



CALVARY DAY SCHOOL

PARENT-STUDENT HANDBOOK 2025-2026

134 S. Peacehaven Road • Winston-Salem, North Carolina 27104 (336) 714-5546

MISSION STATEMENT: *Calvary Day School partners with parents to equip students to think, learn, and live from a biblical worldview by integrating God's Word into every aspect of life so they can impact the world for Christ.*

VISION STATEMENT: *Calvary Day School is committed to lead students to a deep and personal knowledge of Christ and His Word, instruct students in order to achieve the highest levels of scholarship, and encourage students to accomplish God's eternal purposes.*

“So then, just as you received Christ Jesus as Lord, continue to live in Him, rooted and built up in Him, strengthened in the faith as you were taught, and overflowing with thankfulness. See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the basic principles of this world rather than on Christ. For in Christ all the fullness of the Deity lives in bodily form, and you have been given fullness in Christ, who is the head over every power and authority.” Colossians 2:6-10 (NIV)

NON-DISCRIMINATION POLICY: Calvary is operated as an educational institution for the benefit of the families in our community. Calvary Day School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school.

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Calvary Day School

Parent-Student Handbook

Philosophy of CDS

THE PURPOSE OF OUR POLICIES

For our community within Calvary Day School to function well, it is necessary that there be consistent guidelines communicated to and followed by all. This Parent/Student Handbook is designed to ensure a clear understanding of our policies and procedures. The adherence to these guidelines will allow the CDS community as a whole to function with a unified spirit and give our students the greatest opportunity to benefit from the relationships, curriculum, and activities available at CDS. We are grateful for all of our students who represent CDS and expect them to be responsible to our community at all times and in all places, both on and off campus, throughout their days, weeks, and years while enrolled.

ABOUT US: WHO WE ARE AND WHAT WE BELIEVE

Mission Statement

Calvary Day School partners with parents to equip students to think, learn, and live from a biblical worldview by integrating God's Word into every aspect of life so they can impact the world for Christ.

Vision Statement

Calvary Day School is committed to lead students to a deep and personal knowledge of Christ and His Word, instruct students in order to achieve the highest levels of scholarship, and encourage students to accomplish God's eternal purposes.

ACCREDITATION

Calvary Day School is accredited by the Association of Christian Schools International and Cognia, the accrediting agency of the Southern Association of Colleges and Schools.

Early Education

Calvary Day School is not a licensed daycare of the State of North Carolina. We do adhere to the applicable procedures found in the licensing standards.

STATEMENT OF FAITH

Calvary Day School states as its statement of faith that it adheres to the doctrinal position of Calvary Baptist Church of Winston-Salem, Inc. found in the Baptist Faith and Message 2000. Calvary Day School affirms the Association of Christian Schools International (ACSI) Statement of Faith as a member school of ACSI.

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),

His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

ADDITIONAL STATEMENT of MARRIAGE, GENDER & SEXUALITY

We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4).

We believe that God's design is the wonderful and unchanging creation of each person as male or female in the womb of their mother. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's gender given by God in the womb is a rejection of God's design for that person. The school will only affirm a person's biological sex and therefore will only refer to students by God given gender-specific pronouns.

CORE VALUES

Teaching Students to Attain Their Full Potential in God

Christian education from the Word of God, subject to God's sovereign and providential purpose, brings students to their full stature in Christ. *Genesis 1:1; 26 -28; Isaiah 54:13-17; Revelation 4:11.*

Teaching Students Self-Government Under God

Christian education internalizes and applies Biblical principles for the government of home, school, and nation thereby framing the proper response of students to God. *Romans 3:23; John 3:16; John 16:13.*

Teaching Students to Commit Themselves Fully to God

Christian education challenges students spiritually, morally, socially, physically, and academically to consider how they govern themselves, their habits of work and scholarship, their insight and knowledge of God's providence, and their character development in light of each student's commitment of faith in Christ. *Mark 12:30, 33.*

Teaching Students in Partnership with Parents, Faculty, and The Local Church

Christian education is a cooperative effort between parents, faculty, and the local church which develops

the spiritual, environmental and intellectual culture necessary to sound learning. *Deuteronomy 6:6-7; Galatians 6:6; James 3:1*

Teaching Students to Think, Learn, and Live as Effective Christian People

Christian education enlightens the understanding, corrects the temperament, forms the habits and manners, and prepares students for useful service. From a Christian worldview of presuppositions consistent with absolute Biblical truth, students learn to discern right action and thinking from which they then exercise a proper role in their families, the Body of Christ, and as citizens of the United States of America. Romans 12:1-2; 1 Timothy 4:15.

AT CALVARY DAY SCHOOL WE DESIRE THAT ALL OUR STUDENTS UNDERSTAND THAT ALL TRUTH IS GOD'S TRUTH.

EXPECTED STUDENT OUTCOMES

Spiritual

Students will have a personal relationship with Jesus Christ.

Students will have a desire to study the Bible and grow spiritually.

Students will understand and articulate a biblical worldview and learn to operate from that perspective in the world.

Students can discern between absolute truth and relative truth.

Students can communicate how to make Godly decisions based on biblical principles.

Students can share the truth of the Gospel with others and become disciplemakers.

Academic

Students will demonstrate academic competence that is required for the next level of academic pursuit.

Students will be creative and critical thinkers who can apply learning to solve real-world problems.

Students will utilize technology responsibly and effectively and appropriately access and use a variety of information resources.

Students will show appreciation for the fine arts.

Students will communicate effectively in both verbal and written forms.

Students will know the Bible in concept and through memorization.

Social

Students will take responsibility for personal actions.

Students will appreciate and respect themselves and others as uniquely created in the image of God.

Students will serve others including the poor and needy, and understand the biblical mandate to serve one another.

Students will work with honesty and integrity.

Students will practice Christian morality in interpersonal relationships.

Students will reach beyond their peer groups to include others, including those of different cultures.

Leadership

Students will develop leadership skills.

Students will participate in service experiences.

Students will understand and use their God-given gifts and talents as leaders.

Students will be servant leaders, and will be prepared for lifelong service to God and others.

CALVARY DAY SCHOOL AS A MINISTRY

Calvary Day School is a school in which God's guidance and direction are continually sought. Our school is a ministry in leading children/youth to a saving faith in Jesus Christ and development of Christian character. We promote high academic standards, encourage good study habits and strive to help our students achieve skills in creative and critical thinking. Calvary promotes honor of the body as the temple of God, and teaches good health habits and bodily fitness. We pledge to teach the Bible as God's inerrant Word and will give our students opportunities to experience a personal saving relationship with Christ as their Lord and Savior. Basic doctrines of the Christian faith will be taught and we will encourage each student to apply these principles in daily Christian living. We will help each student develop the whole personality, based on a proper understanding and acceptance of himself and on the full development of his capabilities in Christ. We will encourage the wise use of time as God's stewards. The school will foster attitudes and values needed to establish God-honoring relationships and teach the use of material things for the glory of God.

A BRIEF HISTORY OF CALVARY DAY SCHOOL

In the late 1960's, Calvary Baptist Church voted to support a preschool program that began the school known today as Calvary Day School. By 1971, a well-received four- and five-year-old program led Calvary Baptist Church to begin to add 1st through 6th grades. By 1984, 7th and 8th grades were added to the program. The high school program was established in 1997. The first class had twenty students, and they were accepted to 25 colleges and universities with fourteen of the 20 students receiving academic scholarships.

In the early years, Dr. C. Mark Corts served as the chief administrator and principal for the school. Today, the vision of Dr. Corts continues under the leadership of Richard Hardee, who came to Calvary in 2014 as Head of School. Van Wade and Mary Jane Morgan came to CDS in 2018 and serve as principals of our Upper and Lower School divisions respectively.

Calvary was accredited by the Association of Christian Schools International (ACSI) in 1988 and received joint accreditation from both ACSI and the Southern Association of Colleges and Schools (SACS) in 2005. In 2011, Calvary received dual accreditation from ACSI and AdvancED (SACS) for our school program, kindergarten through twelfth grade.

Today Calvary serves over 960 students in preschool through twelfth grade who attend classes and worship in the six buildings shared with Calvary Baptist Church.

COMMUNICATION IS IMPORTANT

Our ministry requires that there be close communication between the home and the school. If Calvary is to be an extension of the home, there must be communication between the two concerning educational objectives, methods of achieving those objectives, obligations of each party, and the need for unity and harmony between home and school. Therefore, when parents and students seek admission to Calvary it will be assumed that they are in complete accord with the objectives, methods, and obligations which accompany such admission. Because of the importance of harmony and open communication between the home and the school, parents are expected to bring problems or areas of confusion or misunderstanding to the attention of Calvary personnel immediately and privately.

Parental Involvement is Key

In order to support the education process and be an encouragement to the student, parents are asked to take an active part in the Day School program. As in any activity children undertake, the interest and involvement of parents have a tremendously positive influence on their performance. Opportunities also exist for parents to involve themselves in classroom activities, to serve as chaperones for field trips, to be helpers during the

holidays, and with other special events.

Communication with School Personnel

When a disagreement occurs at Calvary, as believers, we are instructed to resolve our differences according to the principles set forth in God’s Word. We look to Matthew 18:15-17 and Matthew 5:24 for our guidelines. These passages were not written with a school in mind, but they do set forth a principle that we can follow. This principle instructs the concerned party to go first to the other party. In our school setting, here at Calvary Day, a parent is expected to speak first with the individual teacher or coach who has offended. Our prayer is that resolution will take place at this time. If a satisfactory agreement or resolution cannot be made, then the appropriate administrator (dean of students, Calvary Learning Resource director, assistant principals, school counselor, or the athletic director) should be contacted. If disagreement occurs between parents at CDS, the same guidelines listed above should be followed. It is not acceptable for a parent to approach a CDS student, who is not his/her child, in anger or for disciplinary purposes. While we understand that in our culture the desire of parents may be to begin “at the top”, comments or concerns should be presented to the appropriate faculty or staff in the order listed. Our students will be better served if everyone complies with the principles set forth in scripture and by following this system.



Email is the most effective way to communicate with all faculty and staff. Emails and phone calls will be returned within 24 hours during the school week. Be reminded that faculty and staff may not respond to emails or phone calls in the evening, at night, or over weekends when they are with their families. The goal is to respond as quickly as possible as communicating with parents is a priority.

ADMISSION/ENROLLMENT

ADMISSION IS A PRIVILEGE

It is important to understand that because attendance at Calvary is a privilege and not a right, this privilege may be forfeited by any student (or family) who does not conform to the standards and regulations of the institution. Calvary Day School is a religious institution providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in conjunction with the home and to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not limited to, behaviors or religious beliefs contrary to the Calvary Day School Statement of Faith.

PROCESS FOR ADMISSIONS

The process for admission to Calvary Day School is as follows:

1. The family submits an application for admission with a one-time, non-refundable Application Fee.

2. The prospective student will go through a screening process which may include standardized achievement and/or ability tests.
3. Parents are interviewed by division principals. Students in grades 7-12th are interviewed by the Upper School Principal.
4. Academic records, discipline records, and teacher observations are received from previous school(s).
5. Immunizations are verified.
6. The Admission Committee considers the application, reviews testing and academic information, and makes a final decision on admission.
7. The final decision of the Admission Committee is then communicated to the applicant by phone, or email.
8. Upon acceptance an enrollment packet is submitted with a \$55 non-refundable enrollment fee. Any student who withdraws before the school year begins will be charged a \$1000 Early Withdrawal Fee. Any student who withdraws after the school year begins will be charged a \$2500 Late Withdrawal Fee.

PROCESS FOR CONTINUOUS ENROLLMENT

In order to provide our families with a system of enrollment that is seamless and paperless, we have adopted a **continuous enrollment** system where students are continually enrolled from their initial admission into the school system until they graduate from Calvary Day School.

1. If you plan to have your student continue their education at Calvary Day School, there is no action needed on your part. Tuition and fees will be posted each January and you will need to submit payment for the following year's enrollment and curriculum fee payments when they are due.
2. If you plan to withdraw your student from the following school year, notify the Admissions Office between February 1st and February 15th to avoid losing any enrollment and curriculum fees that have been paid toward the following school year. Any withdrawal after February 15 will result in Late Withdrawal Fee being charged to a family's FACTS account of \$1000 (2/6-3/31), \$1300 (April), \$1600 (May), \$1900 (June) \$2200 (July) or \$2500 (August and following).

PROCESS FOR WITHDRAWAL

It is assumed and expected that students who enroll at Calvary will attend for the entire school year. We realize that unforeseen events may occur that will necessitate a student leaving the school during the year. In such cases, students withdrawing from Calvary should follow these steps:

1. Notify the Admission Office regarding withdrawal.
2. Meet with the appropriate Principal and/or the Head of School to discuss withdrawal.
3. On the last day of school, a withdrawing student shall report to the school office, obtain a withdrawal form and have each classroom teacher sign the withdrawal form, turn in all textbooks to each classroom teacher, and return the withdrawal form to the school office.
4. Pay all tuition and fees accrued through the date of withdrawal as well as a \$2500 early withdrawal fee.

Note: Transcripts or records will not be forwarded to another school until all financial obligations including food service accounts have been paid. It is the policy of Calvary Day School to withhold report cards until an account is paid in full.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fees are billed annually and are posted on the Calvary Day School website. Calvary partners with FACTS Tuition Management for financial accounting. Payments can be made annually or monthly through FACTS.

VARIABLE TUITION

Any family (current or new) of a transitional kindergarten through twelfth grade student may apply for Variable Tuition if they are concerned about affording the full tuition rate at Calvary Day School and they think they may qualify for the program. Many factors are considered when determining the tuition amount a family is able to pay, including income, assets, unusual expenses, and the size of the family. The resources available for the family in a given year must also be considered in light of the Variable Tuition awards available at Calvary. An application for Variable Tuition does not affect the re-enrollment or admission process. Regardless of financial need, parents should initiate the re-enrollment or admission process as early as possible. Families may apply for Variable Tuition only after they have applied for re-enrollment or admission to the school. Applications are submitted directly to a third-party agency, which evaluates the application based on criteria set by the school and makes a recommendation to the school's Finance Committee. Families are then notified of the tuition level for which they qualify.

