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BASIC BELIEFS

CALVARY BAPTIST CHRISTIAN SCHOOL BELIEVES

1. That the Bible is the revealed Word of God, that it is the one true source of knowledge, and that it is the final authority for faith and practice.
2. That Jesus Christ is the Son of God, that He is the Living Word Who is the source of all wisdom and understanding.
3. That God the Father is absolute and unchanging, that He is sovereign, and that He is Creator of all things.
4. That man is a sinner who cannot save himself and is in need of salvation which can be obtained only by grace through personal repentance and faith in the finished work of Jesus Christ.
5. That the born-again Christian, enabled by the indwelling Holy Spirit and guided by God's Word, will desire to live a separated, Christ-centered life, the ultimate aim of which is to glorify God.
6. That Christian education is the process of training and developing a "Christian mind" (one that sees and evaluates as God does).
7. That the aims of Christian education can be organized into four basic areas: "And Jesus increased in wisdom and stature, and in favor with God and man." Luke 2:52
 - A. Wisdom - mental discipline
 - B. Stature - physical health
 - C. Favor with God - spiritual needs
 - D. Favor with man - social needs

CALVARY BAPTIST CHRISTIAN SCHOOL POINTS OF EMPHASIS

- ***Biblical Thinking***
The Bible is the authoritative reference for all matters of life. Hebrews 4:12
- ***Unconditional loving***
Loving God and loving others are our motivators. Matthew 22:37-38
- ***Upright living***
Walking uprightly by the truth of God's Word is our goal. Proverbs 10:9
- ***Accurate learning***
Knowledge begins with an accurate view of God. Proverbs 1: 7

Mission, History, and Themes

Mission: Educating servants for the Savior.

History: Calvary Baptist Christian School (CBCS) opened its doors for the first time on August 29, 1970. The classes were held in the classrooms of Calvary Baptist Church in Watertown, WI. CBCS began with three staff members and thirty-six students the first year in K-4th grades. Additional grades were added each year until 1973 when CBCS was then enrolling students in K-8th grades. 1974 saw the first graduating class of eight students. Since 1974, CBCS has graduated more than 600 students. Calvary Baptist Christian School graduates are ministering in full-time Christian work in more than seventy countries around the world.

Theme Verse: John 14:6 "I am the Way, the Truth, and the Life; no man cometh unto the Father, but by me."

Theme Song: "I am the Way, the Truth, and the Life," That's what Jesus said; "I am the Way, the Truth, and the Life," That's what Jesus said; Without the Way there is no going; Without the Truth there is no knowing; Without the Life there is no growing; "I am the Way, the Truth, and the Life," That's what Jesus said.

Team Name and Colors: The "Defenders" is the name chosen as the CBCS team name. This name is reminiscent of the old-time Defenders of the Faith and is a reminder that Christians can be more than conquerors through Jesus Christ. The school colors are maroon, black, and white.

Pledges of Allegiance: Pledges are given daily in opening procedures in the classroom or in chapel. The children are taught to stand at attention and recite the pledges correctly while facing the flag or the Bible and placing the right hand over the heart. Those who hold the flags are taught to stand at attention and be respectful. It is the goal of CBCS to instill in students that it is a privilege to be an American and even more so to be a Christian.

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 words in my heart that I might not sin against God."

ADMISSION POLICY AND PROCEDURES

CBCS admits students of any race or ethnic origin to all the rights, privileges, responsibilities, programs, and activities generally accorded to or made available to students at the school, provided such students meet the CBCS academic entrance requirements and agree to abide by the policies of the school. All children attending CBCS must be able to take care of their own restroom needs.

It should also be understood that attendance at Calvary Baptist Christian School is a **privilege and not a right**. This privilege may be forfeited by any student who does not enter into the spirit or share the goals of the institution (regardless of whether or not the student conforms to specific rules and conduct).

In an ongoing effort to maintain and protect the financial integrity of this institution, Calvary Baptist Christian School will not knowingly admit any student who has an outstanding financial obligation to another Christian school without an acceptable payment plan in place to pay off the outstanding financial obligation.

Enrollment for new students will be finalized after the following steps have been completed (not necessarily in this order):

1. Application is completed in RenWeb.
2. Personal interview with the administration is completed.
3. Registration fee is paid.
4. Student academic transfer records are received.
5. Health records/medical information sheets are received and the student is up-to-date on required immunizations.

ACADEMIC INFORMATION

All grades, four-year-old kindergarten through eighth grade, are offered. The usual courses of study are taught, including mathematics, English, reading, phonics, spelling, handwriting, geography, history, and science. In addition, Bible is taught four days a week with chapel one day a week. Music, physical education, sports, computer, and art are also part of the total program. The grading system is based on a scale of 100: 70 and above representing a passing grade.

