

2007/2008

PARENT/STUDENT HANDBOOK

*“Train up a child in the way he should go, and when
he is old he will not depart from it.”*

Proverbs 22:6

NON-DISCRIMINATORY POLICY

Calvary Schools of Holland admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its personnel or educational policies, admission policies, scholarships, athletic activities, or other school administered programs.

Message To Parents

Welcome to the 2007-2008 school year! We are glad that you have chosen Calvary Schools of Holland for your family. We say “for your family” and not “for your children” because the educational purpose we have is to be in partnership with the Christian home by providing a learning environment where Christian teachers will not only teach your children from a Christian world view and perspective of subject matter but also reinforce Bible-based standards of conduct, beliefs, values, and attitudes as an extension of the home.

We also say “for your family” because we need the involvement of every Calvary family for our school to function. This involvement includes: attending events, working with teachers and administration, and finding ways to contribute to the overall well-being of the school in which your children spend hours, days, weeks, months, and years of their lives.

This handbook is for both parents and their children. A thorough reading of this material is necessary to get a clear understanding of this partnership we have with you – what our role is and what expectations we have of you and your children as you enter into this partnership.

This handbook, by itself, will not give you all the information you need to know. We have included in it those areas that have to do with our expectations of the children with regard to academics, behavior and dress. If, after reading this handbook, you have questions, please contact the school office.

Whether you are new to the schools or have been with us for awhile, it is important that you read the entire handbook.

Gratefully yours in partnership,



Paul L. Davis
Executive Director/Pastor

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Athletic Handbook located at the end of the Student Handbook

CALVARY SCHOOLS OF HOLLAND: PAST, PRESENT, AND FUTURE

History and Philosophy of Education

Calvary Schools of Holland (formerly Calvary Baptist Schools) was established in 1978 as a ministry of Calvary Baptist Church to provide a Christ-centered and Biblically-based education for children in its own congregation from Kindergarten through 12th grade. Over the years, it has welcomed families of like faith who are a part of other area churches.

Today we are known as Calvary Schools of Holland and are independent, yet partnering with Calvary Baptist Church to provide solid Biblical training and education to the broader evangelical community in Holland. We have four educational programs within our school, Preschool (K4 and K5), Elementary (1-5), Middle (6-8) and High School (9-12). We are accredited by The Association of Christian Schools International.

The behavior standards expected of each of the school's staff and students are in keeping with the beliefs expressed in the statement of faith. The schools regard the Word of God as the sufficient rule for faith and practice, the outward evidence of salvation being a life of righteousness, and the ongoing process of sanctification of believers through obedience to the Word of God.

The students who tend to profit the most from an education at Calvary Schools of Holland are those who experience the schools' expectations as a reinforcement and affirmation of the convictions and the commitments found in their homes.

MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES

Mission Statement

Calvary Schools of Holland are committed to building Christian character and to developing servant leadership in their students within the context of a quality education from Kindergarten through 12th grade.

Vision Statement

Calvary Schools of Holland exists to glorify God through shaping the thinking and actions of young people who have integrated their faith and studies, whose minds embrace kingdom values, whose lives exemplify, with increasing maturity, the consistent application of Biblical principles, whose standard is excellence, whose impact on their culture both now and in the future will reflect their commitment to the Great Commission and their conformity to the image of Christ.

Core Values

Embracing Kingdom Values – Calvary Schools of Holland teach the Word of God as the only determinant of one's faith, the compass for one's direction, the basis for one's choices, the standard for one's daily life practice, and the source of one's values. Through understanding and embracing Kingdom values, students learn to judge between those things that have eternal or temporal worth and to give first priority accordingly.

Developing Christian Character – Christian character is developed at Calvary Schools of Holland through consistent communication of the character of God, the life of Christ, and the enabling power of the Holy Spirit. Students are assisted in the development of God-honoring habits of attitude, thought and action, affirmed in their exercise of the same and corrected when and where such character is not demonstrated.

Modeling Spiritual Maturity – The adult staff of Calvary Schools of Holland view themselves as models of our vision. They seek to provide the opportunity for students to observe and emulate Christian character in how they fulfill their responsibilities as educators. Our staff also models servant-hood in how they cooperate and communicate with parents.

Integrating Faith and Academics – Through both its choice of texts and the presentation of subject matter by teachers, Calvary Schools of Holland help children see that the Creator of the universe is the Keeper of all truth from which we discover and build bodies of knowledge. Faith is neither inferior to fact nor in opposition to it. Rather it provides opportunity for the acknowledgment of God’s awesomeness and the expression of gratitude for His orderly design of the world and His sovereignty over all.

Holding a Standard of Excellence – Calvary Schools of Holland hold to standards of excellence in academics, in sports, in music and in all other activities through which students have opportunity to learn, to build on their learning and to share their learning with others as individuals or groups. The schools’ guidelines for personal attire, their selection of organizational memberships, their educational program development and choices reflect institutional preferences, which provide a wholesome and balanced education.

ACCOMPLISHING OUR MISSION

To accomplish our mission, we first seek students who come from Christian families that are actively involved in a local church. We also accept young people without the advantage of a Christian home, as long as they have the recommendation and continuing, active guidance and support of the family of God in a local church and their parents are fully aware and supportive of Calvary’s goals and mission.

The building of Christian character in the schools is first of all based on the student’s personal relationship to God through faith in Jesus Christ. It matures in a school environment the same way it matures in the home and church. First, our teachers and other staff seek to model Christian character in their interpersonal relations with students and each other. Second, we systematically teach the principles of the Word of God on which Christian character is built. Third, we affirm students in the ways in which they live out their faith. Fourth, we correct, (not punish) students whose behavior does not demonstrate Christian character.

We believe that all Christian leadership is servant leadership, as taught and demonstrated by Jesus Christ. Further, we believe that servant leadership is not for a few and not optional. Each student is gifted by God in one or more areas and is blessed by God in the things he is given. As a student matures in their giftedness, serving and leading others is a natural result. Calvary seeks to nurture and encourage that growth.

We teach that the servant leader is accountable to God in the attitudes of his heart, the words of his mouth, the actions of his life, and use of the resources entrusted him. We believe that attitudes and motivations contrary to servant leadership are pervasive in our

society and that the shaping of values and skills for servant leaders requires a concerted, deliberate and systematic effort in the home, the church, and the school.

We seek to enrich and enhance each student's identity as a unique creation of God, to encourage the development of what God has entrusted to him, and to provide opportunities for the demonstration of servant leadership inside and outside his school experience. In addition, we help students understand the meaning and reality of God-ordained authority and its role in accomplishing God's work in the world, as well as its significance as a testimony to the world.

As Calvary Schools of Holland fulfill its' mission, the community benefits. Servant leaders with strong Christian character establish stable homes and make solid contributions in all areas of their lives.

CALVARY SCHOOLS OF HOLLAND STATEMENT OF FAITH

Calvary Schools of Holland are committed to the sufficiency of Scripture and the Lordship of Jesus Christ.

I. The Scripture

We believe that the Bible, composed of the 66 books of the Old and New Testaments, is the verbally inspired Word of God, a revelation from God to man, and the only infallible rule of faith and conduct; the original autographs of which are inerrant. II Timothy 3:15-17; Hebrews 4:12; II Peter 1:19-21.

II. The Trinity

We believe that the One True God has revealed Himself as the eternally self-existent, omnipotent, omniscient, and omnipresent Lord. He has further revealed Himself as a Trinity in unity of three Persons: God the Father, God the Son (Jesus Christ), and God the Holy Spirit, who are all equally worthy of glory, majesty, and honor. The Father is of none, neither begotten, nor proceeding; the Son is eternally begotten of the Father; the Holy Spirit eternally proceeding from the Father and the Son. Deuteronomy 6:4; Isaiah 43:10-11; Matthew 3:16-17; Mark 12:29; John 1:18, 15:26; II Corinthians 13:14.

