant a student permission to leave the school campus during school hours for any reason. Students leaving early must bring a note to the office before the start of the school day, to pick-up a hall pass to be dismissed from class at the designated time. The student's parent (or emergency contact person) is required to sign the student out in the office in order for the student to leave the building or school grounds. Students will only be released to parents and people designated by the parents as emergency contacts.
8. Students who attend less than 40 minutes of a class period are considered absent.
9. Students leaving the building due to illness or injury must have a parent sign them out of the of the building.
10. **FIELD TRIPS AND OUTINGS ARE NOT OPTIONAL.** They are part of the educational process. Students not coming to school on those days will be given an absence and will be given an alternative assignment.
11. Unexcused absence = ½ hour detention per class missed and classroom work penalized
  - 3 excused tardies per class = A one-day excused absence per class
  - 3 unexcused tardies per class = A one-day unexcused absence and a ½ hour detention per class
  - 6 tardies (excused or unexcused) will require a parent/student meeting with the principal and/or staff

When a student in grades 9 – 12 reaches 12 absences (excused or unexcused) in any class in any semester, he/she will forfeit credit for that semester. If the class is required for graduation, he/she will be required to take the class over the following time it is offered. If extenuating circumstances exist, the action may be appealed through the appeal process. A letter will be sent home when your student reaches 6, 8, and 10 absences per class.

### ABSENCES/TARDIES ELEMENTARY

1. Elementary students are considered absent ½ day after 10:00 a.m. Please notify the office when a student will be absent. This is a safety check for the parents and school to be certain of the whereabouts of all students.
2. Being on time is extremely important. Students who are late miss important announcements, and daily instruction. Excessive tardies will result in a parent/teacher/administrator conference.
3. When arriving late, parents must sign their student in at the office, and then he/she shall go directly to class.
4. Excessive absences could result in retention in the current grade. We will schedule a parent/teacher/administrator conference for students with excessive absences.
5. Students should bring a written note from home, or parents call the school office, to excuse the absence.
6. Field trips and outings are not optional. They are a part of the educational process.
7. Students leaving the building due to illness or injury must have a parent sign them out of the building.

## **COLLEGE DAYS (Juniors and Seniors only)**

Students must submit a request for a college day before the day of the trip. The normal limit for College Days is two per year.

## **PLANNED ABSENCES**

Parents are strongly urged to plan trips and vacations during times when school is not in session. When this is not possible parents should notify the school in advance, minimum 48 hour notification, and make arrangements with the student's teacher for all make-up work.

## **HOMEWORK/MAKE-UP WORK**

When a student is absent, he/she should work carefully with the teachers to get work made up as soon as possible. **It is the student's responsibility**, not the teacher's, to see that assignments are made up within the time agreed upon with the teacher. Full credit will be given for homework when made up within the time properly allowed. Work handed in beyond the grace period may be severely penalized as late. Make-up work will not be accepted for unexcused absences.

Following a one or two day absence, tests and assignments that were previously assigned for the day a student is absent must be completed on the first day the student returns to school. Exceptions may be considered in extreme extenuating circumstances explained in a note from the parent.

Students will be given one school day for every day absent to complete missing assignments. Make-up work will not be accepted for unexcused absences.

## **EMERGENCY SCHOOL CLOSINGS**

In the event of emergency situations, a Tornado Watch, severe weather or snow days, school-closing information will be announced on local radio (WBCK, WBXX, and WNWN) and television stations (WOOD-TV8, WWMT 3 and WOTV 41) as early in the morning as is possible.

## **FIELD TRIPS**

Each class plans periodic field trips to correspond with classroom instructional objectives.

The following applies to scheduled field trips:

- They are not optional
- Students on Academic Probation will not be allowed to attend non academic field trips
- Students not enrolled in CCS will not be allowed to attend the field trip even if their parent is a chaperone
- Chaperones will follow modest dress code rules as outlined in the handbook

### **Field Trip Policy:**

Elementary through 6<sup>th</sup> Grade:

- Community Service Day Requirement: 4-6 per year, no more than one per month, no more than 6 in a school year
- Academic field trips are restricted to no more than 4 per school year.
- Non-academic field trips are restricted to no more than 1 per school year.

Secondary – grades 7 – 12

- Community Service Day Requirement: 4 per year, no more than one per month
- Academic field trips are restricted to no more than 2 per school year per grade.
- Non-academic field trips are not permitted.
- Mission trips for grades 9-12 are required, 2-5 days at the end of the school year.

Any exceptions to the policy above would require pre-approval by the Board.

## **GENERAL CONDUCT**

### **BULLYING, INTIMIDATION, HARASSMENT**

It is the policy of Calhoun Christian School to maintain a learning and working environment that is free from bullying, intimidation, and harassment. Students shall be in violation of this policy for physical, verbal, or written forms of bullying, intimidation, or harassment of another person. The offender may be suspended.