REPORT CARDS

Report cards are issued following the end of each nine-week quarter. The report cards will be electronically sent to parents. The final report card will be printed and sent home with the students.

RENWEB

In an attempt to maintain frequent communication between the school and the parents, a web-based communication system called RenWeb is used. Parents are encouraged to log into the site regularly to monitor progress. Grades, homework and attendance can be checked. In addition, an effort will be made by the teacher to contact parents when a student's grade drops significantly between academic reports. Log-in information will be sent to parents at the beginning of each school year.

GRADING SYSTEM

Progress is reported in terms of letter grades based on the following values:

A+	99-100	B+	90-91	C+	83-84	D+	74-75
A	94-98	B	87-89	C	78-82	D	72-73
A-	92-93	B-	85-86	C-	76-77	D-	70-71

PROMOTION POLICY

A student receiving below a 76 percent (below C- average) will be placed on academic probation. At that point a plan will be developed in consultation with the child's parents and teachers to improve his or her level of academic performance. Students on academic probation will not be eligible to participate in any extracurricular activities unless substantial improvement is demonstrated and maintained in the classroom.

A student obtaining an average of between 72 and 74 percent for the school year may only be considered eligible for a probationary promotion if arrangements are made to bring the academic averages up through a formal summer school or tutorial program agreed upon between the parents and the school. A student obtaining below a 72 percent may not be considered eligible for promotion or graduation. A student who fails two or more of his core subjects will also be evaluated for promotion.

Retention of students in grades pre-kindergarten through second grade will be decided on an individual basis after consultation between the teacher, parents, and administrator.

HONOR ROLL

In an attempt to recognize achievement at the upper-elementary level, an "Honor Roll" system has been adopted for fifth through eighth grade students. Recognition will be made at the close of each quarterly marking period.

Standards for various levels of recognition are as follows:

Highest Honors

"A" Honor Roll (All A's no N or U)

Honors

"A/B" Honor Roll (All A's and B's no N or U)

The averages will be figured by using all of the academic subjects (Bible, math, history, science, and the language arts which includes English, spelling/vocabulary, and literature/reading) and non-graded subjects with a "needs improvement" or an "unsatisfactory".

HOMEWORK POLICIES

Out-of-school assignments will be given to all grades. Kindergarten students will be given reading assignments, and first through eighth grades will be given regular homework assignments.

Parents should assist in seeing that assignments are done, and they may help in explaining work when necessary. The child, however, should take the responsibility for doing the work. Parents of students in K-5 should check their child's Take Home Communication Folder thoroughly (graded papers, tests, mark or failure sheets to be signed, etc.).

Part of homework responsibility is studying for upcoming tests and quizzes. The general school testing policy is as follows:

1. No Thursday tests will be given unless approved by the administration.
2. No more than 2 tests/projects and 1 quiz per day will be given unless approved by administration when there are extenuating circumstances. This rule does not apply to make-up tests.
3. All tests and quizzes that are missed must be taken at school.

Make-up work is the responsibility of the student. It should be completed as soon as possible. A student will receive one day for every day of excused absence. Credit is given when work is made up within the allotted time.

ACADEMIC DISHONESTY

II Corinthians 8:21 gives a clear command to be honest in dealings with man and with the Lord. Academic dishonesty/cheating is a serious offense and will not be allowed. Elementary children may need counsel from parents and school administration to understand the many different types of academic dishonesty. Academic dishonesty includes, but is not limited to, the following:

- Providing or obtaining answers to homework questions, quizzes or tests.
- Cheating on a test, quiz, or assignment by copying someone's answer.
- Plagiarizing - claiming the words of another person as one's own.
- Obtaining an unfair advantage - using an answer key at home or at school to obtain answers to daily work or quizzes/tests.

DISCIPLINE POLICY

CODE OF CONDUCT

One of the main prerequisites for success in life is control; this means self-control, but most of all it means Christ-control. It is by outward control that self-control is learned, and by submission to the authority of home, school, and society that submission to Christ is learned. Each student's conduct should be brought into harmony with the principles of God's Word. Students who demonstrate attitudes or actions that are inconsistent with God's Word may not be retained as students of CBCS.

By all means, a Christian should always be mannerly and courteous. Rudeness is a definite sign of selfishness. Students should show the proper respect for fellow students, teachers, staff, and visitors.

To help achieve the objective of courtesy and respect, the following practices will be adopted and followed:

1. Students will be expected to answer an adult with proper respect at all times.
2. Boys will be encouraged to open doors for girls and let them go first.
3. Teachers will assign students to open and hold the doors for others when going out and coming in from recess, lunch, or when using the gym.
4. Students will not be allowed to talk in the classroom without permission.
5. Shoving, fighting, and pushing are not acceptable behaviors.

