

# Calvin Christian School

www.calvinschool.org



# ***Parent-Student Handbook 2020-2021***

*NOTICE: The Middle School Student Handbook of Calvin Christian School is intended to provide students and their parents or guardians with information regarding the school's philosophy, guiding principles, and policies; and to describe its expectations of students who attend the school. Calvin Christian School reserves the right to vary from the provisions of the Handbook in its discretion and without notice based upon its judgment, in evaluating the circumstances of any specific situation, regarding what action is in the best interests of the school and its students.*

# SECTION I – MISSION, VISION, AND VALUES

## ***What We Hold Most Dear***

- Calvin Christian is an academically excellent school that teaches all subjects from a Christian perspective.
- We believe that the school, church, and family must work together to educate children effectively and to help them grow to be followers of Jesus Christ.
- We believe that the Bible is the divinely inspired, infallible written Word of God.
- We believe that God reveals Himself in the Bible as Triune – Father, Son and Holy Spirit.
- We believe that God is Creator of the heavens and the earth, and that He continues to uphold His creation by His eternal power and providence.
- We believe that God saves His people through Jesus Christ's death on the cross and resurrection from the dead. He also blesses them with the Holy Spirit.
- Because of what Calvin is and what we believe, we equip children to succeed academically and to demonstrate love for God and love for their neighbors.

## ***Mission Statement***

Calvin Christian School exists to provide an excellent Christ-centered education to children of believers. In support of parents and in cooperation with Christian churches, Calvin will provide this education from a Reformed perspective. Meaning, we help such children see God's creation through the perspective of God's Word, understand God's redemptive and providential work throughout history, and live lives of Christian service that exemplify love for God and for their neighbors.

## ***Vision Statement***

We are a diverse group of Christians working together to help children achieve academic excellence and grown in faith in order to answer God's call to transform the world.

## ***School Mascot***

The school mascot is the Tiger.

## ***School Colors***

The school colors are Blue and Gold.

## ***School Tagline***

Faith. Learning. For *life*.

Our board creates and sets policy. The administration is tasked with carrying out policy. If there are questions or concerns about policy, including discrimination, parents are encouraged to reach out to administration first. If further action is required, administration will arrange for a meeting with representatives of the board. If your complaint is against the administrator, please email the Education Committee. Please contact the building administrator for the names and emails of the Education Committee.