III. God the Father

We believe that God the Father is an infinite, unchangeable, personal spirit, who is perfect in holiness, sovereignty, wisdom, and love. He is the origin, creator, and preserver of all things, who revealed Himself as "I AM." By His mercy and grace, He saves from death all those who come to Him through faith in Jesus Christ, His Son. Genesis 1:1; Exodus 3:14-15; Psalm 145:8-9; Romans 11:33-36; I Corinthians 8:6.

IV. God the Son: Jesus Christ

We believe that Jesus Christ is the image of the invisible God, and the eternal Son of God. He was conceived by the Holy Spirit and born of the Virgin Mary, yet lived a sinless life. He took upon Himself our full human nature, uniting divine and human natures in one Person, both natures being whole, perfect, and distinct. He died on the cross as a substitutionary, atoning sacrifice for the sin of the world. He arose from the dead, and He ascended into heaven, where He is now our interceding High Priest, Mediator, and Shepherd. Matthew 1:18-25; John 1:14; Acts

1:9-11; Philippians 2:5-11; Colossians 1:15; I Timothy 2:5-6; Hebrews 1:1-4, 4:14-15, 7:26-27; I Peter 2:24-25.

V. *God the Holy Spirit*

We believe that the Holy Spirit is a divine person who was promised by Jesus to be the Counselor and to build His Church. He ministers to every believer by indwelling, baptizing, sealing, sanctifying, and giving gifts. These spiritual gifts are given to glorify Christ and edify the body of Christ. John 14:16-17, 16:7-14; Acts 5:3-4; I Corinthians 12:4-6, 13; Ephesians 1:13-14, 2:22.

VI. *Man*

We believe that man was created good and originally lived in perfect communion with God, for God said, "Let us make man in our image, after our likeness." However, Adam, by voluntary transgression, sinned and by his disobedience the entire race was alienated from God. This results in not only physical, but spiritual death which is separation from God; and all human beings, by physical birth, possess a sinful nature and are therefore actual sinners in thought, word, and deed; and that man as such, is condemned to Hell and utterly unable to remedy his lost condition by himself. Man's only hope of redemption is by the grace of God through faith in Jesus Christ alone. Genesis 1:26-31, 3:1-8; Romans 5:12-21, 3:23, 6:23.

VII. *Salvation*

1. Conditions of salvation: We believe that salvation is by grace through faith in Jesus Christ alone. By the sovereign grace and mercy of God, Christ purchased our salvation on the cross, and we receive it through faith apart from any work or merit. A person is saved when they repent of their sins, ask for forgiveness from God, and believe in Jesus Christ as Savior and Lord. John 1:12, Acts 4:12; Romans 10:9-15; Ephesians 2:8-10; II Timothy 3:14; Titus 2:11, 3:5-7.

2. Justification: The believer is declared righteous by God because Christ's righteousness has been imputed to the believer and the believers' sins have been placed on Christ. The believer is therefore "in Christ." Romans 3:21-26, 4:5-8; I Corinthians 1:30; II Corinthians 5:21.

3. Sanctification: We believe that the believer is completely sanctified in that he is positionally holy and righteous in God's sight. However, the believer is to be progressively sanctified as he grows in grace and is transformed by the power of the Holy Spirit. John 17:17; I Corinthians 1:30; II Corinthians 3:18; Ephesians 4:24; I Thessalonians 5:23; Hebrews 10:14; II Peter 3:18.

VIII. *Baptism*

We believe that the ordinance of baptism by immersion in water was instituted by Jesus Christ. It signifies burial with Christ and should be observed as commanded in the Scriptures by all who are true believers in Christ. In so doing, they declare to the world that they have died with Jesus and that they also have been raised with him to walk in the newness of life. Matthew 28:19; Acts 10:47-48; Romans 6:4.

IX. *The Lord's Supper*

We believe that the ordinance of the Lord's Supper, consisting of the elements of bread and the fruit of the vine, is the symbol of our sharing the divine nature of our Lord Jesus Christ, a memorial of His suffering and death, and prophesy of His second coming, and is enjoyed by all believers, "Until He comes." Luke 22:19-20; John 6:48, 51, 53, 57; I Corinthians 11:26.

X. *The Church*

We believe that the Church was born at Pentecost, and is the body of Christ, the habitation of God through the Holy Spirit. Each believer is born again, baptized, and sealed by the Spirit, and is therefore placed in the body. The three marks of the Church are: the preaching of the Word of God, the administration of the sacraments (ordinances), and the practice of church discipline. Matthew 18:15-17; Acts 2:1-4; I Corinthians 12:12-13; Ephesians 1:22-23, 2:19-22; Colossians 1:18.

XI. *Evangelism*

We believe that Jesus Christ gave the “Great Commission” to His disciples and to all believers. Those whom God has saved, He has also sent out into the world to be His ambassadors and witnesses. Their primary purpose is to make Christ known to the whole world. Matthew 28:18-20; Mark 16:15; John 17:18; Acts 1:8; II Corinthians 5:18-20.

XII. *The End Times*

We believe that the return of the Lord Jesus Christ from heaven is imminent. At His return, He will rapture His Church to heaven. God the Father will then pour His judgments onto the world through a time of Tribulation. Following that, Jesus will return with His angels to establish His Millennial reign. At the Judgment Seat of Christ believers will be judged according to their works and motives, and will later enter into the New heaven and the New Earth. At the Great White Throne Judgment unbelievers will be condemned to eternal, conscious punishment and death in Hell. Romans 8:23; I Corinthians 15:51-52; II Corinthians 5:10; I Thessalonians 4:15-18; II Thessalonians 1:7-10; I John 3:2; Revelation 20 & 21.

OBJECTIVES FOR CALVARY STUDENTS

The School

- Believes that education must be personalized if it is to be effective.
- Views the student as created by God, in God’s image and likeness and therefore, is highly valued by God.
- Pledges to assist the student at each level of education to fully realize his capacities for knowledge and wisdom apace with his maturing years.
- Takes a Biblical view of the student. From the scriptures we obtain knowledge about students as God’s image bearers, deserving everyone’s respect; from the scriptures we obtain knowledge about students as possessing a morally corrupt nature, needing God’s forgiveness and redemption through Jesus Christ our Lord; from the scriptures we obtain knowledge about Christian sons and daughters growing into the image of God’s Son, needing loving nurture and encouragement – and needing compassionate discipline and correction; and from the scriptures we obtain knowledge about student’s uniqueness as persons, needing both the authority of law and the freedom of selfhood.
- Takes a developmental view of the student. From formal and informal observations we learn about student’s personality differences; about their varieties of motivation, readiness, and learning styles; and about their developmental needs at the various stages of growth. This information allows the teachers, administration, coaches, and spiritual leaders to teach and disciple children.

The Teacher

- Will be committed to the Lordship of Jesus Christ and set before students a noble example of Christian life and conduct.
- Will seek to know each student's abilities, feelings, values, and hopes.
- Will build many roads to success into the instructional program and assist students every day to taste success in an area of earnest endeavor.
- Will communicate what is expected of students.
- Will communicate how students can get assistance to successfully carry out what is expected of them.
- Will respect each student as an image bearer of God, regardless of the student's performance.
- Will lead the life of a Christian scholar in the vast and exciting worlds of fine arts, science, mathematics, language, literature, history, etc. The teacher will be a spiritual and intellectual model for students to follow and will have something rich and challenging to offer students.
- Will carefully examine and prepare for the learning styles of students.
- Will bring great enthusiasm to the teaching-learning transaction.
- Will have a passion for learning and an ever increasing mastery of the subjects they teach.
- Will set before students the rigorous requirements of the pursuit of academic excellence.