LUNCH FEES

- Lunch is available through Calvary Baptist Church Food Service.
 - Cost for full meal: \$7.00 Lower School and \$7.50 for Upper School.
 - All lunches include a drink.
- Cash is not accepted.
- Lunch charges can be viewed through the Calvary Day School App using the Financials icon or on the Family Portal under Financials.
- Lunch menus can be reviewed and printed through the Calvary Day School App using the Lunch icon or the Family Portal under the STUDENT INFORMATION section.

ADDITIONAL FEES AND EXPENSES

Students will, on occasion, need to pay for special supplies and expenses that are important for their educational experience. These may include overnight trips in the Upper School.

DELINQUENT ACCOUNTS

Accounts must be current in order to continue education at Calvary Day School. If all accounts (including tuition, incidentals, lunch, etc.) are not current on the last day of the month prior to a quarter end date, your CDS App or Family Portal access will be limited to School Information and FACTS Tuition Management information until the balance of your account is paid off. You will not have access to student specific information (lunch, grades, homework, etc.) until your account is current. For example, if the first quarter end date is October 14th, all accounts must be current by September 30th. Please contact our financial administrator at bbirdsong@calvaryday.school or 336-714-5547 with questions.

FUND RAISING

Annual Fund – The annual fund seeks to raise support for Calvary through contributions from stakeholders and interested donors. Gifts fund special projects, initiatives, and scholarships (i.e. Nathan Clark Scholarship, CLR Scholarship, etc.).

Corporate Sponsor Program—CDS has a menu of marketing choices for businesses to support the school through sponsorship opportunities. Sponsorship dollars raised go to support the following: The Initiative for Excellence, Cougar Athletics, our Fine Arts Program and our annual school yearbook.

All fundraising proposals must be approved by the Head of School. Every family is invited to participate in activities that support the school such as Harris-Teeter Partners in Education and Lowes Foods Cart to Cash program.

FACTS

FAMILY ACCESS TO SCHOOL INFORMATION

Calvary uses FACTS School Management System as well as FACTS Financials. Download the Calvary Day School NC app from an app store to stay connected with all school related items as well as student specific information. Your personal email is the link between you and your student so create an account with the email address you gave when you completed the student application. Our district code is CB-NC. On a computer login to the Family Portal using CDS website www.calvaryday.school and click on the Families link at the top. Click on the FACTS logo to be connected to the login screen.

Information accessible through FACTS includes:

- Account Balances
- Attendance
- Calendar
- Family Contact Information
- Homework
- Missing Assignments
- Report Cards
- School Swag Store
- Staff Directory
- Announcements
- Behavior
- Grades
- Homework
- Lunches
- Parent Forms
- Service Hours
- Student Medical Information
- Teacher Websites

***** It is each family’s responsibility to keep all demographic and medical information up to date in FACTS. This is done from the “Family Demographic Form” which is found under the “Web Forms” section. School-wide communication at CALVARY is done 100% through email, so it is imperative that email addresses are kept current in this section.**

ATTENDANCE

School Hours by Division

Parents and guardians of students between the ages of 7-16 are legally responsible to see that their children attend school.

Normal School Daily Schedule
Monday-Friday
Preschool 8:15 am-12:00 pm
TK-6th grades 8:15 am-3:00 pm

7th-12th grades 8:00 am-3:15 pm

Early Dismissal Times

Preschool 11:30 am

TK-6th grades 12:00 pm or 1:30 am

7th-12th grades 12:15 pm or 1:40 pm

Arrival and Dismissal

LOWER SCHOOL

ARRIVAL

Lower School students with Upper School siblings may arrive on campus at 7:45 AM and go to the Worship Center Lobby (where they will be supervised) until 8:00 AM at which time they will be dismissed to their classrooms.

All other Lower School students may arrive on campus beginning at 8:00 AM and go directly to their classrooms. Teachers will be on duty in their classrooms to receive students. School starts at 8:15 AM. Students are not allowed to enter the building until the times stated above. Please do not let your child out of the car until the staff members are present at the carline.

DROP OFF & PICK UP

Preschool: Preschool parents park and walk their children into either the B building (2 year) or the Atrium (3 & 4 year) entrance for entry into the building. Parents of 3 & 4 year olds will use the traffic circle for student pickup. Parents of 2 year olds will pick up their students from the B building entrance. All parents must have a personalized pickup tag provided by CDS to pick up a student.

Lower School: Students are dropped off and picked up in the traffic circle at the center of the building. Please pull forward to the B entrance in order to facilitate multiple cars dropping off at the same time. Students will enter the building at assigned locations. Preschool-TK: Atrium; K-1st & 5th-6th: Worship Center Lobby; 2nd-4th: D building stairwell. In the afternoon, follow the instructions of the staff. Pick-up in the traffic circle begins at 2:50 PM. Parents are encouraged to use the carline daily. If parents wish to walk and pick-up their child, parents must use the B entrance and arrive no later than 3:00 PM. Students still at the B-desk at 3:00 PM will be taken to the Worship Center Lobby for regular carline dismissal and parents will be asked to pick-up from their cars in the carline.

Tardies

Preschool: Parents arriving after 8:15 AM need to enter the atrium and walk their children to the classroom. Please knock on the classroom door to gain access.

Lower School: In accordance with our school's philosophy and objectives, students are required to exhibit proper discipline concerning punctuality. Lower School students are considered tardy if they arrive after 8:15 AM. Parents with students arriving after 8:15 AM are required to sign in their student at the Lower School Office Atrium desk. All tardies are unexcused unless proper documentation is provided. Parents will be notified through email with each accumulation of 5 tardies. Being tardy causes a disruption to the morning routine and tardy students miss valuable instructional time; therefore 5 unexcused tardies will count as one unexcused absence.

LATE ARRIVAL FOR DISMISSAL/END OF DAY PICK UP

Lower School dismissal is from 2:55-3:20. Students who are not picked up by 3:20 will be taken to B-desk and supervised by a teacher. Parents will be expected to park and walk into the B desk to pick them up. Students not picked up by 3:30pm will be taken to Extended Care and their account will be charged the Extended Care rate (\$20) per child per day.

Early Dismissal

Lower School: The parent completes the Early Dismissal form in FACTS requesting early dismissal. At the appointed time, the parent parks in the traffic circle and comes to the Atrium door and rings the bell. The student will meet the parent in the Atrium.

Absences

Students are expected to be in attendance and on time throughout the school term. A missed school day is a missed opportunity to learn, and research shows a positive relationship between student attendance and student achievement. Absences may be necessitated by illness or other circumstances beyond one's control. The following policies and procedures are an attempt to meet those needs. It is assumed that each student (and parent) will do everything possible to fulfill commitments to the school, including attendance and work, expected for their own good as well as maintenance of the academic integrity of this institution. Absences are classified as either excused or unexcused.

Students are excused for illness, injury, death in the family and doctor's appointments. Please provide documentation from appointments when applicable. *All other absences are unexcused.* Parents can request an excused absence when students will be absent for other reasons (wedding, educational trip, sporting competitions, etc.) by filling out the Lower School Parent Request for Excused Absence form (found in the FACTS family portal or mobile app under resources).

A student must be in attendance by 11:00 AM in order to participate in any extracurricular activity (including Extended Care) and to be counted as present for the day. Students who miss more than 50% of the school day are counted as absent. If a student leaves school prior to 11:00 AM, an absence will be recorded for the day. Chronic absenteeism (20 or more) may require that Calvary retain a student at his/her current grade level or ask the student to withdraw from school.

Parent Request for Excused Absence Form

This form should be completed at least **one week prior** to the absence. Students must be in good academic standing with a good attendance record. Excused absences allow students to obtain missed work before leaving school. Unexcused absences require students to obtain missed work upon their return to school. The teacher will make a list of the assignments your child has missed and give them 2 days per day missed to make up the work; however, it is important to recognize that valuable instructional time with the teacher, as well as engagement in class discussions, games and activities cannot be replicated through these assignments.

UPPER SCHOOL

Tardies

Students not in the classroom at 8:00 AM are tardy. All tardies are unexcused unless proper documentation is provided. Unexcused tardies are recorded as a caution as being late to class is an interruption of class instruction. On the 4th unexcused tardy, students will be assigned a detention time. Tardies are reset to zero at the end of each quarter. If unexcused tardies exceed 9 in a quarter,

there will be an academic penalty.

Drop-off and Pick-up

Campus doors will unlock at 7:30 AM for students to enter the building. In the afternoon students are to be picked up or leave campus between 3:15-3:45 PM. Students may not remain on campus after 3:45 PM without adult supervision. Student drivers will use the lower parking lot at the west end of Building A, while seniors have designated cougar paw parking.

Early Dismissal/Leaving Campus

A parent needs to notify the Upper School office for an early dismissal. Students will sign out in the Upper School office. Parents or their designated representative must pick up the student at the appointed time at the B Building entrance. Parents of student drivers may give permission in writing for students to leave on their own. If you need to communicate with your student, do not call or text your child's cell phone. Their phone is in their backpack and turned off. Please call the US office at 336-714-5412 or email USoffice@alvaryday.school.

Upper School—Signing Out of School/Signing Back In

All Upper School students must sign out in the main office before leaving the CDS campus during school hours. When they return they must sign in again. Students may not leave campus during the school day without specific permission from a parent or legal guardian. If seniors are leaving for lunch, they must sign out and sign back in upon return.

Absences

Students are expected to be in attendance and on time throughout the school term. A missed school day is a missed opportunity to learn and research shows the relationship between student attendance and student achievement. Absences may be necessitated by illness or other circumstances beyond one's control. The following policies and procedures are an attempt to meet those needs. It is assumed that each student (and parent) will do everything possible to fulfill commitments to the school, including attendance and work, expected for their own good as well as maintenance of the academic integrity of this institution. Absences are classified as either excused or unexcused.

Examples of EXCUSED absences include, but are not limited to: • Illness resulting in fever, stomach, or intestinal problems—students should remain symptom-free for 24 hours before returning to school • Verifiable injury • Death in the family • Medical or dental appointments that cannot be made outside of school hours • DMV visit to obtain Learner's Permit or Driver's License • College Visits with written confirmation of the visit from the College Admissions Office

Students must provide the administration with appropriate documentation (i.e. doctor's note, parents note and requests for pre-approved absence form - (see Pre-Arranged Absence Form info below) for an absence to be excused. *All other absences are unexcused.* Upper School students may receive a grade penalty for missed work due to an unexcused absence.

Unexcused Absences include, but are not limited to: • Failure to bring a valid excuse note from parent or physician within three days upon return to school • Oversleeping/late night activities- being tired, including athletic events • Recreational trips (i.e. hair appointments, shopping excursions, etc.) • Studying/completing schoolwork • Personal trips that have not been pre-approved by administration • Working a job during school hours.

When a student misses more than 50% of a school day, the student is considered absent for the day. Students absent from school cannot participate in extracurricular activities that day. Students who accumulate 20-or more excused or unexcused absences (5 -per quarter) in the Upper School) in a given

class will face the possibility of receiving a 5% reduction in their grade , possibly not receiving credit for the course and/or disciplinary measures. Administration will take into consideration circumstances when reviewing absence.

Unexcused absence from a class will result in a detention. (See section on Discipline) They will be scheduled to serve their detention at the next detention date.

Note: A student must be in attendance by 11am in order to participate in any extracurricular activity. If classes are missed due to an unexcused absence during the extracurricular day, detention will still need to be served at the next scheduled detention.

Calvary will notify parents or guardians of a student's absence after 5 consecutive days of unexcused absences. Chronic absenteeism may require that Calvary retain a student at his/her current grade level or ask the student to withdraw from school.

Students returning to school after an absence must sign in at the appropriate school office with a written excuse from their parents and any applicable medical documentation.

Upper School Pre-Arranged Excused Absences

Parents may pre-arrange an excused absence for their student(s) as follows:

- Complete and return the Parent Request for Excused Absence Form at least 1 week prior to the absence to school principal. This form can be found on the CDS App or Family Portal under FORMS.
- Student(s) must be in good academic standing with a good attendance record to be excused from school.
- Student(s) must make up missed school work.
- Make-up work will not be given in advance from classroom teachers, unless approved by the school principal.
- Please be reminded of the importance of in-class instruction, which your student will miss with the teacher.

Absence Due to School/Athletic Events

- School work on the day of the event is due on that day either before or after the missed class.
- Students are responsible for obtaining missed assignments and turning work in on time.
- Missed tests or exams will be scheduled either before or after school or some other time as designated by the teacher during the school day.
- Students should keep teachers notified of any pending absence.
- Students on overnight class trips are counted as present for each day of the trip. Unless prior approval has been given by the principal, students not on the class trip during the same time who do not attend school are absent without excuse.

SEVERE WEATHER CLOSING

In the case of inclement weather, school cancellations will be announced through our Parent Alert system, which includes email and parental choice of text and/or voice call. In addition it will be announced on WXII TV and Fox 8 TV. Cancellation information will be posted at www.calvaryday.school ,

Please note the following conditions:

- Delayed start – When Calvary announces a delay, start time for classes will be given. This is for ALL students, including Preschool and Lower School.
- If early dismissal is necessary due to the weather, parents will be alerted through our Parent Alert system. All afterschool activities, including extended care, will be canceled.

HEALTH CARE AND MEDICINE

- All prescription and over-the-counter medications must be kept in the Health Room and dispensed by the school nurse. Students with permission to self-carry epinephrine auto injectors, inhalers, and glucagon are an exception.
- Required forms must be filled out for all prescription, over-the-counter, and self-carried medications (found in FACTS under Resource Documents).
- Students with chronic health conditions requiring emergency medication MUST provide a backup supply to store in the Health Room (See the Health Room Handbook for details).

Illnesses

Students are expected to remain at home when they exhibit the following physical conditions:

- Any communicable disease, until treatment with antibiotics for 24 hours or remission, including but not limited to, chicken pox, pink eye, strep throat, head lice, flu or ringworm
- A temperature of 100.4 degrees Fahrenheit or more. The temperature should be normal for 24 hours without fever reducing medication.
- Discharge of eyes associated with redness, inflammation, itching, or discomfort.
- Mouth sores and drooling that cannot be contained, unless a written letter is provided by a physician stating the child is not contagious.
- A rash along with a fever and/or a change in behavior.
- Skin sores that are oozing and cannot be covered by a waterproof dressing.
- Excessive diarrhea or more than 3 times in a 24 hour period.
- Vomiting within the past 24 hours.

**Students should be free of symptoms for 24 hours without medication before returning to school. This includes fever, vomiting and diarrhea.

Immunizations

Students entering school are required to present proof of immunization. All records are checked annually to ensure that students are in compliance with the State immunization laws.