DISCIPLINE POLICY & PROCEDURES

Discipline is a matter of firmly, fairly, and consistently controlling behavior to teach children right from wrong. Proper discipline is a God-ordained tool and should always be administered in a spirit of love.

Each classroom teacher will handle his/her own discipline within his/her room and area of responsibility as much as possible. This is handled mainly through the use of rewards, loss of privileges, or other means the individual teacher may use for that particular grade level.

CBCS issues demerits as a means of correction. A demerit is meant to be a friendly reminder of school rules. A demerit will be given for behavioral problems. Incomplete or missing homework is a behavioral problem except for rare situations determined by the CBCS administrator. Students in grades 5-8 will serve a detention for each time 15 demerits are accumulated during each semester. If a student continues to accumulate demerits resulting in more than two detentions during a semester, the administration will adjust the number of demerits requiring a detention or will suspend the student, depending upon the number of demerits accumulated. When a student needs to serve a detention, parents will receive written notification of the detention date.

When a student consistently breaks classroom rules, shows lack of respect for those in authority, creates disturbances, or involves himself in any other serious form of disobedience (such as lying, cheating, stealing, swearing, or using/possessing any kind of inappropriate language, pictures, or music), that student will be sent to the office to meet with the administration. Consequences for these types of actions could include the use of detention, loss of certain privileges, suspension, or expulsion.

The administration will administer discipline according to the following procedure:

1. The student will be given the opportunity to explain his/her actions. The administration will attempt to determine all the facts and circumstances surrounding the alleged offense.
2. The parents will be notified of the problem and the need for discipline. In some cases, when possible, parents are encouraged to come to the school to deal with a disobedient child.
3. The student may be required to serve a detention or suspension depending on the disciplinary situation. A detention is generally served after school (3:30 to 4:30 p.m.) supervised by a member of the administration. There are two kinds of suspensions that may be used if necessary. An in-school suspension means the student will report to the office when com-

ing to school in the morning and will spend a half or a full day in the office doing required school work. An out-of-school suspension means the student will not be allowed to come to school. This absence will be listed as un-excused. If a student is suspended, that student's academic daily work will be marked down ten percent from the earned grade. If the assigned work is not handed in on the day he/she returns to class, the student will receive a zero for all daily work not completed.

4. The student will be encouraged to pray and ask the Lord for forgiveness and to seek the forgiveness of other students or staff (if the situation calls for it) who may have been injured or offended by his/her actions.

When a student's attitude is not in accord with school policies and principles, that student will be placed on probation, and a parent(s) will be called for a conference. If, in the opinion of the administration, the situation does not improve, the parents will be asked to withdraw their child.

Parents and students may question the school's policies or procedures, but there is a crucial difference between honest concern (getting the facts) and critical judgment. Remember, the key to successful discipline is rooted in the mutual support of parents and teachers.

It is essential for parents to stand behind the school in order for students to gain maximum benefit from the discipline. Please support the authority of the school officials, which will allow the school, in turn, to reinforce parental authority. The child will benefit because he will have a right attitude towards authority.

DRESS CODE GUIDELINES

PURPOSE OF DRESS CODE

Calvary's primary purpose for existence is to bring honor and glory to God (Rev. 4:11). Christianity is a matter of the heart, but outward appearance is also important because of a person's testimony for Christ. Paul has given some guidelines to follow in this matter: "And be not conformed to this world: but be ye transformed by the renewing of your mind" (Rom. 12:2). In II Corinthians 6:17 Christians are commanded to "come out from among them (the world) and be ye separate, saith the Lord."

Today, many Christians let the world set the standards; but those who profess Christ should follow Him only. Modesty must be the prevailing principle in the matter of Christian dress and standards. Therefore, the following rules are the guidelines for the dress code of CBCS:

GENERAL DRESS CODE POLICIES AND GUIDELINES

Students will be counseled privately about any violations of rules. A dress code violation notice will be sent home for minor violations such as a slit needing to be pinned, etc. If the appearance and clothing are definitely unacceptable or immodest, the student will not be admitted to class until it is changed. The teachers and administrator may also question apparel which is not necessarily specified as unacceptable in the dress code. Parents are responsible to see that their children come to school dressed properly. The administration has the final say as to what is/is not acceptable. The following are general dress code guidelines:

1. Neatness and cleanliness are expected. All clothing must be clean, in good repair, and not faded, tattered, or excessively worn. The faded denim look is not allowed.
2. All clothing should fit loosely without being extremely baggy.
3. Neat, well-fitting sweatshirts (right side out) may be worn.
4. Heavy, outdoor apparel may not be worn in the classroom.
5. In rainy or snowy weather, the use of the same footwear for outdoor and indoor use is strongly discouraged. Insulated boots should not be worn in the classroom.
6. No body piercing of any kind is permitted except pierced ears for girls.