### **COURTESY**

I Corinthians 13 says “love does not behave itself unseemingly . . .” That is, it is mannerly. All students are expected to be courteous and respectful to others at all times. This is exhibited in orderliness, cooperation and polite responses to faculty, staff, and fellow students.

### **CHAPEL**

Chapel will be held on a weekly basis and attendance is required. Speakers are arranged through the administration. Christian growth and service will be stressed during chapel services. Students are expected to show respect for God’s House and for prayer time.

### **ELECTRONIC DEVICES**

Students are not to bring laptops, PDA’s, Game boys, **and other** electronic devices to school without permission. This includes usage at any school function or after school activities. Cell phones must be turned off during school hours. This policy also covers comic books; student owned magazines, or other unapproved books. These items will be confiscated, unless prior permission has been granted. First offense: Item will be confiscated and taken to the office. Student may pick up at the end of the day. Second offense: Item will be confiscated and taken to the office. Parent must pickup. *Calhoun Christian School assumes no responsibility for lost or stolen devices and materials.*

## **CCS POSITION ON MOVIES, TV AND VIDEOS**

“All things are lawful for me, but all things are not expedient: all things are lawful for me but all things edify not.” I Corinthians 10:23.

Following Biblical guidelines, great concern must be acknowledged about the content, values and anti-scriptural (religious ideologies) presented in the modern media today. We appeal to our parents and students to practice self-control and discretion in the areas of movies, videos, and television. Just because it is available to us does not make it right or edifying.

## **LUNCH**

CCS has a closed campus lunch policy, which means that unless accompanied by a parent or arranged by a staff member, students must stay at school during the lunch period. All lunch visitors are required to sign in and out at the office, and be approved by the principal.

CCS will be offering a daily hot lunch and milk option provided by Lakeview Schools. Orders will be submitted to the school the last Monday of each month for the subsequent month. Lakeview offers parents the option for free lunch, reduced lunch or full price depending on family income levels. Please see the CCS office for an application if you think you qualify for reduced or free lunch and milk programs.

CCS will also have days when lunch is available through class trip fundraisers. These meals are not part of Lakeview and are not considered part of the free and reduced lunch program. Lunch options for these days include area restaurants that are supplying us with food. Ala-cart items are also available.

## **GUM, FOOD, BEVERAGES**

Gum is not to be chewed on campus. Gum on the flooring and furniture can be very damaging. All food and beverages are limited to the cafeteria or outside during lunch period and before play.

## **LOCKERS**

Student lockers are the property of CCS. Periodic inspections of the lockers may be made at any time, without notice, student consent, or a search warrant. A local law enforcement agency may assist the school personnel in conducting a search of a student's locker and the locker's contents, at the request of the administrator. All illegal items found in a locker will be considered the property of the student assigned that locker.

## **STUDENT DRIVERS**

All students driving to school must have school permission for parking. This permission is obtained from the office by filling out a Car Registration Form.

Cars must be driven slowly on CCS property. Parking is limited to designated areas. Unsafe driving, speeding, or parking violations will result in suspended driving privileges for five (5) school days for the first offense. A second offense will result in ten (10) days loss of driving privileges on school property. Further driving violation offenses will result in a parent-student-administrator conference and a loss of driving privileges. The administrator will determine the length of suspended privilege days.

Written permission is required to be on file for all student drivers and their riders who drive/ride to off-site facilities during the school day (i.e., CACC, BCAMSC, KCC). When the students leave their cars in the morning, they must take all their items for school, lock their doors, and not return to their cars until dismissal for the day.

### **SEARCHES**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may conduct a search and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **SPECIAL NEEDS STUDENTS**

Calhoun Christian School recognizes that children are a gift from God and are unique individuals created in His image. Therefore, all children are valuable to us. Not all children learn the same and some children have special needs that make learning more difficult for them. It is our aim to help these children overcome the obstacles that hinder their learning and to provide them with the tools necessary to be successful as a student at CCS. All children have value in God's eyes and so we will take every opportunity to encourage them and help them to feel part of their class.

While we recognize that we may not be able to accommodate all children with special needs, every effort will be made to provide an honest assessment of their learning needs and identify ways in which we can (or can learn to) help. Also, while we recognize that this individualized intervention plan is not an official IEP, we commit to providing this opportunity for any child who demonstrates a need. As a board, administration, and staff, we will model a Christ-like attitude toward children with special needs which we believe will filter down to the parents and students in the school.

### **STUDENT USE OF TELEPHONE**

Use of the telephone by students is strongly discouraged. Discretion will be used by the student's teacher and by the office staff to determine if it is appropriate for a student to use the phone. Students are not allowed to call home for missing assignments and other items. A hall pass must be obtained from the student's teacher to come to the office.