Medicine

Students needing medicine during the school day must adhere to the following:

- All medications must be brought to the Health Room for dispensing by the school nurse.
- Students will report to the Health Room at the appropriate time to receive their medication.
- Exceptions to this policy are medicines such as epinephrine auto injectors and inhalers that need to be kept near the student.
- The school nurse administering medication to students must have authorization by parent in writing to do so.
- No student may at any time sell, receive or give medication of any kind to another student.

Tree Nut and Peanut Allergies

We have students at Calvary Day School with severe allergies to tree nuts and peanuts and nut products. If these students encounter any product containing tree nut or peanut products the consequences could be most severe. Although Calvary *cannot guarantee* a tree nut- and peanut- free environment, we take measures to ensure our student safety. Our Food Services does provide a tree nut- and peanut-free hot lunch in the cafeteria. Students with known allergies are required to provide their own allergen safe snacks for all classroom celebrations (i.e. birthdays, holidays, etc.) Please do *not* send in any snack for a classroom function or party that contains tree nuts or peanuts or snacks processed in facilities that manufacture or use

such products. No snack or lunch that contains peanuts or tree nuts or food processed in facilities that manufacture or use such products can be consumed *in the classrooms* of D and E Buildings. (This does not include individual lunches eaten in the cafeteria.) We ask all parents to assist us in making Calvary a safe environment for all students. Parents can see a current list of safe snacks at this website: <https://snacksafely.com/safe-snack-guide/>

ACADEMIC PROGRAM

Calvary offers a college preparatory program with a solid biblical foundation. The curriculum is developed by teachers through cooperative teaming in grades K-12. We believe that instruction with biblical integration supports and enhances our program of academic excellence. Christian education teaches substance over style, truth over relativism, knowledge and learning as opposed to information and standardized testing. Most importantly, we teach what it means to build one's life upon Jesus Christ. Christian education is more than a right-sounding slogan; it is a philosophy and a proven method of teaching that is designed to transfer Christian faith and culture to the next generation.

Literature

The administration and faculty of Calvary Day School want to provide students with a solid foundation of varied literature and teach them to evaluate these writings for literary excellence as well as biblical truth. Although Calvary Day School does not agree with the worldview of every work used or situation included in the approved selections, we do realize that there is academic value in studying a variety of literature. By allowing students to examine various aspects of our history and culture through literature in light of God's truth and under the guidance of a Christian teacher, they will have the opportunity to further develop a biblical worldview.

Science

Primary emphasis in life sciences will be on physiology and functions of living things, interrelationships of all organisms, and man's place within God's plan for creation taught from a creationist's viewpoint. The course of study will expose students to various theories related to the origin of life while teaching students to evaluate these theories for scientific facts as well as biblical truth.

Social Studies

Calvary Day School approaches the teaching of social studies from a biblical worldview by integrating a comprehensive methodology that involves examining events and topics within the context of the moral issues they present. This approach allows students to recognize that all events in history are interconnected through God's sovereign plan, fostering a deeper understanding of His guidance throughout human history. By emphasizing the importance of applying scripture to their daily lives, students develop a strong foundation for making biblically-based decisions when engaging with the community. Through this integration of spiritual and intellectual skills, Calvary Day School equips students with the tools necessary to navigate the complexities of the world while staying grounded in their faith.

Fine Arts

Calvary Day School offers a variety of Fine Art offerings. These performing and visual arts are taught in both the lower and upper schools. The performing arts program provides students the opportunity to immerse themselves in their creative avenue of choice -- such as theater, instrumental or vocal music. The theater, vocal, and instrumental classes produce several events each year, including plays, musicals, and concerts. The high school fall play, middle school winter play and upper school spring musical performers are selected through auditions. The Upper School Praise Band leads in worship each week in the US chapel.

The visual arts classes in the Lower School provide students an opportunity to develop a love for the visual arts at an early age. The Upper School visual art classes include beginning level through AP art courses. Digital art and photography classes are offered as well. Student visual art works are showcased on campus and in area and regional art shows and competitions.

STUDENT SUPPORT SERVICES

Student Support services available to Calvary students consist of spiritual counseling, family counseling, academic counseling, college counseling, personal counseling, and health care referrals as needed. These services are designed to assist Calvary in maintaining the mental, emotional, spiritual, and physical health of students. Parents may contact the guidance offices to arrange for an appointment with one of our counselors.

CALVARY LEARNING RESOURCES (CLR)

Calvary Learning Resources (CLR) offers the following academic support services to CDS students:

- Orton-Gillingham language therapy
- Testing accommodations (including extended time, small group/separate setting, read-aloud and/or scribe)
- Speech therapy
- Occupational therapy services
- Subject tutoring

Referrals for these services may be initiated by a principal, a teacher, a guidance counselor, or the student's parents/guardians. CLR services are fee-based.

For more information related to CLR services contact Marsha Kunkel - mkunkel@calvaryday.school.

STUDENT ASSIGNMENTS

The assignment of students to classes or teachers is the sole responsibility of the administration of Calvary. Children may not transfer from one class to another class because of preference for a particular teacher or classmate.

TEXTBOOKS

The classroom textbooks are the property of the school but are issued to the students for use during the school year. Students are responsible for their textbooks as follows:

- It is recommended that students keep textbooks covered at all times.
- Do not use adhesive covers on the textbooks.
- Lost books must be paid for by students.
- Fines will be assessed for excessive wear and tear to texts.
- All textbooks are to be turned in prior to the beginning of the final exam period (Upper School). Parents will be assessed a fee for textbooks not returned at the end of the school year.
- Report cards, transcripts, and participation in graduation are contingent upon a student's account being clear.

HOMEWORK

Homework is assigned regularly and contributes to a student's education through individual work, responsibility, comprehension, completion of projects, and the establishment of good study habits.

Students are responsible for understanding what the homework assignment requires and the completion

of the assignment when due.

Parents are responsible to provide a suitable place, set aside adequate time, provide a proper environment necessary for good learning, and ensure the completion of each assignment.

MAKE-UP WORK

- Class assignments are available on FACTS (www.calvaryday.school). Assignments are completed through Google Classroom in the Upper School.
- School assignments will not be given in advance from the classroom teacher, unless approved by the school principal (excused absence).
- The classroom teacher will set the time and place for missed tests and exams.
- Students will have 2 days for every day of excused absence to finish their make-up schoolwork.
- Students will have 1 day to to make up their schoolwork, if unexcused.

LOWER SCHOOL LATE WORK POLICY

K-2nd: Teacher discretion is used to help students complete unfinished assignments (classwork and homework). Teachers will communicate with parents if completing classroom assignments in a timely manner becomes problematic.

3rd-4th: If a student is unable to complete classwork assignments in the time allotted, the teacher will give the student additional time during the day or at home to complete the assignment. During the first quarter, late work will be accepted up to two days late without penalty. After day two, late work will not be accepted and will be graded as a zero. Beginning second quarter, late work will be accepted one day late with a 5 point deduction and two days late with a 10 point deduction. Late work will not be accepted after day two and will result in a zero.

5th-6th: If a student is unable to complete classwork assignments in the time allotted, the teacher will give the student additional time during the day or at home to complete the assignment. Late work will be accepted one day late with a 5 point deduction and two days late with a 10 point deduction. Late work will not be accepted after day 2 and will result in a grade of zero.

Homework 3rd-6th: Homework is accepted one day late for a penalty of 10 points. If more than one day late, homework will not be accepted and will result in a grade of zero. If homework is consistently late, teachers will inform administration to determine next steps.

UPPER SCHOOL TUTORIALS

The Upper School teaching staff offers help sessions to students who are having academic difficulties in their classes. These help sessions are coordinated directly with the teachers. Upper School students on [academic probation](#) and students who fall below a “C” average in a subject may be required to attend help sessions or seek tutoring. Students should be encouraged to contact their teachers for additional help.

For ongoing subject tutoring needs, please contact Calvary Learning Resources through Marsha Kunkel at mkunkel@calvaryday.school.

STUDENT ACADEMIC PROGRESS

Student academic information is available to parents through FACTS. If you have any concerns about your child’s progress, please contact his/her teacher.

STANDARDIZED TESTING

Iowa Assessments, evidence-based, psychometrically sound assessments that measure student achievement and growth against next generation learning standards, are administered to second through ninth grade students in the spring. Students second through eighth grade also take the CogAT, which is a multiple-choice assessment that measures reasoning skills with different types of verbal, quantitative, and nonverbal questions. In grades 9-11, the PSAT, ACT, or other standardized test is administered based on state directives. In order to graduate from Calvary Day School, students must meet a minimum standard in reading and math on either the PSAT or the standardized achievement test given. These tests are mandatory for students to complete.

UPPER SCHOOL EXAMS

- CDS does not give a Midterm Exam at the end of 1st Semester.
- Seventh and eighth grade students take exams in core courses at the end of the school year. These exams count as two test grades for the fourth quarter.
- In ninth through twelfth grade, final examinations are given in core subjects and count 10% in standard courses and 20% in honors courses of the final semester grade.
- Students are expected to take an exam on the scheduled date and time for each exam.
- All 7th-10th graders take final exams.
- Juniors and seniors, who have an “A” average for each quarter, may be exempted from the final examination with teacher and administrative approval.
- A senior who has “B” average or higher for each quarter may be exempted from the final examination with teacher and administrative approval.
- Teachers reserve the right not to give an exemption.
- Students who have more than 8 absences in a course (excused or unexcused), may not be exempted from their exams.

GRADING

Grades, report cards, assignments, and homework can be accessed through the CDS App or Family Portal.

The purposes of grading is to:

- Provide an assessment for students and parents of the student's achievement in relationship to the curriculum.
- Provide an opportunity for teachers to identify areas of needed improvement in order to facilitate instructional assistance.
- Recognize excellence and achievement.
- Provide information to the principal and teachers for appropriate student placement.
- Provide information to secondary agencies concerning student accomplishments.

Grading Scale-Lower School Grades TK-6th

TK & KINDERGARTEN	1ST GRADE	2ND – 6TH GRADE
E Excellent	E Excellent	A 90-100
S Satisfactory	S Satisfactory	B 80-89
I Improving	I Improving	C 70-79

N	Needs Improvement	N	Needs Improvement	D	60-69
				F	0-59

Music, art, physical education, computer science/STEM lab, and Spanish use the Excellent, Satisfactory, Needs Improvement, and Unsatisfactory system of grading in grades TK-3. Grades 4-6 use the 10 point grading scale (A,B,C,D,F) for these classes. The Day School uses a quarterly grading period. Report cards are available at the end of the grading period. Progress reports, if warranted, are sent midway in the reporting period. Parents may check grades regularly on FACTS.

Grading Scale-Upper School–Seventh through Twelfth Grades

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

The calculation of all grade point averages and quality point averages will be based upon all graded courses in which a Calvary Day School student enrolls during his/her ninth through twelfth grade career.

- Eligibility for extracurricular activities will be determined by the GPA/QPA only for courses taken at Calvary.
- The senior with the highest cumulative weighted grade point average at the end of the third quarter and who has been enrolled and attending classes at Calvary for his/her entire junior and senior year will be named valedictorian.
- The senior with the second highest cumulative weighted grade point average at the end of the third quarter and who has been enrolled and attending classes at Calvary for his/her entire junior and senior year will be named salutatorian.
- Valedictorian and salutatorian calculations are based on the classes ONLY taken at Calvary (or for CDS credit) during their HS 9-12 grade year. Transfer credits from other schools are not included in this calculation.
- The final grade point average/quality point average for all seniors will be calculated based on all classes taken while a student.
- Any speech made by the Calvary valedictorian and salutatorian must be approved by the Upper School principal or his designee.

The twelve juniors who have demonstrated academic integrity, have earned the highest cumulative weighted grade point average at the end of the third quarter, and have been enrolled and attending classes at **Calvary Day School** for their entire junior year will be eligible to be named as Junior Marshals. The two Junior Marshals with the highest cumulative weighted grade point averages will be named Chief Marshals. Junior Marshals will serve and assist seniors, faculty and guests at the commencement ceremony.

Calvary Day School calculates GPA for high school students on a semester basis. Semester calculation allows more data points and gives a more accurate picture of the student's performance. This method of calculation also allows our semester courses to be accurately represented in a student's overall GPA. Additionally, colleges receive more accurate mid-year transcripts. Calvary Day School will award credit based on final grade average.

Senior Awards Presented at Commencement Ceremony

- **Mark Corts Bible Award** - presented to the senior who may or may not have the highest grade point average in Bible class but exhibits a true love for God's Word. He/she loves to study the Word, discuss biblical concepts, and share with others what he/she is learning.
- **Male and Female Athlete of the Year** - presented to a senior boy and senior girl. Voted on by CDS coaches. Must participate and complete the season on one athletic team during the senior year.
- **Seo Deo Gloria Fine Arts Award** - presented to a senior boy and senior girl. Voted on by the Fine Arts faculty. Must participate in drama, visual arts, Praise Band, Band, Start Up Band or other instrumental performance during the senior year.
- **Calvary Cup** - presented to the senior boy or girl who represents all that is good about CDS. This senior shows godly character and leadership. This senior is no longer merely a disciple but is a disciple maker. The Calvary Cup is the highest honor presented at Calvary Day School.

ADVANCED PLACEMENT COURSES

- The Advanced Placement program offers students the opportunity to take college level work while enrolled in Calvary. The AP program is part of a rigorous academic curriculum.
- AP classes require superior reading, writing, and thinking skills.
- Instruction is fast paced, incredibly rigorous, and will hold to a rigid timeframe. The course will not slow down for struggling students.
- AP classes have two or more hours of homework per class period.
- Some students may need outside tutoring at their own cost.
- A writing assessment may be required before admission to an AP course of study.
- Students enrolled in an AP course at Calvary are required to take the AP exam for the course in May. Students whose AP scores are canceled due to failure to abide by the College Board's testing protocol and standards will not receive AP credit on their GPA. If this occurs, only credit for an honors class will be reflected on their final transcripts.
- Students must purchase the AP course textbook and pay the AP exam fee.
- Students must score the level of proficiency required and meet the credit policy by the college of their choice to receive college credit.
- Priority placement in AP classes is given to those students who receive an (A) or (A or B) in honors or AP courses respectively in subject related courses.
- Students who do not meet the placement requirements for an AP class may complete a DBQ (Document Based Question) to be scored and presented to the Upper School Principal for consideration.