Foundational Beliefs	Objectives
<p><i>Calvin Christian School seeks to educate children of parents who share these basic Biblical beliefs; only when home and school are in agreement can education succeed.</i></p> <ol style="list-style-type: none"> <li>1. The Bible is the divinely inspired, infallible written Word of God, the only rule of faith and life. [II Timothy 3:16-17; II Peter 1:21]</li> <li>2. God reveals Himself in Scripture as undividedly Triune – Father, Son and Holy Spirit. [Matthew 28:19; II Cor. 13:14; Genesis 1:26, 3:22, 11:7; John 10:30; Acts 5:3-4]</li> <li>3. God is Creator of the heavens and the earth: the entire universe bears His fingerprints, and He continues to uphold His creation by His eternal power and providence. [Genesis 1:1; Psalm 19:1; Romans 1:20; Psalm 104]</li> <li>4. God is eternal, completely sovereign, all-knowing, everywhere present, supremely just, the overflowing fountain of all that is good. [Psalm 90:2, 139:1-12; Job 9:19, 42:2; Matthew 5:45; John 1:16]</li> <li>5. God created mankind in his own image, reflecting Himself in righteousness and holiness, as well as granting natural endowments such as speech, creativity, knowledge, and authority to rule. [Genesis 1:26-27, 28; James 3:9]</li> <li>6. Mankind died spiritually by sinning against God, and physical death came into the world as a result. Every human comes into the world with the corrupt nature received from our first parents, Adam and Eve, condemnable in God's sight, inclined by nature to hate both God and neighbor. Unless the sinner is reconciled with God, that sinner will perish, enduring eternal punishment. [Genesis 2:17, 3:6-7, 19, 24; Psalm 51:5; Romans 5:12, 15-19; Romans 1:18; II Cor. 5:12, 17-20; Matthew 7:23, 10:11-15; Luke 16:23; Revelation 20:10, 14-15, 21:8]</li> <li>7. God graciously chose to save from the fallen human race those He gave to His Son, Jesus Christ, by sending Him into the world to redeem fallen human beings from sin and its consequences. Jesus Christ, the eternal and divine Word of God, took on a sinless human nature at His incarnation, lived a life on behalf of His people which fulfilled all the righteous requirements of the law of God, and died on the cross to atone for their sins. He was then raised for their justification. [John 6:37,39, 17:6; John 1:14; Romans 3:21-26; Romans 4:25]</li> <li>8. God graciously grants faith to believe in Jesus Christ and so to receive His saving benefits. Only through belief in the finished work of Jesus Christ can we be made right with God; nothing we do can make us acceptable before God. Therefore, we say that we are justified by <i>grace alone through faith alone</i>. [Philippians 1:29; Acts 13:48; Ephesians 2:8-9; Romans 3:24,28; Isaiah 64:6; II Timothy 1:9; Romans 3:28]</li> <li>9. In the life of a believer, good works are the necessary result of saving faith in Jesus Christ. Christians are called to live holy lives of gratitude to God for His great salvation. [James 2:17; Ephesians 2:10; I Thess. 4:7]</li> <li>10. God regards children of believers as holy, and distinguishes them from children of unbelievers. God's promises are for the children as well as their believing parents. [This is the basis upon which children of believers were circumcised under the Old Covenant and are baptized under the New Covenant. [ I Cor. 7:14; Genesis 17:7; Acts 2:39; Colossians 2:11-12]</li> <li>11. Whether in the Old Testament or New, God saves sinners in the same way – through Jesus Christ and faith in Him. The revelation of His plan in Jesus Christ became increasingly clearer as history moved from the Old Testament into the New. [Romans 4:3,6]</li> <li>12. At the end of history, Jesus Christ will return to judge the living and the dead; all will give account before God. Only those who have been saved by Jesus Christ and made righteous through His atoning blood will escape eternal condemnation and live forever with Him. [Matthew 25:31-46; Revelation 20:11-15; II Cor. 5:10; Matthew 25:46]</li> </ol>	<ol style="list-style-type: none"> <li>1. That the Holy Bible is the foundation of Calvin's educational program.</li> <li>2. That the primary aim of Christian parents in seeking Christian education is to equip each child to live a Christian life as a member of the Christian community in society.</li> <li>3. That CCS shall be a living challenge by word and deed in this community, whereby all students and teachers demonstrate that the Kingdom of God comes first in their lives.</li> <li>4. That the Bible is pertinent to all ages, and that CCS shall teach so that the Bible becomes meaningful to the student in the time in which he/she lives and in the place God has placed him/her.</li> <li>5. That CCS shall meet or exceed the academic standards of the state with respect to the faculty and administration and the basic curriculum.</li> </ol>
	<h3 style="text-align: center;">Parental Responsibilities</h3> <ol style="list-style-type: none"> <li>1. As parents, we believe in maintaining a Christian home where Christ is honored and where prayer and the Bible are a part of our daily lives.</li> <li>2. As parents, we believe that maintaining membership in a Protestant Christian church and actively participating with our children in worship services and other activities is an integral part of the Christian life.</li> <li>3. As parents, we agree that in the matter of discipline, the student is subject to the disciplinary action of the faculty and administration. Parents are expected to support school policies and discipline in word and action. A clear lack of support will result in dismissal of the family. It is understood that we will be given the opportunity to discuss disciplinary matters with the faculty and administration. If a problem still exists, we may address the Board of Directors, typically represented by the Education Committee, whose decision will be final.</li> <li>4. As parents, we agree to make full payment of tuition and other charges as outlined in the <i>Tuition Policy</i>, and to make payments on no less than a monthly basis, paid in advance. We recognize that failure to do so will be sufficient grounds for dismissal.</li> </ol>

# CCS H.O.P.E. Values

The Core Values of the Calvin Christian School Community

## **Honor**

Deuteronomy 10:12-13 – ... what does the Lord your God ask of you but to fear the Lord your God, to walk in all his ways, to love him, to serve the Lord your God with all your heart and with all your soul, and to observe the Lord's commands and decrees that I am giving you today for your own good?

1. I treat God with honor and respect.
2. I treat my teacher with respect. My face and body language show respect. I do not talk back, roll my eyes, or show attitude.
3. Love others: I treat my brothers and sisters as I wish to be treated. I encourage others with my words and actions.
4. Listen up: I attentively listen when others are speaking (peers and adults).
5. Hands-off: I keep my hands to myself.
6. Integrity: I am honest in my words, actions, and work.
7. Humility: I accept responsibility and receive correction as I know it is for my good.