### **MESSAGES**

Except in an emergency situation, students or teachers will not be called out of their class to receive telephone calls. Office staff will relay messages to students. Teachers will return calls during their free time or immediately after school. Routine calls to teacher's homes are discouraged.

### **PARENTS OR OTHER VISITORS**

Parents are encouraged to participate in varying volunteer capacities within the school. Opportunities are available as teacher helpers, lunchroom supervisors, field trip chaperones, etc. Parents are expected to attend conferences and special programs scheduled throughout the year.

Parents who serve as classroom aides or lunchroom helpers must remember that it is never proper to talk about the things that you witnessed or heard in the school. Please be considerate and respectful of all and not gossip about the school, the teachers, the parents, or the students. CCS takes a strong stand against gossiping.

All parents must stop by the office when they find it necessary to come to school during school hours for any reason. Visitors need to sign in at the office and be approved by the administrator. This is to keep class interruption to a minimum and to help insure the safety and well being of our students. When volunteering in classrooms or attending field trips parents are asked to dress according to school regulations.

### **BOY/GIRL RELATIONSHIPS OF CCS STUDENTS**

CCS desires to promote wholesome, Christ-honoring relationships between our students that will not be spiritually, academically, and socially distracting. Couples will present themselves in a manner so as not to cause embarrassment to themselves or others around them. CCS adheres to a "hands off" policy for couples. A public display of affection during the school day, on campus, or at a school event will be addressed in a counseling manner by a faculty or administrative person. Persistent problems will result in a joint parent-administrator-student meeting and may end in disciplinary action.

### **RESOLVING CONFLICTS**

If at any time you have a question, concern, or problem within the CCS family, please, first and foremost, consider Colossians 3:8 which admonishes us to put away any anger, bad feelings, slander or shameful utterances from our lips. Then after prayer and acting in love, follow the Scriptural pattern for restoration given in Matthew 18:15-20. This pattern requires us to go directly to the person with whom we have the disagreement or concern. Only if the problem remains unresolved are we allowed to involve another outside person. For example, if you have a concern about something occurring with another student/family, you should confront them first, before contacting the school. If your concern is with a specific teacher, call him/her, not the administrator, or a board member.

Even a few negative words spoken in a child's presence can erode his respect for his teacher. You, the parent, have delegated to each teacher authority. When this authority is undermined, yours is also.

Mistakes, misunderstandings, and differences of opinion will arise. Often your first indication will be through the information given by your child. Please uphold the authority of the teacher first; check with that teacher for the total scope of the situation, and then respond to your child. If at any time a problem remains unresolved with a teacher, then as aforementioned, contact the principal, who will go with you to that teacher. In the event that a concern still exists, the final step is to go to the school board.

### **SCHOOL PROPERTY**

Students are expected to regard all school property as belonging to the Lord. Any damage done to the building or furnishings due to carelessness or mischief will be dealt with in a disciplinary manner. Students and their parents are liable for the cost of repair/replacement of damaged property when determined necessary by the administrator.

Our facilities are reflections of the people who use them. They give the first impressions to our visitors and others who enter this building on business.

## **GENERAL RULES**

- Students must stay on the school grounds at all times unless they have special permission to leave.
- Students are expected to be quiet in hallways to keep from disrupting other classrooms.
- NO running inside, fighting, wrestling, hitting, littering or jumping off bleachers in the gym.
- Matches, lighters, tobacco, alcohol, inappropriate non-Christian music or other media are not permitted on school grounds or at school functions.
- Skateboards, roller blades, Wheelies, and scooters are not allowed on school grounds.
- Students are responsible for all items checked out in their name — resource books, literature books, games, sports equipment, locks, etc. Lost or damaged items will be replaced at student expense.
- Cars and bikes should be locked upon arrival and remain locked until dismissal.
- The school building will be locked 10 minutes after the end of the school day. Students are to leave the building, even on game nights, unless otherwise authorized, or attend study hall.

## **DISCIPLINE**

### **DISCIPLINE POLICY**

In the Bible we are told to train up our children in the way they should go and they will not depart from it. (Proverbs 22.6) children and young adults must learn that their actions will always result in some sort of consequence. We trust that the lessons learned in school will carry over into our entire lives.

Recognizing that a program needs to be in place to help bring about responsible behavior, Calhoun Christian School has chosen to implement what we call the “D-hall” system.

D-hall is short for detention hall. A detention hall is normally a specified period of time, usually before (or after) school, spent in a designated area. During this period the student sits quietly, doing a specific assignment, under the supervision of a teacher.

D-halls may be issued by any staff member, but will be mainly used by teachers to help maintain order.

D-halls will be served once a week on a specified morning at 7:00 AM. A rotating schedule of faculty members will supervise.