DRESS CODE CATEGORIES

REGULAR SCHOOL DRESS CODE—BOYS

1. Nice looking casual pants or jeans that are not faded or torn, and short or long-sleeved shirts with or without collars are acceptable. No shorts.
2. Recreational clothing such as athletic pants or sweatpants are not to be worn.
3. Footwear must be neat, clean, and well-maintained. Socks are to be worn at all times. Shoelaces are required if shoes are designed for them.
4. Boys in 5th-8th grades will wear knee-length shorts or athletic pants, t-shirts, and appropriate footwear for physical education classes. Uniforms issued by CBCS are not to be worn as physical education clothing. Students are to wear regular or athletic pants when traveling to and from athletic contests.
5. Special dress occasions will be publicized well in advance.
6. No necklaces or earrings are to be worn.
7. Hair must be neatly cut and combed, and off the ears and collar. Dyed, highlighted, or frosted hair is not acceptable. Parents are asked to consistently keep a boy's hair cut according to the school policy. If a hair

code notice is sent home, students should be in compliance within two days or by the date stated on the notice.

REGULAR SCHOOL DRESS CODE—GIRLS

1. Hair styles should be natural colors and hair styles and make-up should be in good taste.
2. Girls are allowed to wear modest, loose-fitting pants or capris to school. Low-rise style pants, athletic pants, shorts, knit pants, or pants from stretchy materials may not be worn alone. When stretchy pants are worn, a knee-length dress must be worn over them.
3. All skirts and dresses should be loose-fitting and knee-length (including any slits which must be sewn to the acceptable height). Skirts must be modest when sitting, walking, and standing. Sleeveless dresses are not allowed.
4. Girls' tops must be appropriate and modest (loose-fitting and no lower than three-fingers' width below the clavicle bone). Sleeveless tops, crop tops, and thin white t-shirts are not permitted. There should not be a gap of skin showing between the blouse and skirt, even with arms overhead. Any blouses worn by young ladies must be heavy enough and loose enough to be modest. Shirts with appropriate words or pictures and athletic t-shirts with team logos and numbers are allowed.
5. Footwear must be neat, clean, and well-maintained. Shoelaces are required on shoes designed for them. Girls in pre-kindergarten through fourth grade are to wear socks or tights (no sheer hosiery) at all times. For recess safety, high heels are not allowed on any footwear, and sandals must have heel straps (grades pre-k through 4). Socks or hose are not required for girls in grades 5-8; however, the removal of shoes resulting in "bare feet" is a health issue. If "bare feet" becomes an issue with any particular student, that student may be required to wear socks or hose—this will be dealt with on an individual basis. Girls in grades 5-8 may wear open-toed, open-heeled shoes. No "beach-type" flip-flops.
6. All girls in grades 5-8 will be required to wear a t-shirt, loose-fitting knee length athletic shorts or athletic pants, athletic shoes, and socks for physical education. Girls in pre-kindergarten through fourth grade should wear long shorts under their dresses since they are not required to change clothes for PE class or recess. Uniforms are issued by the coach for participation in athletic teams. Spandex should be worn under the sport's uniform. Girls are to wear pants or athletic pants when traveling to and from athletic contests.
7. For the sake of safety on the playground, "dangling" earrings will not be permitted in pre-kindergarten through fourth grade and are discouraged in the upper grades. For all ages no more than two earrings may be

worn on the lower part of each earlobe. No earrings/jewelry will be allowed for athletic practices or games.

8. The dress for all programs will be communicated prior to the event.

RECREATIONAL DRESS CODE

An announcement will be made stating when recreational dress is acceptable prior to any school-sponsored event.

Boys—Appropriate t-shirts or sweatshirts and acceptable knee-length shorts or athletic pants may be worn.

Girls—Appropriate and modest t-shirts or sweatshirts, loose-fitting knee-length shorts, capris, or modest athletic pants may be worn.