The Parents

- Have primary responsibility for their students. Parents train by example as well as by precept.
- Have the responsibility to teach their students that education is an aided form of self development over which the individual himself can never be relieved of the fundamental responsibility.
- Have the responsibility to encourage their students by carefully attending to the student's world of school. Parents must listen to and talk with students about the school day. (Deut. 6)
- Have the responsibility to support the school's and teacher's authority in the eyes of their students.
- Have the responsibility to resolve differences with the school or with a teacher in accordance with the scriptural principles outlined in Matthew 18 and Galatians 6.

The Student

- Will take an interest; he will strive to learn and obey.
- Will aim high and strive hard. Whatever the student does, he will do with all his might as before the Lord's searching gaze.
- Will know that man cannot live without taking sides, without making decisions and taking action, and will know that while he is free to make choices, he is not free to determine the consequences of his choices.
- Will know that the scriptures are the comprehensive equipment of the man of God and fit him fully for all branches of his life's work.
- Will understand that the diversity of insights in the greater Christian community does not represent the pettiness of a difference, but rather, is representative of the vastness of the subject.
- Will recognize that bare facts expressed, is not wisdom. He will understand that wisdom involves a feeling for facts, the realization of their meaning, significance, and application.

- Will accept the rigor and discipline which is required to become a Christian scholar.

Family/School Relationship

- To work with parents in enhancing the school's program for children.
- To partnership with parents in bringing up their students in "the nurture and admonition of the Lord" (Eph. 6:4).

ADMISSIONS

GENERAL ADMISSIONS CRITERIA TO CALVARY SCHOOLS OF HOLLAND

Because Calvary Schools of Holland deems a well-ordered environment as necessary to the fulfillment of its mission statement, it is selective in its admission of students. Students who are not in good standing with their previous schools are generally not offered enrollment. Attendance at Calvary Schools is a privilege. All students are admitted initially on a nine-week trial period. If the child fails to make acceptable progress or does not adjust to the program of the school, the parents will be expected to give additional help at home. Testing and/or student progress may require an evaluation and adjustment in grade placement. Academic or behavioral needs may require the establishment of an additional probation.

Not all handicapped students or students with marked learning disabilities may be accepted at the school because Calvary Schools of Holland are not equipped to meet every need.

All student applicants are thoroughly evaluated as to their readiness for the Calvary program through testing. *Prior conduct, attendance, and attitude are considered heavily for secondary students in the application process.* An invitation to enroll is not extended to every student that applies.

GENERAL OVERVIEW OF THE STUDENT APPLICATION PROCESS

Prospective families initiate the application process by attending a brief meeting with the Executive Director and the Academic Dean to receive information about the school and the enrollment process. After attending, parents are invited to submit an application if they feel that the school's philosophy is consistent with their goals for their child(ren). In support of the school's mission statement, the principal will also evaluate the student's desire to attend Calvary Schools of Holland.

Following the receipt of an application, new students may be tested for grade placement for proper course selection. If the student is considered eligible to enroll, the parents will receive a letter notifying them of their child(ren)'s acceptance to Calvary Schools.

RE-ENROLLMENT

Each school year, during the month of January, existing school families have the opportunity to register any member of their family for the following school year by submitting a Placement Assurance form and payment of the registration fee. During this re-enrollment period the registration fee is reduced by one-half. In February, the class openings will be extended to new applicants.

Financial

APPLICATION FEE

An application fee must accompany a new application. This is a one-time fee for all new students. Students who have attended Calvary Schools of Holland in the past and are returning after either attending another school or being educated at home will be considered “new” students.

REGISTRATION FEE

Registration is an annual event. A registration fee is charged each year at the time of registration. During the Placement Assurance Period, the fee is reduced by one-half. The registration fee is non-refundable.

TUITION

The annual tuition may be paid using any of the following payment plans:

1. One annual payment made on or before August 15th.
2. Two equal payments made on August 15th and January 15th.
3. Ten equal payments with the first payment due on August 15th and subsequent payments due on the 15th day of each month through May.

Students attending the school any part of a month will owe for that month’s tuition.

Any payments made during the school year for specified items (lunches, pictures, etc.) should be made in separate checks for each item. Exception: Checks for payments may include payment for all students in a family.

Each school year, during the month of January, existing school families have the opportunity to register any member of their family for the following school year by submitting a Placement Assurance form and payment of the registration fee. During this re-enrollment period the registration fee is reduced by one-half. In February, the class openings will be extended to new applicants.

ACTIVITY FEE

An annual, non-refundable activity fee is collected from each students enrolled from Kindergarten through 12th grade.

STUDENT WITHDRAWALS AND REFUNDS

If parents withdraw a child after school starts, they are financially obligated to pay tuition costs up to and including the installment due the 15th of the month in which the child is withdrawn. Tuition will be payable to the date of withdrawal, not the day the student stops attending school. If a balance is not up to date at the time of withdrawal, all grades and records will be held until the balance is paid.

Parents must initiate and complete withdrawal in a written form by means of a letter in order to make withdrawal complete. Withdrawal will not be considered complete without a written notice nor will an account be closed until it is received.

LATE AND EXTRA CHARGES

All payments due for tuition, bus fees, or any other charges paid to the school will be due on the 15th day of each month. Accounts not paid by the 25th of the month will be assessed a late fee of 1.5% of the unpaid balance (18% annually). Payment must be received either in person or by mail by the 15th. If the 15th falls on a day where there is no school, the next school day will count for late fee purposes.

If satisfactory arrangements have not been made with the school administration when the account has become delinquent for 30 days, parents will be asked to hold their child(ren) out of school until payments, including late fees, have been paid.

A fee of \$25.00 will be charged each time a check is returned due to non-sufficient funds, closed account, or payment stopped.

Parents who choose to pay tuition, books, or other fees by a valid MasterCard or Visa may do so in the school office. Please note that some discounts are not available if you pay by credit card.

GENERAL INFORMATION

ARRIVAL AND DISMISSAL PROCEDURES

School begins each day at 8:05 a.m. Students may arrive to school no earlier than 7:45 a.m. (unless a morning detention has been assigned) so they can prepare for their day. Classes begin promptly at 8:05 a.m. When driving children to school, please approach the school from the North (21st Street) and drop them off on the West side of Plasman Avenue so that they do not have to cross the street in front of traffic. Please do not park in the turn-around area. If you need to park, please pull into one of the parking spaces in front of the school.

School is dismissed each day at 3:05 p.m. It is important that your child be picked up at the appointed time each day. Any elementary students not picked up within ten minutes after dismissal time will be placed in the after-school program ("8th Hour"). Secondary students must be picked up by 3:30 p.m. unless they are participating in an after school event or detention.

AFTER-SCHOOL CARE FOR ELEMENTARY STUDENTS

After-school care ("8th Hour") is available until 4:00 p.m. each school day for any student K4 through 5th grade. Students may stay on a drop-in basis as needed and are charged a pro-rated hourly fee no less than two dollars (\$2.00). Parents will be billed on their account for the use of "8th Hour." Any child who has not been picked up by 4:00 p.m. will be charged an additional dollar (\$1.00) for every additional fifteen minutes that the teacher is required to provide supervision.

No childcare will be offered on school holidays, teacher workdays or when school is dismissed early due to inclement weather or scheduled half-days.

SCHEDULED HALF-DAYS

When half-days are scheduled, students are dismissed at 12:00 noon. All students are expected to be picked up within ten minutes of dismissal. Please note that “8th Hour” is not offered to students on half-days.

ATTENDANCE POLICY

Introduction

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study to achieve the goal of maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activities under the leadership of a teacher.

In specifying the maximum number of absences a student may have and still receive academic credit, it is the intention of Calvary Schools of Holland to say at least two things:

1. The maximum potential benefit of schooling is available to the student with no absences.
2. Once a student has accrued excessive absences he will not realize the minimum educational benefit available and, therefore, may not earn academic credit.

Any pattern of absences which totals more than 10% of the instructional time is cause for serious concern and could lead to academic loss of credit.

Please remember – When a student has been sick, he/she should not return to school until free of fever for 24 hours.