ON-LINE CLASS POLICY

Upper School students may take on-line or off-campus classes that are not offered at CDS with the approval of the principal or designee prior to enrolling. All on-line or off-campus classes must be from an accredited program. Parents are responsible for any fees associated with the on-line or off-campus courses taken by their children. CDS will offer dual enrollment credit only for classes that CDS does not offer on campus and are required for graduation. All other online courses can be used for 1 independent study credit, and not dual enrollment credit or GPA weight

CDS HONOR SOCIETY CRITERIA

In addition to the criteria listed below, students must maintain behavior in accordance with the CDS Parent-Student Handbook to be eligible for induction.

Seventh and Eighth Grade Academic Honors

New Junior National Honor Society

- An 87 each quarter in each core subject (Bible, English, Science, and Social Studies with no "C's" or below and no "U's" for three consecutive quarters. For Math: 7th grade: Intro to Algebra 87 & Math 7 89; For 8th grade: Algebra I 87 & Intro to Algebra 89.
- Christian character, leadership, and service.
- Officers will be selected by members of the society each year.
- Review and approval by faculty and administration.
- These requirements will be reviewed each year for continued membership. Members not meeting these requirements may be placed on probation.

Ninth Through Twelfth Grade Academic Honors

National Honor Society

Calvary Day School sponsors the C. Mark Corts Chapter of the National Honor Society. This is the premier honor organization for our Upper School students. NHS members are inducted in the spring. The National Honor Society emphasizes scholarship, leadership, character, and service. To be eligible for consideration for membership, a student must meet these qualifications:

- Must be a junior or senior and completed 2 consecutive semesters at CDS.
- Must have a 4.2 weighted GPA.
- Must submit a signed application, HS resume, essay and letter of recommendation.
- Must have confirmation from the CDS faculty council as they consider each nominee in the area of service, leadership and character.

Mu Alpha Theta

Mu Alpha Theta is a national high school and junior college mathematics club and honor society. Students:

- Must have completed or be enrolled in Pre-Calculus.
- Have maintained a 90 or above average each semester in all math courses.
- Have completed 2 consecutive semesters at CDS.

The Sociedad Honoraria Hispánica

Also known as the Spanish National Honor Society, Calvary Day School sponsors the Miguel de Cervantes Chapter. The Society is a national and international academic honor society for students who excel in the study of high school Spanish and Portuguese. Students

- Must be actively enrolled in their sixth semester of Spanish or higher.
- Must have maintained a 93 or above average in Spanish classes for the past 3 consecutive semesters.
- Must have completed a minimum of 1 full semester of Spanish at CDS.
- Other than graduating seniors must also show intent to continue studying Spanish by registering for advanced courses offered in Spanish.

Science National Honor Society

The vision of the Science National Honor Society is to encourage scientific and intellectual thought; encourage a dedication to the pursuit of scientific knowledge that benefits all people; to appreciate God's love and concern for all living things by learning all we can about His incredible Creation. In order to be eligible for selection for Chapter 1204 of the Science National Honor Society a student must:

- Be currently enrolled in or have completed 4 science courses (AP Chem and AP bio with their respective labs will count as 2 courses; AP Psych can count as the 4th science if the student has 3 other SS credits).
- Be enrolled in honors or AP level Science courses beyond the freshman year.

- Have maintained a 90 or above average each semester in all non-AP level Science courses and an 80 or above each semester in all AP-level courses.
- Have completed 2 consecutive semesters at CDS.

International Thespian Society

The International Thespian Society was originally established in 1929 and is dedicated to excellence in theater arts in secondary schools, and to honor students who do theater well. To be eligible for induction students:

- Must be a junior or senior
- Must have accumulated 100 performance and rehearsal hours throughout HS

The National English Honor Society

The National English Honor Society is a national high school and junior college English club and society. The goals of the National English Honor Society are to recognize students, who, on the basis of academic grades and performance, merit special note for past and current accomplishments; to nurture members to further develop their abilities in the various fields of English; and to encourage members to use their talents to serve others. In order to be eligible for selection for the Calvary Day School chapter of the National English Honor Society, students must have:

- Enrolled in or have completed English III Honors or an AP-level English course.
- Enrolled in Honors or AP level English courses beyond the freshman year.
- Maintained a 90 or above average each semester in all non-AP level English courses and an 80 or above average each semester in all AP-level English courses.
- Have completed 2 consecutive semesters of English at CDS.
- Maintained no plagiarism violations.

The Rho Kappa National Social Studies Honor Society is dedicated to inspiring high school students to actively inquire so as to engage in informed civic action. By knowing our past we can understand our present and seek to improve our future for God's glory. The following requirements exist for membership. Students:

- Must be a junior or senior and have completed a minimum of 2 core Social Studies Courses and enrolled in a third.
- Must be enrolled in honors or AP level Social Studies courses beyond the freshman year.
- Must have maintained a 90 or above average each semester in all non-AP level Social Studies courses, an 80 or above each semester in all AP-level Social Studies courses, and must have a cumulative GPA of 3.0 or above in all other classes.
- Must have completed a minimum of 1 full semester at CDS.
- Must provide a faculty recommendation letter.
- Have demonstrated civic engagement at school or in the community.

UPPER SCHOOL ACADEMIC PROBATION

Students who fall to 1.75 (or below) GPA at the end of a semester are placed on academic probation for the following semester. Students who fail to raise their GPA to 2.0 within one semester risk being asked to withdraw from Calvary.

PARENT/STUDENT/TEACHER CONFERENCES

Conferences with school personnel are offered to families to ensure proper and thorough communication with the school. Designated parent conference days are held following the end of the first quarter. Parent conferences may be scheduled by the principal, teacher, or by parent request at any time. **Parents are expected to talk first with the teacher before involving any administrative personnel.**

ELIGIBILITY FOR PROMOTION

Calvary weighs carefully many factors in making a decision to promote or retain. Calvary reserves the right to either retain or dismiss a student with excessive absences or tardies. Students must pass the current grade before promotion to the next grade level.

Promotion Standards For Grades K-6

Kindergarten: Promotion of students to first grade is determined by satisfactory achievement, developmental readiness and days attended. Students may need to repeat Kindergarten in order to master the material as he/she may not be developmentally ready for promotion.

Grades 1-6: Promotion of students to the next grade is determined by satisfactory achievement, developmental readiness and days attended. Satisfactory achievement is determined by the teacher's evaluation of the daily performance of the student and by student performance on standardized tests. Students may need to repeat a grade in order to master the material as he/she may not be developmentally ready for the next grade. Students may be required to complete summer tutoring at an approved location before being promoted. Students may be asked not to return to CDS based upon academic achievement level.

Promotion Standards For Grades 7-8

Satisfactory completion of these grade levels are determined by passing all core subjects (Social Studies, English, Science, Math and Bible).

Promotion Standards For Grades 9-12

Satisfactory completion of these grade levels are determined by the following:

- Earn a minimum of 24 credits for graduation including required courses
- 9th grade placement requires passing the 8th grade
- +- 10th grade placement – 6.0 credits
- 11th grade placement– 12.0 credits
- 12th grade placement– 18.0 credits

Remediation For Failed Classes

Failure to pass core subjects does not automatically result in grade retention. It does mean that any student failing core subjects will need to complete and pass a remediation course during the summer. The cost of this class will be at the parent's expense.

GRADUATION REQUIREMENTS (to be completed 9-12)

- **Biblical Studies 4 Credits (one course per year)** includes Philosophy
- **English 4 Credits (one course per year)**
- **Mathematics 4 Credits (one course per year)** must include one course beyond Algebra II
 - Must include Geometry, Algebra 1, and Algebra 2
- **Science and Social Studies**
 - **Option 1 4 Credits of Science** Must include Biology and Chemistry
 - **3 Credits of Social Studies** Must include US History
 - **Option 2 3 Credits of Science** Must include Biology and Chemistry
 - **4 Credits of Social Studies** Must include US History
- **Foreign Language 2 Credits of Spanish** 3 credits recommended to bolster college admission consideration
- **Physical Education 1 Credit**
- **Fine Arts 1 Credit** (beginning with class of 2027)
- **Electives 3 Credits**
- **TOTAL 26 Credits** (beginning with class of 2027)

Community Service Hour Requirement

Calvary Day is a School of Service and colleges expect to see servant leadership in applications. CDS high school students are required to obtain 20 hours of community service hours each school year. The hours must be recorded in the CDS App or Family Portal. To record service hours, parents must go to the Family section and choose the correct student's name from the drop down menu. Click the +Add service hours. These service hours need to be recorded annually.

Students who accumulate 100 hours or more of community service during their high school years will receive a service cord to be worn at graduation. In order to graduate, seniors who have attended CDS 9th through 12th grade must accumulate at least 80 hours of community service.

STUDENT LIFE

SENIOR PRIVILEGES

- With parental approval, seniors may sign out and go off campus for lunch. To give approval, parents should complete the Senior Permission to be Off Campus Form found on the CDS or Family Portal under FORMS. Seniors will need to sign back in following their time off campus for lunch.
- Seniors with a study hall or an independent study period (provided that the Independent Study course is not being taken on campus) must sign out of their study hall and the office to go off campus for the duration of the study hall or independent study period. If the study hall/independent study period falls at the beginning of the school day or at the end of the school day, the senior may check in late or leave early (depending on the class meeting time). In any case, seniors must have a signed statement from their parents on file in the office permitting them to leave campus during study hall/independent study periods.
- Seniors are permitted to spend their study hall or independent study period in the "Senior Lounge". The seniors using the senior lounge must keep the area clean, keep the windows closed, and not rearrange the furniture setting.
- Seniors may use the Cougar Cafe to eat, drink and study during their study hall or independent study time.
- Senior Privileges may be revoked for repeated detentions/suspensions. The senior lounge and off campus travel during free periods and lunch may be revoked for appropriate periods of time.

INTERNATIONAL STUDENTS' PROGRAM EXPECTATIONS

International students are held to the same code of conduct, Honor Code, and Parent-Student handbook standards as all students. Students will speak only in English in an academic classroom setting; with the exception of a Foreign Language course.

An electronic translator may be used during the first semester. It will be up to the discretion of the individual teacher, whether translators may be used for tests/quizzes. In addition, word for word language dictionaries may be used throughout the school year in class as needed. Translators or dictionaries may be used at home for studying purposes or assistance in completing homework assignments. While using translator devices or programs, it is the student's responsibility to ensure academic integrity and avoid plagiarism. During the first semester, international students may be allotted additional time for tests and quizzes as needed

CDS has an International Student Coordinator who serves as a key support for international students in the high school, helping them adjust academically, socially, and culturally. This role includes assisting with orientation, monitoring academic progress, facilitating communication between students, families, and staff,

and offering guidance on cultural adaptation and practical matters. The coordinator advocates for the well-being of international students and works to ensure they feel welcomed, supported, and fully integrated into the school community. (Contact Sharon Frennea at sfrennea@calvaryday.school.)

SERVICE AND EXTRACURRICULAR ACTIVITIES

Service/School of Service

We trust in the authority of the Bible's teaching that serving and caring for one's community is an important aspect of living a faithful life. In Matthew 25:35-40, Jesus instructs his followers to feed the hungry, clothe the naked, care for the sick, visit the imprisoned, as if they were serving Him directly. As a school of service, we want to connect our students to people in our community who need the love of Jesus through intentional service opportunities that are appropriate for students at each developmental stage.

Lower School

Each grade in the Lower School adopts a community group to serve for the year. The focus is mainly on serving or making things as opposed to the collection of items. Students engage in service activities for their assigned community group at least once per quarter. Examples include: making cards, door signs, etc. for nursing home residents, serving breakfast to police officers, holding a yard sale or making and selling apple cider to raise money for a particular charity, and organizing donations at a local clothing closet or food pantry.

Upper School

Our Upper School partners with Spark Ministries through Love Out Loud for monthly service projects that are open to students in grades 7-12. Each year our school serves in a single community within our city. In previous years we have served at Northwoods Community and Peacehaven Mobile Home Park. While at Northwoods Community our students got to know many of the neighbors while working to get abandoned units updated for an unhoused neighbor to have a home. At Peacehaven Mobile Home Park we worked to set up a community block party for the neighborhood children and families to have a fun and safe place to fellowship on Fridays after school. The ministry provided by students is so impactful on both these communities and our students. Availability is limited due to transportation so students will want to sign up quickly each month with Mr. Clark. Service projects are done on early release days each month with transportation provided to the service project and back to school.

Extracurriculars

Lower School

Extra-curricular activities may include, but are not limited to, chorus, fine arts festivals, and ACSI Student Activities such as Math Olympics, spelling bees, writing festivals, and speech meets. Afterschool Enrichment Classes are offered for different grade levels in areas such as cooking, science, soccer, taekwondo, art, dance, singing, etc. Offerings change quarterly and cost a minimal fee.

Clubs: Seventh through Twelfth Grades

In addition to the athletic teams in the Upper School there are various clubs that students enjoy which reflect their varied interests. Student clubs at our school must align with our Statement of Faith and receive approval from the administration. This ensures that the clubs' objectives, activities, and values are in harmony with biblical principles and the overall mission of our educational institution. Students can develop clubs or organizations with the approval of the Upper School Principal.

RETREATS AND TRIPS

Lower School Field Trips- Grade TK-6

Lower school students take three or four field trips a year to various locations around the state. Field trips focus on different content areas and align with the curriculum. These trips allow students to experience their learning in different ways and see God's hand in the world around them.

Windy Gap Retreat – Grades 9-12

This retreat, in the beautiful mountains of Weaverville, NC (near Asheville), is for all students in grades 9-12. Windy Gap is a highlight of the school year. This special week sets the tone for the entire year – and it is a great way to start our new year with new friends, a new perspective and a new spiritual start. A guest speaker will challenge us from God's Word and a guest praise band will lead us in worship. The camp offers great facilities/accommodations, a zip line, swing, super slide, pool, arcade room, sand volleyball, indoor and outdoor basketball, fishing, Sippin' Shoppe, and a Country Store. Upper School parents go as our cooks, bakers, servers, pit crew, night security, etc. This retreat is paid for in the annual tuition rate.

Windy Gap Retreat - Grades 7-8

This retreat, in the beautiful mountains of Weaverville, NC (near Asheville), at Windy Gap will be the highlight of the school year. All of the 7th and 8th grade students go to meet new friends, learn team building skills through games and competition and spiritually reset as they hear from a guest speaker and praise band will lead us in worship. Parents who complete volunteer training are able to attend as chaperones as needed. This retreat is paid for in the annual tuition rate.