GENERAL SCHOOL POLICIES & PROCEDURES

ARRIVAL & DEPARTURE

SCHOOL HOURS

7:45 a.m.	Students May Enter building
8:00 a.m.	Ideal Arrival Time for Students
8:10 a.m.	Class Begins
11:40 a.m.—12:24 p.m.	Lunch
3:25 p.m.	Dismissal (Grades K4-8)

Parents are asked to cooperate by bringing their children as near to the 8:00 time as possible. A teacher will be on duty in the gymnasium at 7:45 if it is necessary to arrive early. Students arriving early are to enter the front door and go directly to the gymnasium where they may study or talk quietly until the bell rings at 8:00. **ALL SCHOOL TRAFFIC SHOULD USE THE MILFORD STREET ENTRANCE AND FOLLOW THE PARKING LOT DROP-OFF AND PICK-UP PATTERN LISTED BELOW.** When you pick up your children, please help move the car line along quickly by following these guidelines:

- Park in the school parking lot if you need to come in to the building to speak with a teacher or the office personnel, wait a while with or for your child, or pick up your child early. Please do not leave your car unattended in front of the school building; this is a fire lane violation.
- Ask your children to come out immediately upon dismissal, watch for their ride, and go immediately to the car in the line.
- Assist the teachers on duty as they direct the traffic by following the

stop-and-slow sign and by using the crosswalk.

- Park and come pick up your children if you are in a hurry and the car line is long. To ensure safety, CBCS does not allow students below fifth grade to cross alone.

Please pick up your children PROMPTLY at 3:25 p.m. Parents who come later than 3:45 p.m. (or 11:45 a.m. for half-day kindergarten) to pick up their children will be charged a LATE FEE. After these times parents must enter the school to pick up their child. There will be a \$5 charge for every portion of 10 minutes after these deadlines. These charges will be billed at the beginning of the month.

EXTRA CURRICULAR ACTIVITIES, ATHLETICS & ELIGIBILITY

Boys in grades 5-8 have the opportunity to participate in soccer and basketball. Boys in grades K-8 may participate in wrestling in the spring. Girls in grades 5-8 may participate in volleyball and basketball. 5-8 Girls and Boys may participate in Archery, and 6-8 girls and boys may participate in the school play. **Major medical insurance under the parents' insurance policy is required for all students participating in athletics.**

An athletic/activity schedule including practice times, games, and locations is available at the beginning of each season. The sports' fee must be paid prior to playing the first game.

A student must be in school for at least half of the school day in order to participate in that day's practice or game or activity. Students on the normal CBCS grading scale must maintain an average of at least 76% with no F's or U's to remain eligible to participate in athletics. Eligibility will be determined after the first two weeks of school, after the first two weeks of each season, and at the end of each quarter. Ineligible students will be evaluated on a week-by-week basis and will not be allowed to participate in practices, dress for games, or travel with the team to away games while ineligible.

Siblings of athletes or play members are not allowed to wait at school during practices or attend games without parental supervision.

ATTENDANCE POLICIES

Absences

In order for your child to gain the most from his/her school experiences, he/she must be regular in attendance. Parents, please realize the importance of regular attendance. Please do not request that your child be excused for reasons other than real sickness or an emergency. A student who misses 20 days or more in a school year will place his/her promotion in jeopardy. Because of the importance of school attendance in the proper development of a child,

letters of concern will be sent home as a reminder after a student misses 10 days, 15 days and 20 days.

A student will be listed as ½ a day absent if he/she enters school after 9:00 or leaves before 2:00 p.m.

A student will be listed as absent for the whole day if he/she misses more than 5 hours of school during the day.

Whenever your child is absent, please call the school office or send an e-mail stating the reason for the absence. Until the school is notified by parents, all absences will be marked as un-excused. Sickness, doctor appointments, and family emergencies constitute excused absences. Trips, family days, etc. need to be pre-excused.

Middle school students will receive 1 demerit for each unexcused tardy.

Pre-Approved Absences

Parental requests for absences during the school year (including family vacations, family days, ect.) need to be made in writing in advance of the time to be missed. Getting an absence pre-approved helps the teacher and the student work together with the goal of having all work completed in advance of the absence. The student will bring a note to the office and receive a pre-excused absence form which must then be signed by each teacher and the administrator. Un-excused absences will carry academic penalties. Students are allowed to use up to ten pre-approved absence days each year.

Early Dismissal

When coming to school to pick up a child, please report to the office and sign a form at the office window. The office personnel will then get the student from the class. This procedure ensures that CBCS knows where each student is and with whom the student left school. Cooperation in this procedure is appreciated. Students who leave school between 12:00 and 2:00 p.m. and do not return that day will be marked ½ day absent.

Tardiness

A student will be listed as tardy if he/she arrives in the classroom after 8:10 a.m. Students who are tardy must stop at the office to pick up an admit slip before entering class. Students will receive an absence for every 3 tardies, unless the tardy is excused by the administration for bad weather, car trouble, etc. Tardiness hinders the student's success and should be avoided. A demerit is issued each time a student in 5th-8th grade is tardy to class.

Perfect Attendance

Perfect attendance requires no more than one tardy and one half-day absence. Yearly certificates for perfect attendance are awarded at the end of the school year.