Procedures and Issues

1. The school shall notify parents when a student shows a pattern of absences in any class.
2. When a student has accumulated ten absences in any class during a semester, the Academic Dean will arrange a conference with the student’s parents. At this point, assessment will be made regarding the potential loss of credit and/or corrective action.
3. Any absence for whatever reason shall be charged against the student’s record, except when a student participates in an approved school activity requiring his/her presence.
4. In order to assist school personnel in discriminating between truancy and absence for good and sufficient reasons, it is required that parents contact the school office by phone or a signed note which states that the student will be/was absent for “good reason.” A phone call or written note must be received by the office before school begins on the first day of the student’s return to school. Students who leave school without permission will be suspended.
5. Teachers will provide students an opportunity to make-up assignments which were missed during an absence. Such make-up must be done promptly and the initiative for

commencing and completing make-up work rests with the student.

6. When parents are aware of special problems concerning their student, which are of a continuing nature and are related to patterns of absence, the parents must apprise the school of the special nature of the problem in order that school authorities can arrange for alternative educational experiences which insure that minimum course requirements are met.
7. If it is absolutely necessary to schedule medical or dental appointments during school hours, these appointments should be made so that the amount of loss class time is kept at a minimum.
8. The school recognizes that some family-related events may impact school attendance. Please contact the school office when such special circumstances occur.
9. If a student misses part of a school day which includes a test, he must take the test on the first day he/she returns to school.
10. If a student misses part of a school day, all homework due on that day should be turned into the teacher before the student checks out or when the student checks in.
11. Any student who is not in school the entire day will not be permitted to play in a sports game scheduled for that day. Exceptions will only be made for doctors appointments that cause the student to only miss a small portion of the day.
12. Scheduled long-term homework assignments, those given 5 or more days prior to the due date, must be turned in on the due date regardless of whether the student is in attendance. Family and personal medical emergencies may be exceptions.

PLANNED ABSENCES

Absences, such as those for family trips, may be excused by the school office and faculty if the student meets the criteria. Parents, by way of a written note or phone call to the school office, must request a Pre-Excused Absence Form at least two weeks in advance. For the request to be approved, a student must be in good standing with each teacher/class, not have a problem with tardies, and not be in danger of exceeding the number of absences allowed by policy in order to earn credit. The maximum number of days the school will grant per semester for a planned absence of this nature is five. Students will not be granted excused planned absences during any exam week at the end of a semester. *Due dates for homework, tests and other assignments are to be arranged with the teacher on the student's initiative before the student departs on the planned absence.*

SIGN IN/OUT PROCEDURE

If a student has a scheduled medical or other necessary appointment, it is required that the parent notify the school office by way of a phone call or signed note. Parents are required to sign in/out their child(ren) at the school office at the time of arrival/departure.

If a student does not have a note but needs to sign out because of illness, the office must receive authorization from the parent before the student will be allowed to leave campus.

Students that arrive on campus after the beginning of the day must sign-in to obtain a note from the office so that their daily attendance record can be adjusted. Students signing in must be accompanied by a parent or have a note from a parent or a medical office.

Any student leaving school grounds without parental consent and administrative permission will be suspended.

TARDINESS TO CLASS

ELEMENTARY STUDENTS

It is important for students to arrive on time. Students need time to prepare pencils, books, etc. this time is necessary to be ready to start the school day promptly. If a child is frustrated by not being organized and ready to begin with the rest of the class, it is difficult for that child to have a successful day. The learning process for classmates is also disrupted when tardiness occurs. A conference will be arranged by the Academic Dean with any parent whose child acquires excessive tardies.

SECONDARY STUDENTS

Students who are not in their classrooms by the time the bell rings will be considered tardy to class. If the student arrives late, the classroom teacher determines whether the tardiness is excused or unexcused. Both excused and unexcused tardies are recorded in the grade book and reflected on the grade card.

Generally, the responsibility for getting to school on time rests on parents. An occasional tardy with a valid reason is understandable. Habitual tardiness can significantly frustrate the educational process as well as the emotional well being of the student.

Morning Tardies

All students who arrive late for school must sign in at the school office. The student will receive a morning tardy slip before they will be admitted to class. If, during the course of a semester, a student accumulates seven morning tardies, the home will be contacted and a detention given. A detention will be given for each additional tardy up to nine tardies. After the third detention (ninth tardy), the parents will be contacted and will be required to attend a meeting with the Academic Dean to address the issue of punctuality.

In-School Tardies

Students will be allowed four in school tardies per quarter (to any class). Students will be issued a warning on their fourth tardy. The fifth tardy will result in a detention. Every second tardy following the fifth tardy will result in a detention until the Academic Dean determines that a suspension is necessary.

BUSSING

Students are under the authority of the bus driver when they ride the bus. A bus driver has the same authority as a teacher in a classroom.

Bus transportation through the public schools may also be available to you, depending on the area in which you live. Parents must contact the transportation department for the school district in which they reside.

VISITORS

Calvary students may occasionally be granted permission to invite a friend or relative to school. Requests to have a student visitor come must be submitted by a parent in writing at least three days in advance of the visit to the Academic Dean for approval. Student visitors who are approved will be required to adhere to school guidelines for personal attire and conduct policies while on campus. Visiting students are generally approved to attend class for a maximum of 2 hours. Youth pastors, Calvary alumni, and former students who have moved out of the area are always welcomed guests during the lunch period. Parents are considered special guests and are always welcome to have lunch with students, attend special school or class programs, etc. In the interest of school safety, *all visitors must enter at the main entrance and sign in at the School Office.*

TELEPHONE USAGE

The telephone in the office is for the following emergencies ONLY:

- A. Student becomes sick.
- B. Sports schedule changes.
- C. Student forgets lunch.

The phone is NOT to be used to call for forgotten textbooks, projects, assignments, or sports uniforms/ equipment.

SNACKS

Students are permitted to visit the snack machines at lunchtime and after school only. Change IS NOT available at the office. Students must bring single dollars or change.

Elementary students may bring a healthy snack to school for mid-morning breaks/recess.

SCHOOL LUNCH

Calvary has partnered with Holland Christian Schools Food Service to provide students with a nutritious lunch. Lunch cards may be purchased from the school office in 5 or 10 lunch increments or students may pay for lunch with cash. Parents sending a check to pay for lunch or purchase a lunch card should make checks payable to Holland Christian Schools.

A monthly hot lunch menu is sent home in the clear folder to notify families of the lunch options each day. Hot lunch entrees include milk. Milk only may also be purchased.

LOCKERS

Secondary students are assigned lockers for their personal use. Lockers are the private property of the school and, as such, are subject to search/inspection by the school at any time. Students are NOT permitted to store opened food or drink in lockers. Stickers, pictures, etc. are not permitted on the outside of any locker without permission. Items

placed on the inside of the student's locker must be school appropriate and must be totally removed at the end of the school year. If the student applies it, he/she must remove it, or a *\$25 cleaning fee* will be charged to the parents' account.

POSTERS

Posters/banners/advertisements must have the Academic Deans approval prior to being displayed on campus.

CHAPEL

Chapel is a very significant part of Calvary Schools of Holland. Chapel is held weekly on Wednesdays. Students are required to participate and are challenged from the Word of God to develop genuine Christian character. Elementary chapel is held on campus in the afternoon. Secondary chapel is held at Calvary Baptist Church and is held prior to lunch. *Parents are welcome to attend any chapel session.* Guest speakers are scheduled by the school. *Please see the guidelines for personal attire for required chapel day dress.*

DISASTER DRILLS

Fire drills and other disaster drills are held at various times during the school year. Directions will be posted in each room. Instructions for leaving the room will be given at the beginning of the year. Students shall exit quietly, quickly, and orderly while listening for directions during such drills.