Trip Week Adventures - Spring

Eighth graders and twelfth graders participate in spring trips. These trips have an additional cost, but students are encouraged to take advantage of the first three quarters of the school year to raise their own funds for these exciting adventures. Eighth grade students go to Washington, DC; the Seniors go on a mission trip to Costa Rica.

Cell phones are not permitted on domestic field trips. Faculty sponsors will have cell phones for emergency contact with parents on all field trips. Students are allowed to use cell phones on the Costa Rica senior trip and the Youth and Government (YAG) Conference.

STUDENT COUNCIL AND EXECUTIVE LEADERSHIP COUNCIL

It is the goal at Calvary Day School to provide opportunities for the students in Upper School to pursue and develop leadership, interests, and talents both in and beyond the classroom. The Student Council and Executive Leadership Council are two opportunities.

Student Council

The Student Council. Student council is a group of four students representing their grade. Class representatives for the Student Council are elected from grades 7th through 12th.

Requirements

- be re-enrolled for the upcoming school year
- submit student council application on time
- have one exemplary teacher recommendation from a CDS faculty member
- no more than 7 cautions in the previous year

Applicants will be expected to either record or deliver in person a 1-2 minute speech to their grade before the voting process will take place. Elections are held in the spring.

Executive Leadership Council (ELC)

A second leadership opportunity is reserved for five seniors to serve on the Executive Leadership Council. All Student Council representatives and ELC work directly with administration to channel ideas and suggestions and unify the student body in spirit and cooperation towards common goals. ELC candidates must be students of high character and integrity. They must meet a higher standard of accountability.

Requirements

- be re-enrolled for the upcoming school year
- have exemplary teacher recommendations from two CDS faculty members
- have no more than 5 cautions in their junior year, prior to the election
- complete the application & interview process

If a member of the Student Council or ELC displays repeated behavioral concerns, he/she may be removed from office and replaced. Replacements will be made based on the candidate that received the next highest votes. If a member cannot fulfill his or her duties for other reasons, the member will be replaced using the same procedure.

SPIRITUAL LIFE - CHAPEL/ADVISORY

The spiritual life of our students is a priority at Calvary Day School. Through daily prayer, Bible study, weekly chapel worship services, small group discussions, yearly retreats and numerous other impromptu spiritual interactions, we are intentional in the development of our relationship with the Lord Jesus Christ.

Our weekly chapel service is the community highlight of our week. Whether from the variety of chapel speakers who have integrated their walk with Christ into every aspect of their lives, the student praise band or the corporate time of prayer and song, chapel is the weekly reminder of the reason and source of our strength in order to be effective salt and light in a needy world.

To increase spiritual growth following chapel, the entire Upper School is broken down into small groups ranging from 4 to 15 students where heartfelt discussions of life are made. Leaders in advisory take the key points from the chapel speaker and ask exploratory questions as to how such eternal truths can be lived out in our everyday lives.

Parents are welcome to attend chapel services which occur on Wednesday mornings for the Upper School and Thursday mornings for the Lower School.

ATHLETIC PROGRAM

The athletic program at Calvary Day School provides an opportunity to build athletic skills, positive relationships, and Christian character. At CDS, students have an opportunity to participate on varsity, junior varsity, and middle school teams. Although athletics is competitive, relationships between CDS teams and players should reflect a spirit of support and respect for each other. Regardless of the sport gender or age level, teams and individual players should demonstrate a supportive attitude in their relationship toward other CDS athletes, other schools in both actions and words. Parents and students are expected to support this point of emphasis.

Students interested in participating in athletics should contact the Athletic Office (A-0300; 336-714-5592) for information and/or visit the Athletic Policy Handbook, which contains specific athletic policies and requirements for eligibility.

[Athletic Handbook](#)

The Athletic Handbook can also be found via the CDS App or Family Portal.

EXTENDED CARE (TK-6th) 3:00 PM to 6:00 PM

Calvary will provide *after school child care* this year for students in TK through sixth grade. This is a service offered to enrolled Calvary students who need child care on a regular daily basis throughout the year. Fees are \$275 per child per month for 5 days per week and \$195 per child per month for 3 days per week. Fees are billed at the beginning of the month.

Please note the following information regarding these programs.

- No afternoon extended care is available on noon dismissal days.
- No afternoon care is available on the last day of school.
- If the school closes early due to inclement weather, there will be no afternoon enrichment or extended care that day.
- \$2.00 per minute late fee is charged after the designated closing time.
- Parents are required to pack a snack for their child to eat in the afternoon.
- Emergency/Drop-in care is available for \$20/day as needed. Call or email the Lower School office to secure drop-in care.

AFTERSCHOOL ENRICHMENT CLASSES (for Lower School)

Afterschool Enrichment Classes are offered quarterly to all K-6th students. Information and registration is online. Fees for each class differ depending on the length of the class (#of weeks) and the organization offering the class (i.e. Mad Science, Imago Dei Soccer, or a CDS teacher). Classes are offered Monday through Thursday from 3:30-4:30pm. Classes are grade/age specific and fill on a first-come-first-served basis (based on the timestamp of the registration form). Students are expected to adhere to all school and class rules. Attendance in enrichment classes is a privilege that can be denied if students do not follow class rules or are too disruptive to the learning environment. Examples of classes include (but are not limited to): pottery, photography, chorus, cooking, running, soccer, taekwondo, Latin, and science/STEM.

DISCIPLESHIP, BEHAVIORAL EXPECTATIONS AND DISCIPLINE PLAN

Calvary Day School stands on the principles of discipleship. Christ commanded us in Matthew 28:19-20 to "...go and make disciples..." We live by this principle in all areas of Christian education. Calvary Day is a Kingdom Education school. Dr. Glen Schultz defines Kingdom Education, " as a life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ". Kingdom education is built on the spiritual strength of the church, the home and the school. These institutions, working together, can help lead our children to a long and abiding life in which the child follows the will of the Lord. We also love the direction given in Deuteronomy 6: 4-8. "The Lord our God is one LORD: and you shall love the Lord your God with all your heart, and with all your soul, and with all your might. You shall teach them diligently unto your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up". At Calvary Day we intentionally focus on discipleship in our Kingdom education model. Teachers pour themselves into the lives of their students. Our teachers are disciple-makers and a biblical-worldview is taught in each content area. CDS students are taught to think "Biblically" in all academic disciplines. At Calvary Day, God's Word is the key component, and it is the foundation of all truth. Faculty and staff get to know their students in order to help them grow academically and spiritually. The ultimate goal is that our students become disciple makers.

We believe discipline is an important part of discipleship. With biblical discipleship comes encouragement. Also, biblical discipleship sometimes involves correction. Each day brings choices for students. Sometimes students make good choices that will be celebrated. Other times students make choices that require correction in our school setting. In either circumstance, students hopefully will learn from their good and poor choices as they live life together. Because we want to biblically and prayerfully instill discipleship effectively, it is our goal to be consistent and equitable in our discipline practices.

Student Honor Code

"I pledge that I will courageously uphold the principles of the honor code, guard its traditions, and respect the requirements of refraining from all forms of lying, cheating, and stealing. I make this pledge in view of God and the pledges of all students and faculty. I do this in mutual trust and resolve to keep our honor secure."

CDS students are taught that lying, cheating and stealing are sinful actions that will be dealt with by consequences clearly presented in the Parent-Student Handbook. These actions show disrespect toward others or the school.

Cheating involves presenting work or ideas from another source as your own (homework, quizzes, tests, papers, and projects), with or without consent of the original author, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition, as is the use of material generated wholly or in part through the use of artificial intelligence. Cheating will result in an academic penalty of a zero grade for homework, quizzes, tests, papers and projects.

Lying is telling a statement that is not true, trying to deceive with words, or giving a false report or information. Stealing is taking property or an item from someone or the school that does not belong to you without permission or right, usually secretly or unobserved.

Students in grades 9-12 are not required to sign the Honor Code of the school but are encouraged to do so to show solidarity with the faculty, staff and administration of Calvary Day School. The Honor Code can be found in the Upper School office.

Code of Conduct: Respect Everyone!

Show proper respect to everyone, love the family of believers, fear God. 1 Peter 2:17

Trust vs. Suspicious

Give everyone the benefit of the doubt.

“Have each other’s back.” Defend each other.

When trust is in question, use Matthew 18 with the person. Don’t be

Students are expected to adhere to these Biblical principles:

- Respect God I Corinthians 6:19-20; Matthew 15:8-9
- Respect yourself Psalm 119; I Corinthians 6:19
- Respect Everyone! Philippians 2:3; Proverbs 18:24
- Respect property Proverbs 3:9
- Do your best Colossians 3:17
- Do what is right Philippians 4:8
- Treat others like you want to be treated I Thessalonians 5:15; Matthew 7:12

Each individual teacher has developed specific classroom rules based upon these principles.

SCHOOL DISCIPLINE PLAN

Being a student at Calvary is a privilege, and students are expected to be respectful, responsible, and cooperative.

The principles that govern our policy of moral education and discipline are summarized into four core points:

- It is vital that there be a positive, orderly and safe environment in all school activities.
- It is essential that the teacher or a staff member be respected and in leadership command at all times.
- Discipline may be progressive depending on the age of the student and the severity of the offense and/or the number of offenses.
- Discipline should work to build within students a value system and self-control based upon the Word of God.

Discipline is the process of teaching and training students in expected behaviors. Calvary Day School operates under a school-wide discipline plan. Under this plan, teachers and administrators diligently, consistently and lovingly train students in the expected behaviors and then hold them accountable. No student has the right to behave in a manner that disrupts or interferes with the teacher's right to teach or another student's right to learn. Parents are expected to support the school's discipline plan. These behavioral expectations are in place in all class situations, whether students are on campus or during distance learning.

Minor breaches of conduct are handled by the classroom teachers. These include talking, not being engaged in class discussion, etc.

Serious breaches of conduct include but are not limited to the following: fighting, threats of physical harm, extortion, profanity or verbal abuse of others; racial slurs or derogatory comments or actions; harassment including sexual harassment; dishonesty such as stealing or lying; vandalizing or destroying property; arson, immorality; unauthorized absence from school or assigned class; possession and/or use of controlled or illegal items or substances, such as weapons, look-alike weapons, drugs, marijuana, alcohol, tobacco, fireworks, pornography, and gambling, on campus or at school activities. Students are not allowed to possess, record, or transmit images, video, audio messages, and/or text messages deemed inappropriate by the school administration, which includes inappropriate pictures, images, video, audio or text which mentions or refers to Calvary Day School, Calvary personnel, and/or students of Calvary on any publicly accessible locations or social networks.

Items that belong to CDS such as lockers, desks, etc., which have been assigned to students, can be searched at any time and for any reason. A school official may search a student's person, possessions (such as a handbag/purse, book bag, gym bag) or motor vehicle if official has a reasonable suspicion that the search will produce evidence that the student has violated or is violating either the law or the policies, regulations or rules of Calvary Day School. A search will be permissible in its scope when the manner in which the search is conducted is reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction. Reasonable suspicion may be based on information provided by a reliable confidential informant, circumstantial evidence, and/or the Administrator's common-sense conclusions about human behavior upon which practical people are entitled to rely in making decisions.

The school reserves the right to address and take appropriate disciplinary action in response to behaviors or situations not explicitly outlined in this handbook. While this handbook provides guidelines and examples of disciplinary procedures, it is not intended to be an exhaustive list. The administration retains the authority to exercise discretion in responding to conduct that is inconsistent with the mission, values, or expectations of the school community. Any such decisions will be made with careful consideration of the circumstances and in the best interest of the student body and the overall school environment.

Sexual Harassment Policy

Calvary Day School is committed to providing all students with an environment that is free of sexual harassment, and strictly prohibits all forms of sexual harassment. Sexual harassment includes but is not limited to: unwanted sexual advances; making or threatening reprisals after a negative response to sexual advances; visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal conduct: making or using derogatory comments, epithets, slurs, and jokes; verbal sexual advances or propositions; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitation; and physical conduct: touching, assault, impeding, or blocking movement. Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the teachers, guidance

counselors, dean of students, principals, or Head of School who will thoroughly investigate the matter in confidence. After reviewing all the facts, Calvary Day School will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action, up to and including expulsion, will be taken against any student who is found to have engaged in harassment. Retaliation against an individual who reports or makes a complaint will not be tolerated. The school will impose appropriate corrective action against any individual found to have engaged in acts or threats of retaliation.

Bullying Statement

Calvary Day School is committed to maintaining a school environment in which all individuals treat each other with dignity and respect, and which is free from all forms of bullying, intimidation, exploitation, and harassment.

With this goal in mind, bullying is defined as repeated negative behavior toward another individual; exerting power over another individual for the purposes of intimidation; repeated verbal, emotional, or physical intimidation of another individual, either in person or through the use of technology.

Normal Conflict	Bullying
Equal power or friends	Imbalance of power, not friends
Happens rarely/infrequently	Repeated negative actions
Accidental	Purposeful
Not serious	Serious with threat of physical or emotional harm
Equal emotional reaction	Strong emotional reaction from victim; little or no reaction from bully
Not seeking power or attention	Seeking power, control
Not trying to get something	Attempts to gain power
Remorse--takes responsibility	No remorse--blames victims
Effort to solve the problem	No effort to solve problems

Examples of Bullying

- Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors
- Sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)
- Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping,
- Damaging or stealing the victim's property
- Locking a person in a room, making mean faces or rude gesture
- Initiating or forcing inappropriate touching, etc.
- Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.
- Miscellaneous: Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

If a student observes bullying, he or she should report the incident to a school employee.

Bullying that takes place during the school day and/or interferes with the normal activities of the school day will be immediately addressed and consequences will be assigned. Students who repeatedly engage in harassment and/or bullying can be assigned serious consequences, up to and including expulsion.

Confidentiality of claims: we take reports of harassment and bullying seriously, and administrators will do their best within reason to ensure that students/parents reporting this behavior remain anonymous and that no retaliatory action is taken against reporting students/parents. While this is the goal, there must be no expectation of anonymity from the reporting parties, and conflicts cannot always be resolved without specifics being shared. Administrators engage in conflict resolution with the highest priority on protecting the offended student(s) in every way possible and will protect anonymity only when possible. Students engaging in retaliatory action may be subject to serious consequences, up to and including expulsion.