CARE OF THE BUILDING

All school buildings are provided by Calvary Baptist Church, but they belong to the Lord. The buildings, equipment, and school property come from the sacrificial gifts and labors of God's people. Keeping the building looking neat and clean will be a real encouragement to the many people who are giving sacrificially to provide this fine facility. The following rules should be observed in order to keep the Lord's property in good condition:

1. Keep the property clean—put trash in cans, not on the lawn, floor, or playground.
2. Protect the shrubbery and lawn—do not pick leaves, throw stones, etc. Stay off the grass and banks around the building.
3. Keep all school property in good repair—never deface or harm it. Please report anything that is broken, damaged, or lost.
4. Keep the lunch area clean—do not drop food on the floor or leave any food on the tables.
5. Open and close all doors properly.
6. Keep personal belongings in the proper place. Coats and other clothing should be neatly hung or placed in the classroom or gym locker. A shelf is provided for lunch boxes. A student's books and extra materials should be kept in the student's desk or assigned area.
7. Do not chew gum during school hours.
8. Remember that parents will be required to pay for all damage caused by students who destroy school property.
9. Do not be in the church area unless permission has been given by a teacher or the school administration, class is being held in the church, or parents are present. This policy also applies to students who forget musical instruments in the church.
10. Sit correctly while in the church auditorium—keep feet down and off the pews.
11. Do not run in the hallways, classrooms, or the church.
12. Do not eat or drink in the church area or in the school hallways including the locker area. Snacks must be taken to the classroom.
13. Do not enter a school or church classroom unless a teacher or another adult is present or has given permission.

CELL PHONE POLICIES

1. Cell phones are for emergency use only. Whenever a CBCS student is on the school property or on a school-sponsored activity, cell phones must be **turned off** and can only be turned back on to call 911 during an emer-

gency, or have specific permission from a teacher or administration. If the school office is closed or students are on an away-school activity, a CBCS teacher/sponsor must give a student specific permission to use the cell phone. All non-emergency calls must be handled at the school office. Students are charged \$.10 for phone calls regarding forgotten items, etc. It is preferred that cell phones be kept in a student's locker or backpack.

2. A student's cell phone should only be shared with other students with the understanding that the owner of the device is responsible for the care and use of the device.

ELECTRONICS POLICIES

PURPOSE: The use of electronic devices at CBCS shall be directly related to educational purposes.

General Policies

CBCS acknowledges that personal electronic devices are a part of our society, have a benefit to individuals, and can provide opportunities for learning. The improper or inappropriate use of electronic devices during the school day, or during school sponsored activities and not specifically authorized by a CBCS staff member for educational purposes is prohibited.

CBCS holds high expectations for student behavior, academic integrity, and responsible use of technology. Students shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

Inappropriate use includes, but is not limited to: texting messages during class time; cyber bullying; photographing or videotaping individuals without their knowledge and permission; harassing others with unwanted phone calls or messages; disseminating, transferring, or sharing inappropriate or illegal images or photographs; cheating; and using devices while in class that are not part of the lesson and without the permission of the teacher.

Students who bring any device to school, do so at their own risk of possible loss, theft, damage, or liability and are responsible for all content found on the device. If there is reasonable suspicion that a student possesses, on school grounds or at school sponsored events, a personal electronic device with material that violates the law or school policies, school staff may examine the device and search its contents relevant to the suspected violation.

Guidelines to maintain electronic privileges

1. Electronic devices at CBCS are to be used for constructive purposes
2. Electronic devices are the responsibility of the owner

3. Electronic devices owned by CBCS should be used with care
4. Only approved files should be downloaded to CBCS devices
5. Food and drinks are to be kept away from electronic devices
6. Students have the responsibility of protecting their passwords
7. Students need teacher approval to print at CBCS

HEALTH AND MEDICATION POLICIES

Because of concern for the health and well-being of all children, CBCS requests that you do not bring your child to school if any of the following have been present within the last 24 hours: fever, vomiting, diarrhea, inflamed mouth or throat, persistent cough, or unidentified rash. Students who have been diagnosed with a communicable disease or condition such as whooping cough, chicken pox, mumps, ringworm, strep throat, etc. cannot return to school until they have permission by a physician or the Wisconsin Department of Health.

If a student becomes ill or shows signs of a communicable disease during the school day, parents will be contacted. If parents cannot be reached, the school will attempt to reach the person listed as the emergency number. Since students who are sick cannot remain in the classroom, please make prior arrangements for pickup in these types of emergencies.

Dispensing of medication by the school office will be permitted **if the CBCS office has the original container stating the name of the drug, dose to be given, time to be given, and procedure to follow.** Parents should give the first dose of any medication. A form is available at the office and **must** be filled out by parents and sent in with the medication. Students are not allowed to have medication on their person or in the classroom unless by written approval from a parent and verbal permission from administration.