D-halls can be issued for a wide variety of reasons, but will generally fall within either of two categories; behavioral or academic.

Examples of behavioral D-halls: excessive talking or disruptive behavior, bad language, disrespect, excessive tardiness or absences, etc.

Examples of Academic D-halls: Three missing homework assignments, repeated late assignments, etc.

Over the course of a semester, the number of D-halls issued to an individual student will incur a cumulative effect as regards consequences:

- |                        |                                      |
|------------------------|--------------------------------------|
| 1 <sup>st</sup> D-hall | regular D-hall                       |
| 2 <sup>nd</sup> D-hall | regular D-hall                       |
| 3 <sup>rd</sup> D-hall | in school suspension                 |
| 4 <sup>th</sup> D-hall | meeting with a discipline committee* |

- 5<sup>th</sup> D-hall meeting with school board
- 6<sup>th</sup> D-hall regular D-Hall
- 7<sup>th</sup> D-hall expulsion hearing with school board

\*Group of administrator and teachers

A copy of the D-halls will be given to the student's parents and will need to be signed and returned before detention is served.

Each semester the number of D-halls will roll back to zero.

The D-hall system will be used only in grades 7-12. Lower grades will utilize the rules of the individual classroom teacher

For more serious offenses like drug or alcohol abuse, fighting, bringing weapons to school, sexual immorality, etc, the D-hall system could be waived and administration would have the option to suspend the student for a period of time up to a semester. Depending on the seriousness of the offense, expulsion could also be considered as a possible consequence. Certain situations might even require a report to the police.

In some cases students might not be admitted back into the school until the individual and their parent, or legal guardian, has had a satisfactory conference with the administrator and/or his designee.

In addition to the preceding consequences, students who are caught cheating will receive a specific grading penalty for the incident under question. For minor assignments and quizzes the grade will be a zero. For tests or major papers or major papers and assignments, the student would be required to retake the test or rewrite the paper /assignment for half credit. Because cheating on exams is a major violation, the penalty includes a zero for the exam grade, with no opportunity for make it up.

We have divided student behavior into three different categories.

The first category deals with the most serious and urgent consequences. These actions are:

1. Substance abuse.
2. Sexual immorality.
3. Destructive acts against school property, other personal property or stealing.
4. Involvement in an illegal activity.
5. Committing a physical or verbal assault (intentionally causing or attempting to cause physical or emotional harm to another through words, force, or violence) against another student or school personnel.
6. Bringing guns, knives or other dangerous weapons to school. (By law, this requires a minimal one-year expulsion and a report to be filed with the police.)
7. Sexual Harassment.

Any student who is responsible for this type of behavior will be suspended from CCS for a period of one week to a maximum of one semester, with the possibility of expulsion depending on the seriousness of the offense and the discretion of the administrator.

The second category is:

- 1 Use of words that dishonor God.

2. Use of vulgar words or obscene gestures.
3. All parties involved in fighting.
4. Deliberate disrespect in words or actions towards school staff, students, or helpers both in and out of the classroom while on the school's premises or at a school event/activity.
5. Cheating and plagiarism
6. Behavior that is counter-productive or unacceptable as defined by the responsible supervisors on the playground, lunchroom, and school grounds. This includes throwing food.

Any student who is responsible for this type of behavior will be dealt with in the following manner:

~First Offense — He/she will either receive a D-hall, or the parent will be notified and the student will be sent home as soon as possible depending on the severity of the incident. In order to be admitted back into the school the student must be accompanied by a parent or legal guardian who must meet with the administrator or their representative.

~Second Offense — He/she will be sent home for a one or two day suspension.

~Third Offense — He/she will be suspended for four days and then the parent or legal guardian must meet with the school board, or its representatives, to determine the future status of the student. The school board has the right to expel a student from the school.

The *third category* is primarily classroom behavior. Each teacher has a certain set of expectations, which they establish for the children to follow. The school board and the administrator are in support of these rules as established by the teacher and reviewed periodically by the administrator. The D-hall system is there to create an atmosphere where a maximum amount of learning can be done. These rules are enforced by the teacher up to the point where, in their judgment, the administration must become involved. The teacher/office will have a record of the actions and dates of the incidents. The teacher may contact the parents or legal guardian at any point, after discussing it with the administrator, determining it is necessary.

Areas of concern may be:

1. Refusal to pursue academic work.
2. Excessive talking or disruptive noises.
3. Actions which encroach on other's space, making it impossible for them to perform their work.
4. Not completing work.

### **ELASTIC CLAUSE**

The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in this handbook that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from the list should not be interpreted as limiting the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of CCS students.

The policies and regulations within this handbook apply for all school-sponsored activities, including those held before or after school and those held away from CCS.

## **DISCIPLINARY CONSEQUENCES**

### **DETENTION**

The student must serve their disciplinary detention at the prescribed time set by the teacher or Administrator. If the student does not return the detention slip on the following day or serve the detention, the time will double.