SCHOOL DELAYS/CANCELLATIONS

School may be delayed or closed due to inclement weather. The safety of the children is the greatest concern. The students who attend Calvary live in a large area surrounding Holland. We have to consider many factors in closing the school. It is possible for schools in some nearby areas to be adversely affected by weather and road conditions while those in Holland are not and vice-versa. If schools are closed in your area, your children are not required to come to school even if Calvary is opened. We expect you to use discretion and caution in adverse weather.

Calvary Schools is a member of the GRAIL network that links broadcasters with emergency information such as school closings and delays. The following is a list of some stations where this information can be heard: WZZM TV – channel 13, WJQ AM 1260, WOOD AM 1300, WOOD FM 105.7, WCSG FM 91.3, and WHTC AM 1450.

**When school is on a 2-hour-delay schedule, school will begin at 10:05 a.m.*

**When school is on a half-day schedule, school will dismiss at 12:00 noon.*

When snow, ice, etc., begin during the school day, Calvary will dismiss at the same time as public schools. Again, please listen to radio or television instead of calling the school, and come for your child at the specified time. No after-school care is provided on days when school closes early due to weather.

GRIEVANCE PROCEDURES

From time to time, disagreements may arise between students and/or parents and school personnel. The principles for resolving such matters are described in Matthew 18:15-17. Specifically, if a legitimate disagreement with a teacher arises, you should seek first, with all respect and Christian love, to resolve the problem with that teacher. With good communication from everyone, it is likely that most problems can be resolved at this level.

If resolution cannot be reached, then the student/parent should meet with the teacher and the next higher person in authority. You should not expect the next higher in authority to listen to criticisms of the teacher without the teacher having the opportunity to be present. The Executive Director and/or the Academic Dean will make a final resolution decision. The Executive Director and the Academic Dean make the final decision for all school policies, including discipline. The Board will only hear appeals in cases where school policy is violated.

The faculty and administration are very interested in helping you resolve any issue that may arise; however, we need your assistance to reach that goal. When a parent or student voices a complaint to ones other than appropriate school personnel, the problem generally goes unresolved, and frustrations increase for everyone involved. Such actions are also detrimental to personal relationships, potentially injurious to others, and dishonoring to one's Christian testimony. Perhaps the greatest harm, though, is that such actions violate God's principles for Christian speech and conduct. Repeated offenses of this nature by a family may become grounds for dismissal from the school. Our goal is to let our light shine to the community of always honoring each other in word and in deed.

It is expected that parents and students will cooperate with all guidelines established by the school. The policies and guidelines are established to insure a comfortable, orderly, God-honoring school environment and educational program for students.

Attendance at Calvary Schools of Holland is a privilege. Students forfeit this privilege when there is a consistent disregard of the school's standards of achievement and conduct with little or no sense of remorse. It is expected that students, parents, and school staff shall always show respect in every way to each other in obedience to the admonition of our Lord. (Eph. 4:29-32, Gal 6:10)

HEALTH INFORMATION

IMMUNIZATIONS

State law requires that all immunizations and medical records be current and on file in the office. Upon admittance to Calvary Schools of Holland, all students must present proof of immunizations. Please check with our school office in fulfilling this requirement.

MEDICATION

Medication and all over-the-counter medicines must be left in school office IMMEDIATELY upon the student's arrival at school. If a student is to take any medication while at school, he/she must have an *Authorization for Administration* form on file in the school office (form is available in the school office). The medication must be

left at school in the original container that has the doctor's name and instructions. All medications will be kept until needed, at which time the school secretary will dispense as directed. Possession of any medicine without a note from the parent is a serious violation.

Should a student require medication to be administered while on a school-sponsored field trip or off-site activity, Calvary staff will designate an adult to carry and administer the medication. An Authorization for Administration form must be on file in the school office and a copy of the form must be sent with the designated adult. The medication must be in the original container that has the doctor's name and dispensing instructions. Upon return from the trip/activity, the designated adult must record the necessary information in the medication log.

EXCUSED FROM CLASS FOR ILLNESS/INJURY

Students are allowed to leave class for illness in cases of emergency as determined by the teacher. The school office will assist the student as needed and will call a parent/guardian to arrange for the student to be picked up when needed.

ACADEMIC

ACADEMIC REQUIREMENTS

The high academic expectations for the child set in a Christian environment tend to enhance student learning. Characterized by a predominately college-preparatory curriculum, Calvary Schools has the ministry of equipping the student with the necessary skills and content to help him realize his full God-given potential.

PROMOTION REQUIREMENTS

Students will be promoted when they successfully complete the previous year's course work as determined by the teachers and the Academic Dean.

If a student fails any three (3) core subjects for the year, he/she WILL NOT be promoted to the next grade level unless a sufficient summer program is completed. Special help for students with learning disabilities is available through local school districts who work in conjunction with Calvary Schools' teachers. Families may refer to the Calvary Schools of Holland Academic Program Booklet for a more detailed layout of Calvary's curriculum. This booklet is available on-line at www.calvaryschoolsholland.org.

DAILY SCHEDULE/CHAPEL

Daily Class Schedule			
Regular Day		Chapel Day	
8:05 – 8:15	Homeroom	8:05 – 9:03	First
8:20 – 9:10	First	9:07 – 9:55	Second
9:14 – 10:04	Second	9:59 – 10:30	Third
10:08 – 10:58	Third	10:30 – 11:50	Chapel
11:02 – 11:52	Fourth	11:50 – 1:30	Power Plus
11:52 – 12:22	Lunch	1:30 – 3:00	Ministry
12:26 – 1:16	Fifth		
1:20 – 2:10	Sixth		
2:14 – 3:05	Seventh		

GRADING SCALE

The following grading scale has been provided for parents and students.

Letter Grade	Percentage Points	Letter Grade	Percentage Points
A+	100 – 98	A	97 – 92
A-	91 – 90	B+	89 – 88
B	87 – 82	B-	81 – 80
C+	79 – 78	C	77 – 72
C-	71 – 70	D+	69 – 68
D	67 – 62	D-	61 – 60
F	59 and below		

CONDUCT GRADES

Because Calvary Schools is interested in moral as well as academic excellence, teachers may issue conduct grades as a means of conveying to the parent some measure of the student's performance as it relates to attitude, compliance, etc.

PROGRESS REPORTS

Progress Reports are issued at the midpoint of each grading period. The Progress Report is intended to provide parents with information on their child(ren)'s academic performance.

REPORTS CARDS

At the end of each quarter, the school will send a report card home to let parents know how their students are progressing. These reports will indicate the grade for each subject.

SEMESTER EXAMS

Semester exams or projects will be given to all secondary students near the end of first and second semester. The percentage of a class mid-term or final can be up to twenty percent of a semester grade.

STANDARDIZED TESTING

All students in Kindergarten – 10th grade take the Stanford Achievement Test with the Otis-Lennon School Ability Test (1st – 10th grade) in the spring of each year. These scores in no way affect a child's evaluation by the teacher that is recorded on the report card. In addition, the scores do not determine a student's promotion or retention. The test are a valuable tool to assist the school in evaluating its program and for parents to evaluate the growth of their child. Test results are available to parents in mid-June.

HOMEWORK

The school recognizes that students need to experience balance in their lives between school work, social activities, family participation, and church. In recognition of this needed balance, teachers strive to assign reasonable quantities of homework and may even provide time at school for homework. In general, the school will rarely give homework assignments on Wednesdays. Homework may be assigned over weekends.

Homework is a major part of learning in that it takes practice to master any skill. Homework is assigned on a regular basis to older students and is expected to be submitted on time. It is essential that every student keep current with assignments and be prepared for class. If an assignment is not turned in on time, please note that it must still be completed and turned in to the teacher. Each teacher will assess and create class policy.

Students may not utilize the office phone to call home for parents to bring in homework once school has begun. We encourage students to learn to take responsibility for himself/herself. Please help us as we try to nurture these values in your child.

HOMEWORK REQUESTS

If a student is out sick, homework assignments can be obtained by calling the school office. Homework assignments may be picked up in the school office at the end of the school day. Requests for homework must be made before 8:30 a.m. to insure that the teachers have ample time to fill out the forms.