HOME AND SCHOOL COMMUNICATIONS

It is the intention of the faculty of CBCS to work very closely with parents and to attempt to maintain open lines of communication in several ways.

Emergency School Closings

In the event of school closing due to the weather, an email and a text will be sent to every family. The announcement will be made as soon as possible and certainly by 7:00 a.m.

E-Mail/Website Communication

E-mail notices of up-coming events and school information will be sent out to the parents on a timely basis. Please give your current e-mail address to the school secretary. The website will also be updated with general school information—see www.cbcs.org.

Parent-Teacher Open House

Parents (both parents if at all possible) should plan to attend the evening of parent-teacher open house at the beginning of the school year. **This is a very important meeting and should be given priority.**

Home Visitation

Each teacher welcomes the opportunity to visit the homes of students.

Teacher/Parent Communication Folder

Every week each student in K-5 grade will bring home a folder with a section of papers for parents to sign and return and a section of graded papers and informational papers to keep at home. Included in the informational papers will be a weekly class newsletter, field trip information, etc. Please sign this folder along with all other necessary papers and return them the next school day. The first folder is provided by the school, and any replacement folders will cost \$1.00 each.

Office Communication Envelope

Each month information is sent home via the “Communication Envelope.” The envelope will be sent home with the youngest child in each family. Please read the enclosed information, sign the envelope, and RETURN IT THE NEXT DAY.

Monthly Newsletter

The Defender, the CBCS monthly newsletter, is designed to keep parents informed of upcoming events, classroom happenings, and general school news. This newsletter will come home in the “Communication Envelope.” and sent home via email.

Parent-Teacher Conferences

Parents are asked to make arrangements to attend the Parent-Teacher Conferences after the first and third quarters. These conferences are very important meetings and should be given priority. Parents may be contacted by the teachers if other parent-teacher conferences are deemed necessary.

PLAYGROUND AND RECESS

- Skateboards, roller skates, and scooters are not allowed.
- Recesses exist for the purpose of providing periods of activity for children. Children require fresh air, sunshine, and periods of physical activity in their growth and development. All students are expected to go out for recesses when weather conditions are suitable; this includes the winter months. **Please see that your child is properly dressed for weather con-**

ditions, especially for the cold weather—warm coats, gloves/mittens, and a hat. When weather is inclement, recess periods are indoors.

- Parents must send a note to the teacher if a child needs to stay in during recess. However, this should only be for one or two days at a time; longer periods require a physician's statement.

PROCEDURE FOR WITHDRAWAL FROM A CLASS OR ACTIVITY

The faculty and staff of CBCS desire to instill perseverance in the students. Once a student is enrolled in a particular class or activity, he/she should plan to follow through to the end of the year in that sport or activity. If a student or parent feels that there is a reason to withdraw, a conference with the teacher, parents, and student should be held to determine the merits of the reason for withdrawal.

SCHOOL PICTURES

Individual color pictures of students and faculty will be taken in the fall. Purchasing of packets is strictly a voluntary matter; however, all students need to have their picture taken for the yearbook, even if they do not purchase pictures. Spring portraits are also scheduled and purchase is not necessary .

SCHOOL PROGRAMS

Student participation is required for school-wide programs. Students in seventh and eighth grade are required to attend the eighth grade graduation. Information regarding programs and dress code will be sent out prior to programs. Parents are asked to notify the administration if a student cannot attend a program because of an emergency. An un-excused absence for a required program results in a lowered music grade and a detention.

VISITORS

Visitors are usually welcomed at school during the school-day. All individuals wanting to visit CBCS during a school-day should report to the school office upon arrival.

WEAPONS POLICY

Not all situations involving weapons or violence that may occur at CBCS can be covered by a policy statement. It is the purpose of this policy to bring about an element of consistency, without impeding the judgment of the school administrator, when dealing effectively with the variety of activities which may be encountered.

Calvary Baptist Christian School strictly prohibits and shall not tolerate the possession of weapons by any unauthorized person on its property, or in its buildings, or at school-sponsored activities. The school shall not tolerate the presence of weapons in lockers or in any other place on its property. The school prohibits the use of weapons or the threat of the use of weapons or replicas thereof by any person on its property, in its building or at school-sponsored activities. CBCS treats the possession of a weapon and the use of a weapon as two separate offenses.

Possession

Having a weapon on ones' person or in an area subject to one's control in a school location constitutes possession of a weapon. Objects, the mere possession of which, constitute possession of a weapon, include, but are not limited to the following: any loaded or unloaded gun, all knives, blades, explosives, fireworks, mace or other propel-lants, ammunition, poison, and objects that have been modified to serve as a weapon. All devices are prohibited with any parts, either designed or intended, for use in converting the device into a destructive instrument.