Calvary reserves the right to set discipline at whatever level is deemed proportionate to the offense including, but not limited to, admonition, counseling, probation, suspension, and expulsion.

STUDENT CONDUCT

Grades 3-6

The following classification of behavioral issues and recommended consequences, from least serious to most serious, are offered to provide clarity concerning the school's response to violations.

Level 1 – Results in a “Caution” (Written warning-recorded in FACTS, communication to parents)

- Inappropriate use of school property
- Indirect, subtle, and sometimes unintentional verbal or nonverbal insults that communicate negative messages toward those of another race, culture, gender, etc.
- Disruptive talking in class
- Incidental misuse of electronic devices (including phone/smartwatch, etc. violations)
- Minor Chromebook violations
- Dress code violations
- Any behavior which violates behavioral expectations – acting out in class, failure to complete assigned duties, etc.

Level 2 – Results in a Dismissal Detention

Dismissal Detention- Students will serve detention on a Thursday afternoon from 2:30-3:30, parents will be notified and expected to pick up their child at 3:30. During this time, students will be expected to participate in a consequence equivalent to the infraction. This could include a time out, a written assignment, manual labor, etc. For example, if a student vandalizes school property, they may be expected to help restore it.

*Two detentions received before Thursday's detention served, automatically results in a ISS.

- Repeated violation of any Level 1 offense – see above
- Treating students, faculty, staff or other adults on campus with disrespect (minor)
- The use of inappropriate language and/or gestures (including profane, vulgar, and/or abusive).
- Any action and/or attitude that is detrimental to the school, staff or students
- Bullying: Bullying includes but is not limited to repeated verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, slander, persistent tormenting, utilizing habitually cruel or overbearing comments, utilizing racial slurs, making fun of or spreading rumors, cyber-bullying, mocking, belittling or encouraging exclusion and teasing (depending on the severity and nature of this problem, it may be handled as a Level 3 offense).

Level 3 – Results in a probable “In-School Suspension” or “ Out of School Suspension”

In-School Suspension (ISS) – Student will be removed from the classroom for a determined part of the day or the entire day; there the student will complete classroom assignments. The student will not eat in the cafeteria or attend any school function during determined school hours and parent contact will be made. All missed work that is due during the suspension (tests, projects, homework, etc.) must be made up. **Students may not participate in after-school activities.**

Out-of-School Suspension (OSS) – Students will not be permitted on campus or allowed to attend any school functions during the school day or after school hours. All missed work that is due during the suspension (tests, projects, homework, etc.) must be made up.

- Repeated violations of a Level 1 or Level 2 offense
- Repeated indirect and subtle verbal or nonverbal insults against individuals or overt aggression toward those of another race, culture, gender, etc.
- Fighting or threats of physical harm to others
- Dishonesty in any form such as intending to misrepresent the truth, withholding information about offending behavior of others, lying or stealing. These offenses may result in the student being sent home immediately.
- Vandalism to property.
- Severe instances of disrespect towards students, faculty, staff or other adults on campus
- The repeated use of inappropriate language and/or gestures (profane, vulgar, or abusive).
- Major Chromebook violations

Level 4 – Results in probable “Dismissal”

A student may be permanently removed from the school for repeated rules violations, serious misconduct, or multiple suspensions. Dismissal of a student involves the consultation and agreement of the administrative team. The following list has examples of serious misconduct that may result in expulsion. This list is not intended to be all-inclusive. When appropriate, and as required by the laws of the state of North Carolina, Calvary will work with local law enforcement in handling the most severe offenses.

- Assault and battery
- Overt racism-Intentional and/or obvious harmful attitudes or behaviors towards another individual or group because of the color of his/her skin (including slurs)
- Bomb threats
- Possession, use, or transfer of weapons or look-alike weapons
- Vandalism (major) to personal, Calvary, or other school’s property
- Theft, possession, or sale of stolen property
- Bullying including persistent tormenting, utilizing habitually cruel or overbearing comments
- Any action by a student and/or his/her parents or guardian that seriously interferes with the school’s ability to accomplish its educational and/or spiritual purposes.

Grades 7-12

In the Upper School, the following classification of behavioral issues and recommended consequences, from least serious to most serious, are offered to provide clarity concerning the school’s response to violations.

Level 1 – Results in a “Caution”

- Unexcused Tardy to class (note: this is an attendance caution - not classroom/school behavioral)
 - Note: the majority CDS Student body does not receive cautions from the following list.
- Inappropriate use of school property – including littering
- Indirect, subtle, and sometimes unintentional verbal or nonverbal insults that communicate negative messages toward those of another race, culture, gender, etc.
- Disruptive talking in class
- Unauthorized use of elevators (only to be used by faculty/staff or students with injuries requiring use of the elevator)
- Misuse of electronic devices (including phone violations) See cell phone discipline plan. (1st violation - turn in phone, 2nd violation - five days turned in at the beginning of each day, 3rd violation - for the length of a quarter, 4th - for the remainder of the year.)
- Minor Chromebook violations (As defined by the school)
- Ordering food to be delivered by a vendor.
- Dress code violations
- Public Displays of Affection
- Not signing out nor signing back in upon returning to campus.
- Failure to register vehicle and affix parking decal by established deadline.
- Any behavior which violates behavioral expectations – acting out in class, failure to complete assigned duties, parking lot violations, including being in the parking lot during school hours without a staff chaperone, (reckless driving on campus will be handled as a Level 3 violation), etc.

Level 2 – Results in a “Detention”

Detentions will be served on Thursday mornings from 7:00 - 7:50 AM. Failure to serve a detention at the designated time will automatically result in another detention (If detention is missed, he/she must attend the following week’s detention. If consecutive detentions are missed or excessive absences to assigned detentions occur, the student may be suspended. Senior Privileges may be revoked for repeated detentions/suspensions for an appropriate period of time. The senior lounge and off campus travel during free periods and lunch may be revoked for appropriate periods of time.

- Fourth violation of any Level 1 offense – see above
- Fifth violation of any Level 1 offense
- Treating students, faculty, staff or other adults on campus with disrespect (minor)
- The use of inappropriate language
- Leaving school without permission or missing chapel, study hall, lunch, pep rallies or other required school events, including failure to sign in or out properly. In addition to a detention, seniors will automatically lose a week of senior privileges for such actions.
- Any action and/or attitude that is detrimental to the school
- Trespassing, illegally occupying or blocking in any way school property with the intent to deprive others of its use, or unlawful assembly
- Unexcused absence from class (Oversleeping, being tired, non-medical appointments which include haircuts etc are unexcused absences. Unexcused absences from a class will result in a detention. They will be scheduled to serve their detention at the next detention date.)

Level 3 – Results in a probable “Suspension” (In-School/Out-of-School Suspension)

In-School Suspension (ISS) – Students will be removed from the classroom for the entire day and complete classroom assignments. The student will not eat in the cafeteria or attend any school function during school hours and will be automatically placed on disciplinary probation. All missed work that is due during the suspension (tests, projects, homework, etc.) must be made up. Students may not participate in after-school activities. Students may face further consequences in other clubs or activities: i.e.: Student

Council, honor organizations, athletics, fine arts, homecoming court, etc.

Out-of-School Suspension – Students will not be permitted on campus or allowed to attend any school functions during the school day or after school hours. The student will also be automatically placed on disciplinary probation. All missed work that is due during the suspension (tests, projects, homework, etc.) must be made up. Students may face further consequences in other clubs or activities: i.e.: Student Council, honor organizations, athletics, fine arts, homecoming court, etc.

- Second violation of a Level 2 offense = fifth violation of a Level 1 offense.
 - Caution #1 = written warning
 - Caution #2 = written warning
 - Caution #3 = written warning
 - Caution #4 = Detention
 - Caution #5 = Detention
 - Caution #6 = In-person meeting with school administration
 - Caution #7 = Suspension
- Propping of a door in order to regain entrance for yourself or others shall result in immediate suspension.
- Bullying: Bullying includes but is not limited to repeated verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, slander, persistent tormenting, utilizing habitually cruel or overbearing comments, utilizing racial slurs, making fun of or spreading rumors, cyber-bullying, mocking, belittling or encouraging exclusion and teasing (depending on the severity and nature of this problem, it may be handled as a Level 4 offense).
- Repeated indirect and subtle verbal or nonverbal insults against individuals or overt aggression toward those of another race, culture, gender, etc.
- Fighting or threats of physical harm to others
- Dishonesty in any form, as dictated by the Student Honor Code, such as intending to misrepresent the truth, withholding information about offending behavior of others, lying or stealing. These offenses may result in the student being sent home immediately.
- The use of verbal sexual games, innuendos, or behavior including inappropriate touching or gestures toward another person at Calvary. The display of sexual items. (These may be classified as a Level 4 offense).
- Sexual immorality or promiscuity: Students shall remain sexually pure according to biblical standards and as reflected in the CDS Statement of Faith.
- Possession of, publishing, recording or transmitting images deemed inappropriate by the school administration, including inappropriate pictures, images, or text which mentions or refers to Calvary Day School, Calvary personnel, and/or students of Calvary on any publicly accessible locations; offending posting must be immediately removed. Refusal or failure to remove the postings will result in probable dismissal from Calvary.
- Driving on campus in a manner that is hazardous to yourself and/or others.
- Vandalism to property.
- Gambling on campus.
- Possession of tobacco products, e-cigarettes, and/or vape pipes.
- Smoking or the possession of tobacco products and/or e-cigarettes on campus, including vaping paraphernalia.
- Severe instances of disrespect towards students, faculty, staff or other adults on campus.
- Tampering with a teacher's desk or personal property
- The use of profane, vulgar, or abusive language.
- Major Chromebook violations (As defined by the school)
- Personal or serious misuse of electronic devices

Level 4 – Results in probable “Dismissal”

A student may be permanently removed from the school for repeated rules violations, serious misconduct, or multiple suspensions. Dismissal of a student involves the consultation and agreement of the administrative team. The following list has examples of serious misconduct that may result in expulsion. This list is not intended to be all-inclusive. When appropriate, and as required by the laws of the state of North Carolina, Calvary will work with local law enforcement in handling the most severe offenses.

- Assault and battery
- Overt racism-Intentional and/or obvious harmful attitudes or behaviors towards another individual or group because of the color of his/her skin (including slurs)
- Threat of personal harm
- Bomb threats
- Possession, use, or transfer of weapons or look-alike weapons
- Vandalism (major) to personal, Calvary, or other school’s property
- Theft, possession, or sale of stolen property
- Arson or attempted arson
- Furnishing, selling, using or possessing controlled substances (alcohol, drugs, narcotics, intoxicants or poisons)
- Furnishing and/or selling tobacco products and/or e-cigarettes on campus, including vaping paraphernalia.
- Use or possession of illicit drugs, the use or possession of alcohol, blatant immorality, possession of weapons, and other serious violations of the law; this includes coming on campus under the influence of drugs or alcohol. This applies to any Calvary sponsored trip or activity.
- Sexual immorality or promiscuity: Students shall remain sexually pure according to biblical standards and as reflected in the CDS Statement of Faith.
- Any sexually oriented, non-academic item brought on campus for personal or public use may be considered as a Level 4 offense. Exposing others to pornography may be considered as a Level 4 offense
- Any violation of Calvary Day School’s Sexual Harassment Policy
- Hacking into school records
- Bullying including persistent tormenting, utilizing habitually cruel or overbearing comments
- Serious misuse of electronic devices
- Any action by a student and/or his/her parents or guardian that seriously interferes with the school’s ability to accomplish its educational and/or spiritual purposes.

DISCIPLINARY PROBATION

Students may be placed on disciplinary probation whenever there is clear evidence that the student’s behavior falls below the standards of Calvary. A student may be placed on disciplinary probation based on the following factors:

- Deliberate defiance and disobedience
- A rebellious spirit (negative, mocking or scorning attitude) which is unchanging after much effort by teachers
- Several detentions in a quarter
- An in-school suspension or out-of-school suspension

Disciplinary probation shall extend for a minimum of nine school weeks. This disciplinary probation will have this specified time to correct poor behavior or attitude. At the end of the period, administrators will evaluate the student’s recent behavior and decide to lift the probation or recommend the student withdraw from Calvary. Any serious behavior problem which occurs during disciplinary probation may result in the

immediate withdrawal of the student. Students on probation may be ineligible for extracurricular and co-curricular activities, such as sports events, field trips and overnight class trips including extended care services. Any student who is placed on disciplinary probation more than twice in the school year will not be eligible to return to Calvary Day School the following year. Disciplinary probation can extend into the following school year in order to complete the probationary period.

STUDENT CONDUCT AT ATHLETIC EVENTS

Student conduct at athletic events should be consistent with behavior during regular school hours. Christian conduct from our student athletes and fans is important to the testimony of Calvary.

- Display respect for people and property of all participating schools
- Derogatory remarks and gestures should never be expressed to opposing players, coaches, spectators or the officials.
- The cheerleading squads from all schools are worthy of fans' attention and support.
- Student dress should be modest and appropriate for the setting.
- We encourage our students as players and spectators to be examples for the believers as outlined in 1 Timothy 4:12 "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." (NIV)

COURAGEOUS COUGARS

Courageous Cougars is our effort to encourage students to treat each other with respect and kindness and to stand up for those being mistreated. Students are recognized for displaying the characteristics found in the Code of Courage.

Code of Courage

C =care for one another	Eph. 4:32
O =one makes a difference	James 1:12
U =unify	1 Peter 3:8
R =resolve conflicts	Eph. 4:31-32
A =advocate	Isaiah 1:17
G =give thanks	1 Thess. 5:16-18
E =encourage each other	1 Thess. 5:14

ALCOHOL, MARIJUANA, DRUGS AND OTHER SUBSTANCES

We as a culture have a substance abuse concern. This abuse problem is a concern for us at Calvary Day. More and more students are having to confront chemical dependency at earlier ages. CDS students are not free from the pressures of this challenge. Besides the spiritual and academic well-being of our students, we place a high priority on the safety, health, and mental well-being of each student at Calvary. CDS strives to make our students aware of the dangers of drug, alcohol and other forms of chemical abuse. We do this in an intentional and age appropriate manner. The use of illegal drugs is forbidden at any age. The use of alcohol under the age of 21 is illegal in the United States. Calvary Day School supports these laws. Any Calvary Day School student who, while on campus, at any school function (on or off campus) including athletic events or while traveling to or from school or any school function, consumes, uses, distributes or possesses alcoholic beverages, illegal drugs, alcohol, drug paraphernalia, or misuses legal drugs or other substance, may be suspended or expelled. Any CDS student who is determined to be under the influence of alcohol or illegal drugs at any of the aforementioned events is in violation of Calvary Day's drug and alcohol policy. CDS reserves the right to inspect lockers for illegal and legal drugs.