### **SUSPENSION**

Violations of school policy may warrant suspension from school. When such an occasion arises, the administrator will determine the length of suspension. The student will be required to complete all missing assignments and turn them in upon their return. Students suspended from CCS are also suspended from BCAMSC and CACC classes (and CCS classes if suspended from BCAMSC or CACC). A parent-student-administrator conference WILL be necessary before a student may be allowed to return to school

### **DISCIPLINARY PROBATION**

Any student who displays persistent disobedience, has been suspended on major offenses, or has repeated violations will have restrictions imposed to help control his/her behavior. Disciplinary probation will be a minimum of one semester in length and will usually include the following:

1. The student is expected to complete his/her regularly assigned work.
2. The student will not be allowed to participate in any athletic games or extracurricular (honor society, praise team, etc.) school related activities during this probationary period.
3. A periodic review with the administrator and/or staff to review the status of the probation.
4. Documented church involvement of the student by church staff.

The following will be considered in the termination of probation:

1. Improved behavior of the student within the school environment.
2. Academic success and attitude of the student.
3. The student's admission of guilt and/or attitude in the situation complimented by evidence of repentance.
4. No further violations of school policies.

Any violation of school policy and rules by students on disciplinary probation will result in immediate and severe consequences.

### **EXPULSION**

Expulsion is the most serious disciplinary step a school can impose on a student and it has serious implications on a student and his/her family. If the offense involves an illegal action, the police will be notified and the student will be prosecuted to the extent of the law. Parents may request a formal board hearing to review the recommendation of expulsion.

It is the responsibility of the school board to make the final decision regarding the expulsion of the student. If a student's conduct is serious enough to merit an expulsion by the administrator, the following procedure will be followed:

1. The administrator will communicate with the student and parent(s) to summarize the reason(s) for recommendation of expulsion.
2. The administrator will notify the chairperson of the school board of the expulsion. A date and time will be established for the school board to hear the recommendation.
3. The parent(s) and student will be notified as to the date and time of the meeting.
4. The school board will meet with the administrator, involved teacher(s), parent(s), and student for a hearing.
5. The administrator, teacher(s), parent(s), and student will be excused at which time the school board will make a final decision regarding the expulsion.
6. In case of an expulsion, the school will comply with the affirmative obligation to report the expulsion to the central reporting agency of the State Department of Education (and the BCAMSC and CACC, if appropriate).

### **DUE PROCESS**

The student and parents have the following rights when a teacher or administration takes disciplinary action against him/her:

- a. To be informed of the reason(s) for the action being taken
- b. To present the school administration with any fact that will support his/her defense.
- c. To have a hearing with the next level of authority to appeal or contest the facts that led to the action.

### **DRESS CODE POLICY**

Calhoun Christian School is Christ-centered and based on the Word of God. The CCS dress code is built upon the biblical principles of modesty and simplicity (1 Timothy 2:9-10; 1 Peter 3:3-4), appropriateness (1 Cor. 10:23; Romans 14:19), and bringing glory to God (Col. 3:17). CCS strives to provide an environment where clothing choices do not distract from learning. The dress code, which follows, is intended to be a practical, simple, and standardized expression of these principles.

### **GENERAL OVERVIEW**

In honoring God in our appearance we will adopt cleanliness, tidiness, and neatness of appearance. Clothing is to be appropriately sized and modest. Any logo clothing must be appropriate with nothing offensive or scary. Examples of logos not permitted include skulls, beer, cigarettes, marijuana leaves, obscene words or gestures, etc. This list is illustrative and not intended to be limiting. Any questionable logos can be deemed inappropriate at the discretion of the Administrator.

### **SPECIFICS**

#### **A. Pants**

Pants, blue jeans and jog suits are acceptable. Pants are to be free from holes or frayed hems. Pants shall not droop below the waistline or drag the ground.

## B. Shirts

Shirts may be either the button down type or the pull over variety with or without collars. No plain white T-shirts. Girls' shirts and blouses must cover the waist at all times, not be tightly fitted, low cut or see through. Backs and shoulders must be covered at all times. No tank tops are permitted.

## C. Chapel Uniforms

All CCS students will be dressed in black, blue, or khaki colored pants (or skirt or jumper) with inside pockets and a CCS chapel shirt. The pants suggested style is similar to the Lee or Dockers brand pants, cotton twill, and not denim, cargo or stretch pants. Students may wear similar style dress shorts for chapel. There will be a summer and winter chapel shirt requirement to be ordered at the beginning of the year.

## D. Dresses, Skirts

All dresses, skirts, jumpers, skorts are to the top of the knee or lower when standing or in a seated position. Sleeveless dresses are not permitted. Dresses or skirts with slits past mid-thigh are not permitted.