Secondary Student Awards

Near the end of each school year, an Awards Chapel is held. The Awards Chapel is an opportunity for students, teachers, and administration to honor Calvary students. The following is a list of awards presented at the Awards Chapel:

VARIOUS CLASSROOM AWARDS, awarded by secondary teachers. Each teacher will determine the type of award and its qualifications.

SCHOOL SPIRIT AWARD, determined by Calvary student body. This award is presented to one male and one female student at the Middle School and at the High School level who fosters great school spirit by building a strong community at school, who rallies school spirit in their peers, and who is enthusiastic about Calvary's Mission.

CHRISTIAN CHARACTER AWARD, determined by Calvary student body. This award is presented to one male and one female student in the Middle School and at the High School level who continually exhibits strong Christian Character as defined by Galatians 5:22. This student embodies characteristics such as honesty, humility, and Christ-likeness.

MERIT AWARD, awarded by Calvary teachers. This award is presented to one male and one female student at the Middle School and at the High School level who has put forth tremendous effort upon improving academically, exhibits great tenacity, and continues to strive for excellence this year. This award is not based upon GPA.

HIGHEST G.P.A., awarded by Calvary administration. This award is presented to one high school student in each grade with the highest grade point/numeric average.

SERVANT LEADERSHIP AWARD, awarded by Calvary teachers and administration. The Servant Leadership Award is presented to one graduating senior who serves others with a Christ-like attitude. This student continues to model humility, sacrifice, and discipline in order to glorify God.

SALT AND LIGHT SCHOLARSHIP, nominated by Calvary teachers and awarded by Calvary administration. "Ye are the salt of the earth: but if the salt have lost his savour, wherewith shall it be salted? It is thenceforth good for nothing but to be cast out, and to be trodden under foot of men. Ye are the light of the world. A city that is set on a hill cannot be hid. Neither do men light a candle, and put it under a bushel, but on a candlestick; and it giveth light unto all that are in the house. Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven." Matthew 5:13-16

The Salt and Light Scholarship Award is a prestigious award presented to one graduating senior. In order to be eligible to apply for this scholarship, the student must be nominated by his or her teachers or an administrator, have been actively involved in a Bible believing church for a minimum of two years, and been enrolled at Calvary for a

minimum of two years. The winner of this award is also honored by presenting a speech at the graduation ceremony.

STANDARDS OF CONDUCT/DISCIPLINE

CONDUCT/DISCIPLINE GENERAL GUIDELINES

Because Calvary Schools of Holland takes very seriously our goal of building Christian character and training servant leaders, in addition to obeying Scriptural principles and pleasing the Lord, some standards of conduct are also necessary for the safe, smooth operation of the school. It is our belief at Calvary that the standards are Scriptural and neither burdensome nor unreasonable. Parents agree as a condition of enrollment to uphold and support the school and its policies at all times.

As stated in the Enrollment Agreement: Calvary Schools of Holland reserves the right to dismiss any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the school, or engages in behaviors or a lifestyle inconsistent with the Biblical guidelines promoted by the school. This policy applies to behavior on and off campus throughout the year.

Listed below are five Scriptural principles which the school has identified as having direct application in the daily lives of students. Below the supporting verses is a list of infractions which by nature would be a violation of that Scriptural principle.

Scriptural Principle #1: Live to Christ / put off evil

Examples of supporting verses: Col. 3:5-10, 1 Thess. 4:3, 1 Cor. 6:19

Ways this principle would be violated:

Inappropriate attitude
Sexual promiscuity/immoral behavior
Stealing/cheating/lying/plagiarism
Impure/unedifying speech
Use/possession of alcohol, tobacco, and other illegal drugs
Behavior that is obviously illegal or unscriptural in or out of school

Scriptural Principle #2: Be gentle & kind to others

Examples of supporting verses: Gal. 5:22-23, Eph. 4:31-32, Phil. 4:5

Ways this principle would be violated:

Damaging another's property to include school property
Improper behavior toward other students
Instigating a fight, verbally or physically
Bullying other students (including hazing & initiation)
Speaking unkindly to or insulting others, verbally or in writing

Scriptural Principle #3: Submit to authority

Examples of supporting verses: 1 Pet. 5:5, 1 Thess. 5:12-13, Rom. 13:7, Jude 1:8

Ways this principle would be violated:

Arguing with a teacher/showing contempt for his/her authority
Disrespect to a teacher by causing a distraction in class
Direct disobedience
Disrespect to faculty/staff (including body language/tone/expression)
Failure to obey specific classroom guidelines (according to teacher expectations)
Unauthorized (i.e., without school permission) absence from a detention

Scriptural Principle #4: Strive for excellence in your work

Examples of supporting verses: Col. 3:23-24, Gal. 6:7, Prov. 22:29

Ways this principle would be violated:

Being unprepared for class (without paper, pencil, books, homework)
Skipping class/school
Unexcused tardy
Unexcused absence

Scriptural Principle #5: Obey rules made for the good of the student and school

Examples of supporting verses: Rom. 13:1-2, 1 Pet. 2:13-14

Ways this principle would be violated:

Dress code infractions
Food and drink in undesignated places
Allowing clutter and disorganization in and around lockers
Littering the buildings and grounds
Personal grooming during class
Inappropriate displays of physical affection

ITEMS PROHIBITED ON CAMPUS

Illegal items such as guns, knives, drugs (including alcohol), drug paraphernalia, weapons, and fireworks or toys that are violent in nature are strictly prohibited from school grounds at any time.

Cellular phones and other personal communication devices are not to be turned on during class time.

The following items are prohibited in the classroom:

Radios, headphones, walk-mans, disc players, toys, skate boards, and calculator games. Any item that dishonors God or in any way distracts from an orderly environment or classroom instruction is also prohibited.

DISCIPLINARY ACTION/CORRECTION

A very positive approach is used in the correction of students. With a structured setting and a staff that is well trained in classroom management, the need for strong discipline measures is minimized. When correction is needed, it will be carried out with appropriate regard for the student and in a way that corresponds to the type of inappropriate behavior, the student's past behavior record, etc. A teacher may verbally correct the problem, send the student to the Administration to address the problem, conference with the student and/or parents, or assign a detention.

Students who commit a flagrant violation of expected school behavior will receive suspension for a given number of days (may be either in-school or out-of-school suspension), or may be dismissed permanently from the school, as determined by the Administration. Any student who receives suspension will be required to complete assigned work, but will receive reduced credit for these assignments. If a student is assigned an in-school suspension, then the parent is responsible for paying the cost for a substitute teacher (up to \$65.00 a day) to monitor the student during the day.

In addition to disciplinary action for damaging property, the school will also bill the parents for replacement/repair costs incurred by the school or individual to restore the item damaged

SCHOOL DETENTIONS

A student may be assigned a one-hour detention for any infraction of the school/classroom standards. *School Detention forms are to be signed by the parent and returned with the student on the day following the issuance of the detention.* Missing a detention because of the student's failure to inform the parent *will not* be considered an excused absence from detention. Detentions may be assigned in the morning, during lunch, or after school on the date determined by the teacher or Academic Dean. Time is a trust given to us; therefore students will be involved productively during detention. If School Detention forms are not signed and returned with the student the following day, the parent will receive a phone call from the school to insure timely communication regarding behavior. Misconduct during detention will result in an additional detention.

IMMEDIATE DISMISSAL

The following offenses may result in immediate and permanent dismissal from Calvary Schools of Holland along with the possibility of criminal charges being filed against the student by the school. All school teachers and administrators are legally bound to report any illegal or abusive activity to state and local authorities.