TOBACCO, ELECTRONIC CIGARETTE-FREE CAMPUS POLICY

Calvary Day School is a smoke-free, tobacco-free, and electronic cigarette-free campus. We believe that

every student, faculty and parent has the right to breathe clean air in our school setting. The use of cigarettes, cigars, pipes, smokeless tobacco, or any other form of tobacco product in any form in any school building or school vehicle, on school grounds or athletic fields, or in sight of any students or visitors is prohibited. This prohibition would include electronic cigarettes and personal vaporizers, whether or not they contain nicotine. Any student found in violation of this policy may be suspended. Repeated violation of this policy may result in expulsion.

STUDENT DRESS CODE (Grades Preschool through 12)

Calvary Day School's dress code is designed for the school setting. It encompasses modesty and a desire not to offend others. We expect all students to exercise good judgment in their choice of 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. The school staff and administration believe that dress can influence the learning environment. Student attire should convey respect for oneself, for fellow students, and for teachers to maintain a positive learning environment. Parents are expected to review the dress code and assist the school in its implementation.

The dress code is simple in its clarity. As CDS partners with parents in training up a child, the dress code is one more area for that development. Questions regarding the dress code should be directed to the Upper School Dean of Students, Women's Dress Code Coordinator, Lower School Principal or Lower School Assistant Principals. It is impossible to list all forms of apparel that would be inappropriate for the classroom setting. Therefore, the administration reserves the right to make decisions on items not specifically listed in this policy.

Parents partner with CDS by assisting with adherence to the dress code policy before school begins each day. Parents of Lower School students in violation of the dress code will be notified on the first offense. On the second offense, parents must bring a change of clothes to correct the violation. Upper School students in violation of the dress code will receive a caution and must immediately correct the dress in one of the following ways:

- Change into dress code appropriate clothing that is provided in the upper school office.
- Call a parent for dress code appropriate clothing.

Students MUST wear:

- Clothing that is opaque (not transparent or see through)
- Tops that cover the entire torso: middle of back, sides, front, and midriff (including all typical daily movements)
- Shorts that cover the entire buttocks and extend to the mid-thigh (including all typical daily movements)
- Dresses and skirts that extend to the mid-thigh
- For Preschool through Kindergarten - ONLY-closed toed shoes

Students MAY wear:

- Athletic wear: shorts (mid-thigh), joggers, sweatpants, sweatshirts
- Leggings of any length or style (to include flared, cropped, bike, yoga, etc.) can only be worn under dresses, skirts or shorts which extend to mid-thigh
- Clothing with CDS logos, colleges, teams, or appropriate graphics
- For Preschool through 2nd grade ONLY - may wear leggings

Students MAY NOT wear:

- Strapless tops, spaghetti straps, swimsuits, leggings as pants, or pajamas
- Clothes that expose any private body parts

- Hats or Hoods: (hats and hoods on hoodies are allowed ONLY outdoors)
- Pants that have holes above mid-thigh
- Clothes that:
 - use explicit language or other offensive messages or images
 - depict or promote drugs or alcohol
 - reference political candidates or slogans
 - display hateful language or culturally insensitive messages or images

Within the mission of Calvary Day School is the concept of training. It is within the concept of training that our dress code has been developed. Calvary recognizes that the parent is primarily responsible for training a child and ensuring adherence to the dress code. Calvary's school culture is one of modesty and a desire not to offend others.

The school expects parents to support the Calvary dress code and the school's enforcement of the dress code in a non-confrontational and non-defensive manner. Students will not be allowed to cover inappropriate dress with a jacket or other type of outerwear. Students will be excluded from class with an unexcused tardy or absence until the violation is corrected.

ELECTRONIC DEVICES/CELL PHONES AND INTERNET POLICY

In the Upper School, cell phones must be kept in backpacks during the school day and should not be visible in the hallways. Only students in grades 9 through 12 are permitted to use their phones during lunch in the lunchroom. All emergency or essential phone calls should be made from the Upper School office. Smartwatches must be set to airplane mode during school hours. Teachers may collect phones and smartwatches during tests.

In the Lower School, all electronic devices must be turned off and stored out of sight or with the teacher during the school day (from drop-off until parent picks up child) unless authorized by a staff member. Upon violation, the electronic device (cell phone, smartwatch, tablet, etc.) will be turned into the Lower School Office and the parent will be contacted to collect it. Repeated violations will result in detentions, suspensions and/or possible dismissal.

School employees (and volunteers) are prohibited from sending private messages to students and/or replying to private messages from students. In addition, students are prohibited from sending private messages to school employees and volunteers. Group apps are utilized for teams and school groups in order for a school employee to communicate messages to the entire team or group. School employees are prohibited from "following" student social media accounts and from being "followed" by students.

Other usage violations include but are not limited to: inappropriate pictures as determined by the Administration, taking pictures of a person or his/her personal items or intellectual property without permission, and/or disseminating said photos.

Misuse of a cell phone or smart watch will result in a caution. (see discipline plan below)

Upper School Cell Phone Discipline

- 1st violation: Students will turn in their phone or device to the office for the remainder of the day with a caution being entered in FACTS. A note will be sent home to the parent/custodian.
- 2nd violation: Students will turn in their phone or device to the Dean of Students' office at the beginning of the day for five consecutive days. Another caution will be sent to parents.
- 3rd violation: Students will turn in their phone or device to the Dean of Students' office at the

beginning of each school day for the remainder of the quarter or 45 days. The phone may be picked up at the end of the school day.

- 4th violation: Students will turn in their phone or device for the remainder of the year to the Dean of Students' office each morning prior to the start of school. The phone may be picked up at the end of the school day. Students will serve in detention per the school discipline plan.

****Due to the potentially devastating nature of inappropriate content that can be shared and stored on phones and electronic devices, immediate suspension or expulsion may result from a first violation of this policy.**** Administration reserves the right to examine the contents of any device that has been confiscated if cause exists to suspect school rules have been violated. CDS is not liable for the loss or damage of these devices or accessories.

Cell phones are not permitted on domestic field trips. Faculty sponsors will have cell phones for emergency contact with parents on all field trips. Students are allowed to use cell phones and smart watches on the Costa Rica senior trip and the Youth and Government (YAG) Conference.

Emergency Telephone Use

In case of an emergency the student should report to the appropriate school office and the administrative assistant will assist the student in making the necessary call. The telephone located in the Upper School office is available for student use during the school day. No other telephones are to be used by students during the school day. Reminder, cell phone use by students is not allowed. Cell phones should be kept in book bags throughout the school day.

Computer and Laboratory Equipment

Students are not permitted to use, move, or alter settings on school computers or laboratory equipment without permission of the designated teacher. The school is not responsible for lost, stolen, or damaged personal computers.

Artificial Intelligence (AI)

First, we will draw upon biblical principles to guide our understanding of AI and its application. This will involve exploring questions of human identity, stewardship, and responsible creation in the digital age. We will integrate lessons on AI ethics and responsible use into our curriculum. This will include discussions on topics such as privacy, bias, fairness, and potential societal impacts as well as engaging with experts in the field of AI to train faculty on responsible development and utilization of this technology.

Second, AI usage will be limited to teacher-supervised activities for the time being. This means students will only interact with AI tools under the direct guidance and instruction of their teachers. Teachers will only use AI tools reviewed by the technology department and aligned with specific learning objectives to uphold our ethical and biblical standards. Students will be actively involved in discussions about the limitations, biases, and potential misuses of AI tools used in class.

Internet and Network Usage

The use of school or personal computers during the school day is for academic purposes only and must have teacher approval. Violation of this policy will result in the loss of all computer privileges. Students with personal computers will be assisted by staff with the installation of access to the school's wireless network. Personal computers using the school's network must have student-provided and Calvary-approved anti-virus software.

The school provides a strong Internet filtering resource but cannot guarantee to block all objectionable sites and materials. Accessing our network, whether from personal laptops brought from home or computers owned by the school, immediately places a student under the school network usage policy. All

users of the network will agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow Calvary Day School's basic rules. I will strive to apply Philippians 4:8 to my electronic communication: "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy, think about such things."

UPPER SCHOOL CHROMEBOOK POLICIES AND ACCEPTABLE USE

The use of the Chromebook is for academic purposes only

CDS Tech Mission

It is the utmost desire of Calvary Day School to lead our 1:1 Chromebook program to honor the Lord Jesus Christ. Contained in this document are guidelines for the school and students to make this a successful program. Our goal is to help teach and train children to be Christian leaders in an ever growing technology centered world by giving them a competitive 21st century global education. These policies and guidelines are designed for the protection of your children. We want to partner with you in teaching our students proper digital citizenship.

Google Accounts

Students at Calvary Day are administered a Google account which will be their email address ending with @cougarsedu.com. Students will hold this account the entirety of their stay at Calvary. If a student unenrolls (either by transfer or graduation), he or she will have two weeks to transfer their files and email to another gmail account using this tool. After July 1, seniors' or students' accounts who are no longer at Calvary will be deleted from Calvary's domain, and the student will no longer have access to their @cougarsedu.com account.

Asset Tags

Do NOT remove any barcode or property stickers (asset tags) from the Chromebook. Removal results in being billed for the full cost of the device.

Loaner Device

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. If a student does not bring his/her charged Chromebook to school, it will be the student's responsibility to stop by the B-desk to check out a loaner for the day. After repeatedly not bringing the assigned Chromebook to school, students may receive a Level 1-caution.

Content Filter

The school utilizes an Internet content filter that covers all Chromebooks, while on school property. All Chromebooks while on campus will have all Internet activity protected and monitored by the school. All Chromebooks also have GoGuardian monitoring and filtering installed which is in effect at ALL TIMES. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked.

Privacy Expectations

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any

time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Repairing/Replacing Your Chromebook

All Chromebooks in need of repair must be brought to the Educational Technology Coordinator's office as soon as possible. Damages are recorded and 1st repair is covered but following are at student's cost.

Estimated Costs

The following are estimated costs of Chromebook replacements:

Replacement- \$450.00

Power cord- \$45.00

Repair Costs-\$75.00 (unless replacement is necessary)

Transferring/Withdrawing Students

Failure to turn in the Chromebook and charger will result in the student being charged the full replacement cost and withdrawal papers being held until cleared.

SAFETY AND SECURITY

Calvary employs security personnel and uses video surveillance to monitor the campus. Security personnel have the same authority over students as instructional staff. Students, parents and visitors are expected to cooperate with all security procedures in place. All school entries during the school day must be through the B Building Entrance. Exterior doors may not be propped open. School staff are not permitted to open doors for visitors and must redirect any visitor to the B Building entrance.

FIRE SAFETY, TORNADO AND LOCKDOWN PROCEDURES

Students are informed about fire safety and tornado procedures at the beginning of the school year. Teachers are trained annually on evacuation procedures in the event of a fire or tornado emergency. Fire safety drills are conducted monthly, and there is one designated tornado drill during the course of the school year. Procedures for lockdown and for active shooter evacuation are reviewed with all employees prior to school starting each year. Lockdown practices are held twice a year.

The following Standard Response Protocol has been adopted for use in schools across the nation. These posters can be found throughout CDS as a reminder of how to respond in emergency situations.

HOLD! In your room or area. Clear the halls.

Students: Clear the hallways and remain in room or area until the "All Clear" is announced.

Adults: Close and lock the door. Account for students and adults. Do business as usual.

SECURE! Get inside. Lock outside doors.

Students: Return to the inside of the building. Do business as usual.

Adults: Bring everyone indoors. Lock outside doors. Increase situational awareness. Account for students and adults. Do business as usual.

LOCKDOWN! Locks, lights, out of sight.

Students: Move away from sight. Maintain silence. Do not open the door.

Adults: Recover students from the hallway if possible. Lock the classroom door. Turn out the lights. Move away from sight. Maintain silence. Do not open the door. Prepare to evade or defend.

EVACUATE: (A location may be specified)

Students: Leave stuff behind if required to. If possible, bring your phone. Follow instructions.

Adults: Lead students to Evacuation location. Account for students and adults. Notify if missing, extra or injured students or adults.

SHELTER: Hazard and safety strategy.

Students: Use appropriate safety strategies for the hazard.

Adults: Lead safety strategy. Account for students and adults. Notify if missing, extra or injured students or adults.

TRANSPORTATION SAFETY

It is most important that Lower School students be instructed by their parents concerning whom they may or may not accept a ride after school. Due to the large number of cars in the school parking lot at dismissal time and the varying carpool arrangements, it is impossible for the duty teachers to know who is responsible for picking up your child.

Students are not to ride with other students on any school-related activity (field trips, athletic events, etc.) without signed parental permission and approval from a school official. Students are not to leave campus during school hours via personal transportation without prior written permission from parents and approval from the school office.

SAFETY PRECAUTIONS FOR DROP-OFF AND PICK-UP FOR PARENTS

- Drop off and pick-up is not allowed on Country Club Road or Peace Haven Road.
- Do not stop in driveways to let students out.
- Do not be impatient and fail to follow the traffic flow.
- Do not encourage students to leave the pick-up area to meet the person picking up the student.
- Follow the directions of school staff and safety patrol.
- Cell phone use is not permitted during car pickup or drop-off.
- It is unsafe for students to walk between cars.
- Students and all pedestrians have the right away.
- All students will be dismissed from the appropriate area by teachers.

STUDENT DRIVING

Students enrolled at Calvary who are under age 18 and wish to obtain a NC driver's license or learner's permit from the local DMV office must first obtain a DEC (Driving Eligibility Certificate) issued by the Upper School principal or designee. The school will provide the student a signed DEC within 30 days of the request for a license or permit provided the forms are available and the student meets all criteria.

The State Board of Education has passed a guideline that requires all high schools to notify the Division of Motor Vehicles if a student is expelled or suspended for ten or more days as a result of certain specified reasons including possession, use, or sale of alcohol or drugs, possession of a firearm, or the physical assault of a teacher or school employee on school property. The Division of Motor Vehicles will notify the student that his /her driving privileges will be revoked for a minimum of six months. Parents are expected to waive their student's privacy rights in order to allow the school to give the information to the Division of Motor

Vehicles. The DMV also will be notified if a student withdraws from Calvary and will not be enrolling in another school.