## E. Shorts

Shorts are to be free from holes and frayed hems. Shorts are to be fingertip length for elementary students and just above the knee for middle and high school students. Athletic shorts (short exercise gym shorts, sports uniforms, etc.), bicycle, or spandex exercise shorts are not allowed.

## F. Shoes and Socks

Shoes must be worn at all times. Shoes with shoelaces must be appropriately tied. Appropriate shoes are required for gym class (soft soled tennis shoes) and for outdoor play (tennis shoes or boots). Elementary students should have an extra pair of tennis shoes with socks and boots with socks to leave at the school.

## G. Hair

Hair is to be clean and well groomed with the avoidance of faddish styles, or unnatural hair colors and kept out of the student's eyes. Boys' hair length is to be such that it does not touch the collar on the back of the neck. Male students are not allowed to have facial hair.

## H. Hats and Sunglasses

Hats and sunglasses are not to be worn in the school.

## I. Jewelry

Jewelry is to be neat and simple. Chains, such as dog collars or those attached to wallets will not be permitted. Tattoos, body piercings, and male earrings are not permitted.

#### J. PE Class or Sports Practice

Fingertip length shorts, full-length pullover shirts, gym shoes, and socks are required. Warm-ups are encouraged. No tight-fitting shorts, *shirts, etc.* are allowed. All students are to return to dress code before returning to class.

#### K. Sport Games and Uniforms

All students participating in sports are required to follow the athletic dress code: dress pants and dress shoes, belts, shirt and tie for boys; dress, skirt, or dress slacks and dress shoes for girls. The athletic dress code is required during the school day and while traveling to the games. BCAMSC and CACC students must change back into athletic dress attire before traveling to games. Official uniforms may be worn by participants to and from events with administration approval in advance.

Proper dress for activities should fit the occasion. Student spectators are welcome to wear jeans and non-offensive casual styles to athletic events, etc. This should be consistent with our general policy in honoring God in our appearance adopting cleanliness, tidiness, and neatness of appearance. Clothing is to be appropriately sized and modest.

All uniforms will be appropriate to the sport and have prior approval by the administrator.

Special activities such as the Homecoming and Senior Banquets will have specified dress codes including what is acceptable for girls and boys formal attire. The dress guidelines will be printed and available to all students invited including any students invited from outside our school. This should be consistent with our general policy and the final approval is by the administrator.

#### L. Swim Wear

Any school function where swimming is available, i.e. gym, mission trips, class parties, requires girls to wear a modest, one piece swimsuit and boys to wear modest swim trunks.

#### M. Outside Clothing

Outside clothing and accessories are to be left in the locker and not worn to class unless the teacher permits otherwise due to seasonal room environment.

#### N. Violations

In the case that a student follows extremes in presentability, he or she will be truthfully and lovingly counseled. The counseling process may include, but is not limited to, asking a student not to wear a particular article of clothing again or calling home for a change of clothes. Continual resistance of dress code may require the student to dress in chapel uniform attire for a specified number of days. The avenue of counsel/discipline will be on an individual basis.

**The administrator is the final authority in any situation or questions regarding dress code.**

## **ATHLETICS/EXTRA-CURRICULAR ACTIVITIES**

### **AN OPEN LETTER TO FANS AND PARTICIPANTS**

As a school community that is committed to honoring Christ in every area of our daily lives, we must realize that we will be tested at various times and in many ways in our efforts to fulfill this commitment. The area of inter-school competition often provides one of the many opportunities that will test our Christian philosophy and commitment.

Therefore, we must be constantly alert to the fact that we are "Christ's Ambassadors" today. Many times during a close contest we may find ourselves disagreeing with the official's calls, the reaction of the other teams' members, or even our own mistakes. This is the time when we must demonstrate the true Christian character of our school community, through the actions of every one of our young gentlemen and young ladies present. We are expected to behave in such a manner that our actions will speak louder than our words, that we will truly bring honor to our Savior, Jesus Christ.

The above statements are to serve as reminders to our parents and other adults representing our school that we are the role models for our student body whenever we are present.

### **STUDENT ELIGIBILITY/INELIGIBILITY**

The following is the method used to determine student eligibility/ineligibility for all extracurricular activities at CCS:

- A student is ineligible to play in athletic games if he/she is on academic or disciplinary probation.
- A student must be in school for at least one-half of the day to participate in that day's scheduled sport event without prior administrative approval.
- A physical examination must be on file in the school office before a student will be allowed to participate on a CCS athletic team.
- In the event school is cancelled due to weather, all scheduled athletic activities for that day may be cancelled. Athletes will be contacted with details.
- Students on academic probation may not dress for the game, participate in warm-up activities, or the game. They must dress in athletic dress attire.
- Students must meet MHSAA eligibility requirements.