- Possession of a firearm or deadly weapon on campus
- Possession of drugs, including alcohol and tobacco (on or off campus)
- Criminal misconduct (on or off campus)
- Assaulting a staff member
- Assaulting another student
- Sexual assault or harassment of any person
- Blatant disrespect toward a student or staff member

Guidelines for Personal Attire

GENERAL GUIDELINES

As a Christian School, we have a unique opportunity in our community. We should have a desire to attract others to Christ in every aspect of our lives, including our dress. Therefore, our appearance must be modest in order not to offend others and to demonstrate distinctive standards.

We believe that our appearance is important to our Christian testimony, and we expect all students to exercise good taste and judgment in their dress. Dress should not distract from the learning process or attract undue attention to one's appearance, but to the inward character of the individual. "Your beauty should not come from outward adornment such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight." (I Peter 3:3-4)

If you have clothing which you feel may be questionable, check with the Academic Dean before you wear it to school. Final determination of appropriateness of attire will rest with the Academic Dean.

Enforcement: Minor infractions not involving modesty will be handled by teachers as discreetly as possible. Students may not be admitted to class if attire is inappropriate, and missed class time is unexcused. Parent(s) may be called or student(s) sent home if the Academic Dean determines that it is warranted.

All clothing is expected to be clean, properly fitted, and neat in appearance. Clothing should avoid extreme styles that appear sloppy or exceedingly casual.

GUIDELINES FOR PERSONAL ATTIRE FOR ELEMENTARY STUDENTS

Male Elementary Students (K4 – 5th Grade):

- Boys may wear shorts that are near the knee in length (no more than three inches above the kneecap). Gym-type shorts, cut-off jeans, zip-off pants, spandex material are not appropriate clothing for school.
- Boys may wear denim, casual slacks, and dress pants to school. All pants must be worn at the waistline. Blue jeans must be one solid color, not frayed or worn looking (no holes, frayed hems, or excessive wear or fading). Excessively baggy or tight pants are not to be worn. Pants that sag are not acceptable.
- Shirts are to be tucked in, except those which are obviously designed to be worn untucked. Sleeveless shirts, hooded sweatshirts, t-shirts with pictures or words, and tank tops are not acceptable for school.
- Boys' hair should be neatly cut and should not touch the collar, cover their ears, or hang in their eyes.
- Earrings and necklaces are not appropriate school wear for boys.

Female Elementary Students (K4 – 5th Grade):

- Any shorts and skorts worn to school must be near the knee in length (no more than three inches above the top of the kneecap), and must be appropriate for a learning environment; this excludes gym-type shorts, cut-off jeans, spandex material, etc.
- Girls may wear denim, slacks, or capris. Spandex pants and stretch pants are not appropriate attire for school. All pants should fit properly for a school environment.
- Dresses and skirts may be worn. All hemlines must be worn at no shorter than the knee in length and should not be form fitting. Girls should wear shorts under their skirts or dresses for recess and gym.
- Shirts are to be neat and modest. Sleeveless shirts, hooded sweatshirts, t-shirts with pictures or words, low-cut necklines, spaghetti straps, and tank tops are not acceptable for school.
- All clothing is expected to be modest in every way: no attire made of sheer materials, no exceedingly tight clothing (including legging worn as pants) are acceptable school attire.

GUIDELINES FOR PERSONAL ATTIRE FOR SECONDARY STUDENTS

Male Secondary Students (6th – 12th Grade):

- Boys' shirts will be neat, clean, serviceable, and appropriate for school activities. T-shirts and sweatshirts (unless worn over a shirt like a sweater) are not acceptable. Shirts with buttons must be properly buttoned. Shirts are to be tucked in, except those which are obviously designed to be worn untucked.
- Dress slacks, casual slacks, cords or denim pants may be worn to class. Blue jeans

must be one solid color, not frayed or worn looking (no holes, frayed hems, or excessive wear or fading). Excessively baggy or tight pants are not to be worn. Pants that sag are not acceptable. Belts must be worn if belt loops are showing.

- Dress shoes, casual shoes, and sports or athletic shoes are acceptable for school. In the warm weather months, sandals may be worn. All shoes must be neat, clean, and serviceable. Flip flops are not acceptable footwear for males.
- Wednesday is Chapel “dress-up day”. Male students must wear a dress shirt and tie with dress slacks, and dress shoes. Shirts must be tucked in on Chapel day. It is not acceptable to wear a tie with a casual shirt not made for ties. Ties should match and compliment clothes.
- Students are required to wear their Power Plus t-shirt provided by Calvary on Wednesday afternoons for Power Plus. Students may change in to their Power Plus wear after chapel.
- Coaches may direct athletes to dress distinctively for game days.
- Boys’ hair is not to touch the shirt collar in the back and should not be longer than the middle of the ear on the sides. All hairstyles must be neat and well trimmed. Hair must avoid styles and colors that are unnatural, and/or which promote or are in conjunction with cultural elements inappropriate for a learning environment or Christian setting. Hair cuts and styles should avoid faddish extremes that would cause an inordinate amount of attention drawn to oneself. Beards and mustaches are not allowed.
- Watches, ID bracelets, tasteful necklaces, and rings are the only acceptable jewelry to be worn by young men. Jewelry is not to be excessive.

Female Secondary Students (6th – 12th Grade):

- Hemlines of dresses or skirts are to be no shorter than the bottom of the knee when standing up. Slits in skirts or dresses (back, side, or front) must not come beyond the top of the knee.
- Blouses and dress sleeves must cover the shoulder and have a modest neckline. A general guideline for this is the neckline should not be lower than one hand’s width below the collarbone. Blouses or dresses are not to have open backs. Blouses and tops must be clearly below the waistline. Midriffs must not show – even with hand “raised” in class setting.
- Girls may wear dressy sweaters with hoods.
- Tight fitting dresses or skirts, clothing that is too small, clinging fabric and see through materials are not suitable for school.
- Dresses, skirts, slacks, and capri pants may be worn to class. Belts must be worn with any slacks, dresses or skirts that have belt loops unless they are wearing a sweater, ribbed waistband, or shirt that covers the top of the skirt.
- Dress shoes, casual shoes, and sports or athletic shoes are acceptable for school. In the warm weather months, sandals may be worn. All shoes must be neat, clean, and serviceable.
- Wednesday is Chapel “dress-up” day. Female students must wear a dress or a blouse and skirt and dress shoes to school.
- Students are required to wear their Power Plus t-shirt provided by Calvary on Wednesday afternoons for Power Plus. Students may change in to their Power Plus wear after chapel.
- Fridays are considered “casual day”. Casual Fridays are meant to allow students to dress casually and comfortably, however, it is not meant to allow students to dress messy, sloppy, or inappropriately. Students will maintain modesty and neatness. On Casual Fridays students may wear plain or Calvary Wear hoodies, plain or Calvary Wear t-shirts, plain or Calvary Wear sweatshirts, and blue jeans. Jeans may not be excessively faded, frayed, too tight, or extremely baggy. Jeans may not have holes in

them.

- Coaches may direct athletes to dress distinctively on game days.
- Earrings and other jewelry are acceptable as long as it is tasteful and complimentary to the overall appearance, is acknowledged and accepted by parents, does not deliberately follow a cultural trend focused on the promotion of one's self. Jewelry must not detract from the learning environment.
- Girls hair should be clean and combed avoiding styles and colors that are unnatural, and/or which promote or are in conjunction with cultural elements deemed inappropriate for a learning environment or Christian setting. Hair cuts/styles/decorations should avoid faddish extremes that would cause an inordinate amount of attention drawn to oneself.

Casual Fridays

Fridays are considered "casual day". Casual Fridays are meant to allow students to dress casually and comfortably, however, it is not meant to allow students to dress messy, sloppy, or inappropriately. Students will maintain modesty and neatness. On Casual Fridays students may wear plain or Calvary Wear hoodies, plain or Calvary Wear t-shirts, plain or Calvary Wear sweatshirts, and blue jeans. Jeans may not be excessively faded, frayed, too tight, or extremely baggy. Jeans may not have holes in them.