Use or Threatened Use

Using or threatening use of the weapon or replica of a weapon constitutes use of a weapon. Such use may also violate CBCS's policy prohibiting assault, threats, and harassment.

Discipline

Calvary Baptist Christian School takes a very strong stand in regard to possession, use, threatened use, and distribution of weapons by any person. When a student threatens to use a weapon or replica of a weapon, whether or not such weapon or replica is in the student's possession, CBCS may contact the police and will contact the parents of the student. The administration will impose expulsion or suspension for any length of time deemed necessary.

ASBESTOS MANAGEMENT PLAN—AHERA (Asbestos Hazard Emergency Response Act)

To protect students and employees from exposure to asbestos, Calvary Baptist Christian School adopted the following asbestos management plan for maintenance and removal of asbestos-containing materials in the CBCS building.

Building Inspection—A periodic surveillance of asbestos-containing building materials will be performed at CBCS every 6 months.

Removal—If removal of asbestos during a renovation is warranted or a section of the school building will be demolished, CBCS will comply with Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP).

Recordkeeping - CBCS will maintain a complete, updated copy of its management plan. The plan will document recommended asbestos response actions, the location of any asbestos within the school, and any action taken to repair and remove the material.

Review—CBCS is required to maintain and update its asbestos management plan and to keep it current with ongoing operations and maintenance, maintain periodic surveillance, inspection, re-inspection, and response-action activities and perform small repairs, and manage abatement activities for materials containing Presumed Asbestos Containing Materials (PACM) or Asbestos Containing Materials (ACM) in addition to informing employees and contractors that CBCS facilities may contain PACM or ACM.

Annual Notice—CBCS will provide written, annual notification to parents, teachers, and other employees on the availability of the school's asbestos management plan and any asbestos-related actions taken or planned in the school. Additionally, CBCS will provide each student and parent with a copy of this policy at the time of enrollment through publication in the student handbook.

BINDING ARBITRATION

STUDENT HANDBOOK ARTICLE - BINDING ARBITRATION

SECTION 1 - SUBMISSION TO ARBITRATION

All employees, students, parents of students, and guardians of students of this school agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

SECTION 2 - NOTICE OF ARBITRATION

In the event of any dispute, claim, question, or disagreement arising out of or relating to this Student Handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagree-

ment as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to section 3 below.

SECTION 3 - ARBITRATION PROCEDURES

The Procedures for Arbitration shall be as adopted by the pastor, board of deacons and the board of education of Calvary Baptist Church & Christian School.

FINANCIAL INFORMATION

PAYMENT OF ACCOUNTS: Tuition may be paid in ten monthly payments beginning August 1st, or nine monthly payments beginning September 1st. If the first payment is not received by the middle of August, the account will automatically be placed in the nine month payment schedule (yearly tuition divided by nine). **Comprehensive fees must be paid before the start of school.** All tuition payments are due on the first of each month. If payment is not made by the tenth day of the month, a \$20.00 late fee will be assessed. If payment is not made by the first day of the following month, the child/children may not be allowed to attend school. **If a difficulty arises in making your payment on schedule, please call the school office to make arrangements.** CBCS has a \$25 fee for returned items.

POLICY FOR OLD ACCOUNTS: Any unpaid balance must be paid before report cards or academic records will be released by CBCS. Any unpaid balance left from a previous year must be paid before the child/children will be allowed to attend school, unless, by written agreement, arrangements are made to include an acceptable percentage of the unpaid balance plus the current tuition in each month's tuition payment.

POLICY FOR GRADUATION: Graduating students will not be allowed to participate in graduation exercises or receive their diplomas unless their accounts are paid in full before graduation.

POLICY FOR RE-ENROLLMENT: Students may be enrolled for the 2020-2021 school year even if the account is not paid in full. **If, however, an account is not paid in full by June 1st, the registration fee will be applied to the overdue balance and a place in the class(es) will no longer be held.**

A FINAL NOTE

CBCS encourages families who are able, to prayerfully consider what they can give to the *Helping Hands* program. *Helping Hands* is a student-scholarship program that provides funds for needy school families. All gifts are tax deductible.

Any questions regarding the policies, procedures, and information given in this handbook should be directed to the school office.

Although many guidelines for students to follow have been listed, it is impossible to list every situation requiring a rule. The rules are designed for a purpose—to help students develop godly character traits and become more like Jesus Christ. The faculty and students, whether at school or away from school, should desire to follow 1 Corinthians 10:31, "...whatsoever ye do, do all the glory of God."