### **POLICY CONCERNING OFF CAMPUS STUDENT PARTICIPATION**

All students participating in off campus activities that come under school jurisdiction will adhere to the following governance or face disciplinary measures.

1. School transportation
  - All travel to and from activities will be established by school personnel.
  - The administrator or his/her designee for each activity will approve all drivers in advance.
  - Students will not transport themselves or others to or from any activity without prior administrative approval and parent permission.
2. Conduct for all participating school representatives
  - All participating students will adhere to the school dress code.

- All appropriate school rules and regulations will be applicable.
- Christian behavior is always expected and appreciated.

3. Regulations for extended trips

- If the activity requires over night lodging, the chief school sponsor of the activity will establish the time for all participants to be in their appropriate accommodations.
- There will be adequate adult chaperones available (one per room) and approved by the administration 24 hours in advance of the departure time.
- The chief school sponsor for the activity will be responsible for insuring that adequate rest and nourishment is available for all students' participants.

### **END OF YEAR ACTIVITIES**

Students on academic or disciplinary probation may not be allowed to participate in end of the year activities and trips.

### **MISCELLANEOUS**

#### **ACCIDENTS**

Only basic first aid will be administered to children who are hurt on the school premises. In case of severe illness or injury, we will follow the instructions given on the emergency medical form on the back of the enrollment form. In the event that the parents/guardians cannot be reached to make arrangements for emergency medical treatment, the school will determine the course of action, such as whether or not to take the child to the doctor or the clinic/hospital listed on the form. Continuous attempts will be made to notify the parents/guardian of the situation and upon making contact, the responsibility for further decisions will be relinquished by the school.

#### **CCS SCHOOL BOARD MEETINGS**

The Calhoun Christian School Board meets the third Monday of each month at 6:30 p.m. The meetings are open for parents and other interested parties to attend. An opportunity will be given for spectators to speak to the board at the beginning and end of each meeting.

#### **CHAPERONES & SCHOOL VOLUNTEERS**

All CCS Chaperones and school volunteers must have a signed Chaperone's Agreement and State of Michigan Central Registry Clearance (please allow 14 days to process) on file with the school office. The forms are available in the school office. No adult is allowed to chaperone or supervise CCS field trips, activities or events, or serve as a classroom or lunchroom supervisor prior to both documents being on file in the school office.

#### **CLASS PARTIES**

Class parties are sponsored from time to time as a school event. All official class parties will have a Calhoun Christian School teacher or other staff member in attendance. Parents will be informed of class parties in writing.

Parties that are organized by the students without the school's knowledge or approval are not class parties. CCS bears no responsibility or liability for non-school sponsored social activities.

## **PLEDGES AND DAILY ANNOUNCEMENTS**

Pledges to the American Flag, the Christian Flag, and to the Bible may be conducted in an opening gathering or during homeroom. Following are the pledges to be learned and recited each day and at formal gatherings.

### PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

### PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against Thee.

## **COUGAR CLUB**

The Calhoun Christian School's Cougar Club is an organization for parents who are active in their promotion and fund-raising projects for our athletics programs. Membership in the Cougar Club is open to the parents of our students as well as alumni.

## **DELIVERIES TO STUDENTS**

Special deliveries to students such as flowers, costumed birthday announcements, singing telegrams, etc. are at times disruptive to the educational process of the other students. Packages, messages and flowers will be detained in the school office until school is dismissed and will be delivered to the designated student at that time.

## **FUNDRAISING**

Because CCS does not receive federal or state tax dollars it is necessary for us to have several fund-raising activities each year. It is expected that all families participate in tuition control events.

## **LOST AND FOUND**

All lost items will be placed in the Lost and Found. Students and/or parents must check the lost and found for missing articles. At the end of each quarter all unclaimed items will be disposed of.

## **MEDICATION**

CCS follows Michigan School Code, Section 380.1178 (1995), pertaining to the administration of prescription medication to students during school hours. This requires a permission form, completed by the family's physician, and a signed parental release statement. Designated school personnel will administer all medication. The medicine needs to be in the original container from the pharmacy, is

properly labeled with the child's name, dose to be given, and is properly authorized by a licensed medical person. Any changes in type of drugs, dosage and/or time of administration should be accompanied by a new parent's permission signature and instructions.

School personnel are not permitted to administer any other type of medication (aspirin, topical creams, etc.) without the permission forms as well. This form is available upon request from the school office. Over-the-counter medication should not be maintained at school, unless a prescription is provided along with written permission from the parents.

Students who have a medical condition which requires self-administration of a medication must have a signed authorization form filed in the office.

Medication left over at the end of the school year should be picked up by the parent/guardian, or the school will appropriately dispose of the medication.