UNACCEPTABLE DRESS/ADORNMENT FOR CALVARY STUDENTS

- No oversized shirts.
- No hats may be worn except on special dress-up days or when administrative approval is given prior to the activity. They may be worn to special events (i.e. Homecoming).
- No strapless or spaghetti strap dresses or shirts may be worn unless covered by an overshirt.
- No athletic jerseys may be worn except on special dress-up days with administrative approval.
- No low cut dresses or blouses may be worn. Dresses or blouses with a bare midriff, open back, or large cut out area in the back may not be worn.
- No tube or tank tops may be worn.
- No mini-skirts are to be worn.
- No sweat pants, cotton knit pant, wind-suit pants, athletic pants or stretch material pants may be worn to class.
- No cut-off jeans.
- No faded clothing or clothing with holes may be worn.
- No tight or form-fitting clothing may be worn.
- No body art or body piercings.
- No heely shoes or shoes with wheels in them are allowed.
- Excessive amounts of jewelry or usually large or dangling jewelry is not appropriate for school.
- Students may not get a tattoo while attending Calvary Schools of Holland. However, if a student already has a tattoo when initially enrolling, it must be completely covered while attending classes, school functions, and extra-curricular activities.

VIOLATIONS OF THE GUIDELINES FOR PERSONAL ATTIRE

First violations of the guidelines for personal attire (if slight) will be pointed out to the student and/or his or her parents. A conference with the school administration and the

parent will be scheduled if there is a pattern of violations. In an extreme violation, the parent is asked to bring, as quickly as possible, a change of clothing to school.

The many aspects of these guidelines are difficult to define in print. The constant changing of fads in clothing and hairstyles makes it impossible to list all the possible infractions. Parents are asked to work cooperatively with the school in this area, supporting school administration as the final authority in these matters, and to daily oversee clothing a student chooses for school wear, thereby eliminating extra time taken from the day to deal with infractions.

EXTRA-CURRICULAR SCHOOL FUNCTIONS

Sporting events, after school meetings, sports practices, etc., may warrant more casual clothing, but no less modest. Students are expected to adhere to school guidelines in regards to modesty and piercings.

ADMINISTRATIVE CLAUSE

Administration reserves the right to address individual issues in regards to the dress code with students and/or their family. This applies to any items that are within the dress code regulations, but does not fit with the overall view of the school.

CAMPUS ACTIVITIES

ATHLETIC OPPORTUNITIES

Calvary Schools of Holland participates in several athletic leagues, including MHSAA, in order to provide maximum opportunity for wholesome athletic competition against other schools for fun and to provide students opportunities to develop skills best cultivated in co-curricular activities (including athletics). The school presently fields a variety of teams including boys' soccer, boys' basketball, girls' basketball, girls' volleyball, boys' baseball, and girls' soccer for secondary students. The ability of Calvary to offer any particular sport is dependent upon successfully retaining a coach for that sport. Depending on student interest and school growth, other sports may be offered in the future.

ACADEMIC QUALIFICATIONS TO PARTICIPATE IN ATHLETICS

In order to be eligible to participate in co-curricular athletic activities, a student must have a C average overall and may not be failing any class. Eligibility grades are checked throughout the school year.

If a student on the team falls below the requirement, he/she will be notified of their ineligibility to play at an athletic event until the grade(s) have improved. During this time period, the student will be expected to be at all practices and games but will not be allowed to participate during the games.

CONDUCT QUALIFICATIONS TO PARTICIPATE IN ATHLETICS

Students who demonstrate unsportsmanlike conduct before, during, or after a game may be dismissed from the team and subject to other disciplinary action. Unsportsmanlike conduct at athletic events by a parent will result in the parent's being denied the privilege of attendance at all athletic functions.

ATTENDANCE AT PRACTICE

When a student commits to a team, he/she is expected to attend all practices and games of that team. Habitual absences may make a student ineligible to participate.

ATTENDANCE AT SCHOOL

Any student who is not in school all day is ineligible to play in a game that day. Exceptions will only be made for doctors appointments that cause the student to only miss a small portion of the day.

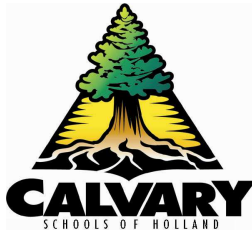
FIELD TRIPS/OVERNIGHT CLASS TRIPS/RETREATS

Choir is considered an academic class as well as a means of ministry. Grades are determined, in part, on faithful participation and attitude. All concerts, singing engagements, scheduled rehearsals, and retreats are required activities with mandatory attendance. Attendance at scheduled performances is required. Some of the yearly events are: fall choir retreat, Christmas Concert, MSVMA, Junior High MACS, and Spring Concert.

Parents who accompany students and faculty on field trips, overnight class trips, or retreats will follow the Calvary guidelines for personal attire outlined in this handbook. Any parent who wishes to accompany students and faculty on such events must sign and return to the school office the "Guidelines for Field Trip Drivers/Chaperones/Classroom Helpers" form located in this handbook.

COMPUTER ACCESS POLICY

Teachers that want students to maintain access to the internet and other school related computer/tech functions will send home Calvary Schools of Holland's Acceptable Usage Agreement.



**PARENT/STUDENT
HANDBOOK AGREEMENT
2007-08**

The school requires the following agreement to be signed by every student and both parents (or guardians).

"My signature indicates that I hereby pledge my full support and cooperation with Calvary Schools of Holland by making my commitment to honor these policies."

_____ Student's Printed Name	_____ Date
_____ Student's Signature	_____ Date
_____ Parent or Guardian	_____ Date
_____ Parent or Guardian	_____ Date

Calvary Schools of Holland Media Release

Calvary Schools of Holland, a private Christian school located in Holland, MI, uses a variety of media to promote both our school and community awareness of our school. Media used may include brochures, annual reports, newsletters, internet website, etc.

Your signature below provides consent for Calvary Schools of Holland to use pictures or digital images of your child(ren) or your family on Calvary Schools of Holland media.

Calvary Schools of Holland commits to you that these images will not be sold or used for any purpose other than Calvary Schools of Holland purposes.

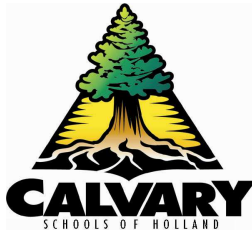
Family Name (Please print)

Date

Parent Signature (both parents sign if applicable)

Parent Signature

***Please return signed form by September 12th, 2007
To the School Office.***



Guidelines for Field Trip Drivers/Chaperones/Classroom Helpers

We greatly appreciate the assistance of parents in transporting students on field trips that broaden the educational experience of the students. It is beneficial for everyone to have the following common guidelines for parent chaperones/drivers.

1. The teacher will determine the number of chaperones needed for a particular field trip (needs fluctuate); teachers will choose available willing parents on a rotating basis.
2. In case of an accident, the driver’s automobile insurance would be considered the primary source of compensation, with the school’s insurance being secondary.
3. Please check with the teacher to determine if younger siblings may be brought along on the trip. The teacher will make the decision if that will be possible and inform you of any additional costs involved.
4. No unscheduled stops of any kind are to be made, except in the rare case of an emergency.
5. Chaperones should follow the specific time guidelines/schedule given by the teacher for every aspect of the trip.
6. We ask that chaperones set an example by following the same behavioral guidelines and guidelines for personal attire expectations as school staff when accompanying students on a field trip or helping in the classroom.
7. The role of the chaperone includes giving appropriate supervision/direction to students in his/her care at times when they are not under the supervision of the teacher.

***Remember: Parents set the example for our children (students) to follow in both behavior and appearance. Please follow the teachers lead and the school guidelines.**



I have read the Calvary Schools of Holland Guidelines for Field Trip Drivers/Chaperones.

Student’s Name (print)

Teacher’s Name

Student’s Name (print)

Teacher’s Name

Student’s Name (print)

Teacher’s Name

Parent’s Signature

Date