Students who hold a valid North Carolina driver's license may drive to and from school. They must register their vehicles in the Upper School office. Students who fail to use extreme caution while driving on the school grounds will lose their parking privileges. The following guidelines should be observed at all times:

- It is recommended that students enter and exit campus by Country Club Road entrance.
- All students must park in their designated parking area during the school day. Cars must be parked within the lines.
- Reckless driving will not be tolerated. Such behavior may result in loss of campus driving privileges and further disciplinary action.
- **Other students and all pedestrians always have the right-of-way.**
- Students are not allowed to go to their cars during school hours without an adult chaperone.
- Couples are not to sit together in cars in the school parking lot before, during or after school.
- Students must have a parking permit properly attached and displayed on their vehicles. Failure to adhere to this policy could result in revocation of driving privileges. Permits can be picked up in the Upper School Office. There is no charge for the parking permit.
- Students must have a separate parking permit for each vehicle they drive. Permits may only be transferred from one vehicle to another with prior approval of the Upper School office.
- Calvary reserves the right to inspect all student vehicles without due cause.
- Students are not to transport or ride with other students on any school-related activity (field trips, athletic events, etc.) without signed parental permission and approval from a school official.
- Students are not to leave campus during school hours via personal transportation without prior written permission from parents and approval from the school office.

FIELD TRIPS

Field trips are trips designed to facilitate and expand the student's educational experiences. In order to provide the best educational experience possible, the following guidelines have been established:

- Parents willing to serve as drivers and chaperones will complete the volunteer application and any required forms, including a background check. These forms can be picked up from B-Desk (Tiffany Birdsong).
- The number of parents permitted on each trip is set by the school principal and is limited to that number.
- Parents attending field trips are expected to chaperone a group of students; therefore, siblings and other family members are not permitted.
- The privilege of participating in school trips is based on the following criteria:
 - Students must maintain good behavior at school and school events.
 - Parents must keep current on tuition and make all payments required for the trip.
 - Parents must complete any paperwork relative to the trip, including the Universal Permission Form found on the Family Portal or Calvary Day School App.

Guidelines for Overnight Trips

Calvary sponsors overnight trips for students at several grade levels. While these trips are designed to enhance the totality of a student's education, spiritually, socially, emotionally, and academically, it is a privilege, not a right, to participate in these activities. Students who have not exhibited behavior that demonstrates maturity and responsibility may not be allowed to go on overnight trips.

Class Trip Attendance

It is expected that all students participate in field trips. Students who attend class trips will be counted as present for each day of the trip. Any student not attending the trip will be given an unexcused absence for each day missed.

Bus and Vehicle Safety on Field Trips

While riding on a bus or in an automobile the following rules are to be observed:

- Respect the authority of the driver.
- Keep all parts of the body and other objects inside the vehicle.
- Keep the vehicle clean.
- Respect the vehicle as the property of another.

Cell Phone Use While Driving Students

All drivers are expected to refrain from eating and/or using cell phones or other types of electronic devices while driving CDS students. If acceptance or placement of a call is unavoidable, drivers should pull off to the side of the road and safely stop the vehicle before using the phone. If pulling over is not an option, drivers are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations in which there is traffic, inclement weather, or unfamiliar territory. Under no circumstances are drivers allowed to place themselves or others at risk by their inappropriate use of cell phones or similar devices used in fulfilling school or personal needs during school time or on school errands. Drivers who are charged with traffic violations resulting from the use of their cell phones or other electronic devices while driving will be solely responsible for all liabilities that result from such actions.

GENERAL INFORMATION

VISITORS

Parents and guests are welcomed to campus subject to the normal check-in process. All Visitors must check-in at the B-desk and receive a visitor's badge. The visitor's badge should be worn at all times for the duration of the campus visit.

ELEVATORS

Unless accompanied by an adult, students are not permitted to use elevators during the school day or immediately before or after the school day except for physical reasons or for transporting heavy instruments, equipment, supplies etc.

GIFT DELIVERIES FOR STUDENTS

School personnel will not deliver gifts (e.g. flowers, balloons) to students during the school day. For \$10, families may purchase birthday balloons, delivered by Calvin Cougar for your students (K-6). Proceeds go toward the mission efforts of the senior class.

OUTSIDE FOOD DELIVERIES FOR STUDENTS

- **No Outside Vendor Deliveries:**
Students may not order or receive food deliveries from outside vendors (e.g., Uber Eats, DoorDash, etc.).
- **Upper School Students:**
Parents may drop off food at B Desk, where students can pick it up at an appropriate time.

- Lower School Students:
If parents bring outside food, they must stay and eat lunch with their child.
Due to space limitations, parents may not eat in the cafeteria with their child.

SPECIAL ACTIVITIES/PARTIES

Any and all special activities held on behalf of Calvary must be approved by the Principal or Head of School. For personal parties for children, we ask that you do not send invitations to school (even if every child in the class is invited to the event) to be distributed by the teacher or through the school. Since these events are not school sponsored, all arrangements and plans must be made outside the school environment.

LOCKERS

Lockers are the property of Calvary Day School and are subject to periodic inspection by school staff. It is the student's responsibility to keep lockers neat and clean. Any student who does not clean out his/her locker at the end of the school year will be assessed a \$20 fee before transcripts or final grades are distributed.

PRIVACY

All gender-specific locker rooms, restrooms, and changing areas are to be used by the designated biological sex only.

CAFETERIA POLICIES

- The cafeteria is for all students, and everyone must take care of it. Students are responsible for using good manners that include cleaning up after themselves and throwing away trash. In grades 7-12 students will be assigned for two weeks during the year to be on lunch room cleanup duty.
- Students may order lunch daily or may bring their lunch from home. A lunch menu is announced daily and posted on the school website/FACTS for review.
- MORNING BREAK - After the first class every day the Upper School will have a morning break. Snacks will be provided for purchase during break.

AFTER SCHOOL HOURS

Upper School - Unless supervised by a classroom teacher, coach or school administrator, all students must be off campus by 3:45 pm each day.

LOST AND FOUND

- Labeled items that are found will be returned to the owner.
- Unlabeled items that are found will be placed in the lost and found.
- All unredeemed items are disposed of at the end of each month in Lower School and the end of each semester in Upper School.

VOLUNTEER OPPORTUNITIES

Calvary welcomes parent volunteers to assist with school-wide events, field trips, transporting students, grade level coordinators, prayer warriors, and volunteers at extra-curricular activities such as athletic competitions. There are needs for volunteers throughout the school at every grade level. Parents who wish to become a school volunteer should complete a Volunteer Information sheet at the beginning of the school year. Please visit the Calvary Day School website at <https://www.calvaryday.school/campus-life/volunteers> in order to complete all paperwork for

volunteering.

It is the responsibility of the teacher to **FIRST** check the approved volunteer list on the intranet before a parent is allowed to volunteer in any capacity. For questions please contact Tiffany Birdsong at tbidsong@calvaryday.school.

Volunteers **must** have their applications in by the end of December of the current school year. No volunteers or drivers will be processed after that time unless they are a new family/coach/teacher coming into the school year after Christmas Break.

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CONTACT INFORMATION

FOR HELP WITH	PERSONNEL	TITLE	CONTACT	LOCATION
ADMISSIONS Applying to Calvary Re-enrollment School Tours	Becky Wood	Director	bwood@calvaryday.school 336-714-5575	E-1120
	Nickol Tompkins	Admin Assistant	ntompkins@calvaryday.school 336-714-5575	E-1120
	Reagan Myers	Admissions for Preschool Dept.	rmyers@calvaryday.school 336-714-5584	E-1104
Advancement & Giving	James Torrible	Executive Director of Generosity	jtorrible@calvarynow.com 336-714-5400	E-31111
ATHLETICS Tryouts Schedules	Joe Rybak	Director	jrybak@calvaryday.school 336-714-5459	A-0300
CALVARY LEARNING RESOURCES	Marsha Kunkel	Director	mkunkel@calvaryday.school 336-714-5419	D-1112
CURRICULUM	Amy Harris	Director of Curriculum and Instruction	aharris@calvaryday.school 336-714-5483	G-1205
HEAD OF SCHOOL	Richard Hardee	Head of School	rhardee@calvaryday.school 336-714-5401	E-1120
HEALTH	Janey Hamadi	School Nurse	healthroom@calvaryday.school 336-714-5588	E-1102
LOWER SCHOOL	Mary Jane Morgan	Principal	mmorgan@calvaryday.school 336-714-5487	D-1115
	Joanna Marsella	Admin Assistant	jmarsella@calvaryday.school 336-714-5487	D-1115
	Hanna Stanley	LS Assistant Principal	hstanley@calvaryday.school 336-714-5487	E-1110

MARKETING/ COMMUNICATIONS Corporate Sponsorships	Tony Robinson	Director	tony.robinson@calvaryday.school 336.714.5413	E-2117
MEDIA CENTER	Brenda Henderson	Media Specialist	bhenderson@calvaryday.school 336-714-5541	Media Center
PRESCHOOL	Suzi Chase	Preschool Coordinator	schase@calvaryday.school 336-714-5403	E-1110
SCHOOL MANAGEMENT SYSTEM FACTS CDS APP Family Portal Financials Tuition Billing Lunch Account	Ben Birdsong	FACTS SIS & Financial Administrator	bbirdsong@calvaryday.school 336-714-5547	A-2209
STUDENT SERVICES Lower School Guidance Upper School & College Counselor Upper School Counselor	Shanee Howell Jessica Eppley Emily Compton	Lower School Counselor Director of Student Services & Upper School & College Counselor (10-12) Upper School Counselor (7-9)	showell@calvaryday.school 336-714-5489 jeppley@calvaryday.school 336-714-5492 ecompton@calvaryday.school 336-714-5560	D-1107 A-2405 A-2405
TRANSCRIPTS	Jennifer Brittingham	Registrar	jennifer.brittingham@calvaryday.school 336-714-5594	A-2403
VOLUNTEERS	Tiffany Birdsong	B-Desk Receptionist	tbirdsong@calvaryday.school	B-Entrance
UPPER SCHOOL	Van Wade Ceci Hughett	Principal Admin Assistant	vwade@calvaryday.school 336-714-5412 chughett@calvaryday.school 336-714-5412	A1305

	Taylor Clark	Assistant Principal	tclark@calvaryday.school 336-714-5412	A-2403
	Max Floyd	Dean of Students	mfloyd@calvaryday.school 336-714-5412	A-2206

Calvary Day School reserves the right to revise the information contained in this Handbook or any stated policies. Any changes will be made on the school website.

PARENT & STUDENT CONTRACTS

CALVARY DAY SCHOOL PARENT CONTRACT

1. We have read and understand the school's philosophy of Christian education and the Statement of Faith, and are in agreement with the purpose and philosophy of Calvary Day School.
2. We agree for our child to be taught in accordance with the CDS Statement of Faith and recognize that many CDS policies flow from the school's sincerely held beliefs.
3. We accept the challenge to "train up a child in the way he should go" (Proverbs 22:6); this training will be carried out in the home and we trust Calvary to extend that training more completely.
4. We have made a thorough investigation of the school's program, discipline, dress code, financial policies, etc. and we agree to make them our full-hearted choice for the coming school year.
5. We understand our obligation to be actively involved in the education of our children. We agree to uphold and support the high academic standards of this school by providing a place at home for study purposes and will give encouragement in the completion of homework assignments.
6. We will faithfully support the school through our prayers and a positive attitude; in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain of command.
7. We understand the standards of Calvary do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school or continued disobedience to the established policies of the school.
8. We believe discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. We further agree that we will cooperate and discipline our child in the home as needed.
9. We pledge, if for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child.
10. We understand that assessments will be made to cover damages to the school, including breakage of windows, book damage and the abuse of other personal property.
11. We will support the school by involvement in parent-teacher conferences, open houses, parent-teacher gatherings, volunteer activities, and other school-sponsored meetings and activities.
12. We give permission for our child to take part in all school activities, including sports and school-sponsored trips away from the school grounds. We understand the school does not provide student medical/accident insurance and it is our responsibility to provide our own. Parents will be notified in advance when students will leave the school grounds. We also understand that personal parent vehicles and/or church or buses, driven only by people who have been approved by school administration, will be used for transportation and hereby give permission for our child to accompany the class on these trips.
13. We understand and will fulfill our financial obligation to pay for the educational services the school provides for our child as outlined in the Parent-Student Handbook.

14. We understand that the school reserves the right to change a policy at any time without notice.
15. We sincerely give our pledge to the above items. We understand that failure of the parents or child to comply with the established regulations and discipline, parental commitment or failure to meet financial obligations will forfeit the student's privilege of attending Calvary Day School.

Your electronic signature of this Parent Contract can be accessed through the FORMS icon on the CDS APP or Family Portal. It must be signed by the last day of August.

STUDENT CONTRACT GRADES 7-12

1. I understand the school's philosophy of Christian education and the Statement of Faith, and I am in agreement with the purpose and philosophy of Calvary Day School.
2. I recognize that many of the school policies flow from the school's sincerely held religious beliefs, and I agree to be taught in accordance with the CDS Statement of Faith.
3. I will faithfully support the school through my prayers and positive attitude; in keeping with Matthew 18:15, I am committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be addressed with the school's administration.
4. I understand what will be expected of me concerning academics, discipline and dress code and I agree to uphold and adhere to the expectations of the Honor Code.
5. I understand the standards of Calvary do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school or continued disobedience to the established policies of the school.
6. I understand that my family is financially responsible for damages to school property including books, lockers and damage and/or abuse of others' personal property.
7. I understand that the possession, distribution and/or use of tobacco, alcoholic beverages, illegal or unauthorized legal drugs, weapons, on campus or off campus, are serious violations of the standards of Calvary, and may result in severe disciplinary action including the possibility of immediate dismissal.
8. I understand that Calvary reserves the right of dismissal of any student who persistently and willfully neglects his/her academic work, exercises poor citizenship, reflects adversely on the Christian principles of the school or is engaged in behavior or lifestyle inconsistent with Biblical guidelines as prescribed by the CDS Statement of Faith.
9. I pledge to honor and respect all students in word and deed.
10. I agree to adhere to the policies and procedures stated in the Parent-Student Handbook.

I sincerely give my pledge to the above items. I understand that failure to comply with the established regulations and discipline could forfeit my privilege of attending Calvary Day School.

Student Printed Name

Student Signature

Date