### **OFF LIMITS AREAS**

The administrator will determine and communicate both verbally and in writing the areas that are off limits to students (without proper supervision). Each student is then responsible to stay away from these areas. Some specific areas include:

1. Teacher's Lounge
2. Teacher's desk, chair and closet
3. Supply rooms and storage rooms
4. Kitchen and cafeteria
5. Unsupervised/Unused classrooms or other rooms
6. Gym and stage
7. Locker rooms
8. Library
9. Boiler room
10. Garage
11. Parent Room
12. Maintenance Closets
13. Chapel

This includes before and after regular school hours.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are to be held in the fall following the end of the first marking period and again in the spring of each year. The fall conference is considered mandatory for all families and will be scheduled by the teacher. Spring conferences are optional depending on a request by parents or teachers. Additional conferences may be held anytime when there is a need for one.

### **PARENT TEACHER ORGANIZATION (PTO)**

The Calhoun Christian School's Parent-Teacher Organization is actively involved in promoting good parent/school relations. We encourage all parents, along with teachers, to be involved in this organization. The organization takes on many activities and fundraisers throughout the year.

## REPORT CARD DISTRIBUTION

Report cards will be sent home at the end of each marking period. Report cards will be mailed home at the end of the school year.

During any time of the school year, parents may request an individual conference with any teacher.

## SALES

There will be no sales of any kind by individual students in school. Only school clubs or other office-approved projects will be accepted. Parents will be informed of such sales in writing.

## SCHOOL SAFETY

Calhoun Christian School is a locked campus. Students should not arrive at school earlier than 7:30 am. From 7:30 am – 7:45 am, the front doors will be unlocked for students and parent entry. From 7:45 am – 2:30 pm, the front doors to the school will be locked and anyone who wishes to enter will need to be buzzed in by the office. Students and teachers have been instructed not to open outside doors for anyone.

Students are to leave the building 10 minutes after the final school day bell rings. They may either wait outside for their ride or attend study hall if in grades K-4. After study hall is dismissed all students are to exit the building unless they are enrolled and attending the extended care program or report to an after school study assignment with a teacher.

Calhoun Christian School complies with the Michigan Department of Education's regulations for School Safety. We do have a plan on file with the Battle Creek Police Department for Emergency Procedures. CCS students will be required to participate in a minimum of **two (2) Lockdown Drills** each school year.

Calhoun Christian School will hold a minimum of **six fire drills** and **two tornado drills** during the school year as required by State law. Teachers will review the procedure for fire and tornado drills with students during the first days of school. The procedures will be posted in each classroom. Complete cooperation by every student is vital to the success of these important drills!

Severe weather terms:

**TORNADO WATCH:** Conditions are favorable for the formation of a tornado.

**TORNADO WARNING:** A tornado has been sighted in the area.

During a "**Watch**" building principals will monitor the weather conditions provided by the Emergency Broadcast System and the following will occur.

- 1) Pupils will be dismissed at the regular times.
- 2) After school activities may continue with the coaches and athletic director monitoring weather conditions.

During a "**WARNING**"

- 1) Pupils will not be sent home, but will be kept in the building and stationed in designated "safe" areas until the warning is lifted.
- 2) Parents are asked not to telephone or drive to the school during a warning because of the need to keep the lines of communication open.

- 3) Parents are urged not to pick up students during a warning because students are required to remain in a designated tornado shelter area.

### **STUDENT PLANNERS**

4-12 grade students are encouraged to use daily planners. Teachers of core subjects in the 7<sup>th</sup> – 12<sup>th</sup> grades will supply an assignment log that is mandatory for students to complete on a regular basis and to keep in a required three ring binder.

### **TEXTBOOKS**

Textbooks, where needed, are provided for each student. Each teacher will keep a record of all books issued to students. Should a student lose or damage a book a fine will be assessed for the book's replacement value. A replacement book will be given, but arrangements must be made to pay for the lost or damaged book. The teacher will notify parents.

### **VISITORS**

Visitors to Calhoun Christian School are welcome. All visitors and parents must check in at the main office and will be expected to wear a visitor's badge. Student visitation shall be subject to the approval of the principal in advance of the visit.

### **VOLUNTEER HOURS**

CCS expects each family to volunteer at least 20 hours per year. Volunteer hours can include driving for field trips, serving as classroom aides, maintenance work, coaching, tutoring, etc. Sign-up sheets will be posted at the fall Open House for parents to indicate their volunteer preferences.

There is not a rule, regulation or procedure written to cover every possible action which interferes with student learning. Therefore, conduct that deliberately interferes with the educational process or violates accepted and ordinary standards of conduct is also prohibited even though not specifically addressed in this handbook. The degree of severity of this misconduct, will determine whether the offense warrants detention, suspension, expulsion, or referral to a law enforcement agency. Please take the time to read through this handbook and understand it in its entirety. Questions need to be referred to the administrator.