## **Optimism**

Romans 5:3-5a – ...but we also rejoice in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope. And hope does not disappoint us.

1. Jump to it: I follow directions *the first time*. I participate actively in class.
2. No pouting or complaining: I believe that God is for me, who can be against me?
3. Eager to learn: I eagerly seek to learn all I can.
4. Seek to rejoice in the Lord always.

## **Perseverance**

1<sup>st</sup> Corinthians 15:58 – Therefore, my dear brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain.

1. Good to go: I come to class prepared with necessary materials.
2. Keep going: Life is hard, but I don't give up when faced with challenges. I keep trying.
3. Seek help: If I need help, I advocate for myself by asking for assistance.

## **Excellence**

Colossian 3:23 – Whatever you do, work at it with all your heart, as working for the Lord, not for men.

1. No excuses: I take responsibility for my actions.
2. Top quality: I do my absolute best on all my assignments and keep organized.
3. Focus: I commit my eyes, ears, and mind to learning. My posture also demonstrates this.
4. Assign myself: I am pro-active rather than waiting to be given directions.
5. Be on time: I am on time to class and other scheduled activities. I complete assignments and projects on time.

## **Pledge To Live By H.O.P.E. Values**

Students, their parents, and the faculty of Calvin Christian School freely choose to participate in this community. No one is assigned or forced to attend Calvin Christian School. With God's help, everyone must make and uphold a commitment to the school and to each other to put in the time and effort required to achieve success. Each student in the Elementary School at Calvin Christian School must make a pledge to live by the CCS H.O.P.E. Values.

**At Calvin Christian School we consider the H.O.P.E. values of equal or greater worth than academic grades. For this reason, students reflect on these and teachers assess each student on them as part of their trimester report card. Students may also have an individual conference with the teachers regarding the H.O.P.E. values each year to discuss their growth.**

## Sexual Orientation and Gender Identity Policy

### A. Position

1. We affirm God's design for His creation of two distinct sexes/genders and for sexual desire that leads to the marriage of one man and one woman, as well as to sex and procreation in the context of that marriage relationship alone.
2. We acknowledge that because of the fall into sin—both original or inherited sin and ongoing sins—God's design for sexuality has been adversely affected and is susceptible to human corruption.
3. We recognize that sin's pernicious effects appear in all manner of wrongful sexual desires, oftentimes with the permission or encouragement of society; yet, these desires remain outside of the Creator's intent and may lead to a variety of societal burdens and negative personal, relational, and physical consequences.
4. We confirm that, in both our employment and enrollment practices, we will not knowingly promote or condone any sexual intimacy, expression, or lifestyle choices practiced outside the confines of chaste, heterosexual Christian dating or monogamous, heterosexual Christian marriage, including, but not limited to, engaging in same-sex relationships or attempting to alter one's gender identity.
5. We acknowledge that in this fallen world, same-sex attraction and sexual and/or gender confusion can occur without the intent of the individual. It is our goal to deal in a loving manner with Christian brothers and sisters who experience such internal conflict, even while holding to our understanding and beliefs regarding God's creational design.

### B. Restoration

We wish to be a forgiving community, and if, in connection with admissions, enrollment, application for employment, or continued employment, a person who has openly contradicted the Position stated above sincerely pledges to realign his or her actions with the school's Position, and evidences that change, the Board, after considering all relevant factors, will seriously consider permitting or restoring the person's enrollment or employment status with the school.

### C. Student Care

Students can struggle with how to understand, express or fulfill their sexual desires within God's will for them. Calvin is and will remain a place where all students, regardless of their sexual struggles, are protected from harassment. Uncertainty will be met with compassion and understanding. Insecurity will be met with love.

- Calvin will provide a safe, spiritual, learning environment where every student has the opportunity to live in Christian community.
- We will treat each other, regardless of sexual inclination, with dignity and respect.
- In the classroom, we will a) teach and respond in accordance with the beliefs and practices previously affirmed in this document, or at least b) not teach or respond in ways contradictory to the beliefs and practices previously affirmed in this document.

Asking God's grace and help, we therefore commit to:

1. **Exercise** patient understanding of and compassion for all students expressing sexual issues contrary to God's created order.
2. **Ensure** an environment that is free from discrimination: a) no student will be forced to admit their same sex attraction or transgender inclination, and b) no student will be expelled or excluded on the basis of the same.
3. **Insist** upon an atmosphere that is a safe learning environment for all students: a) physical assault, harassment (snide remarks, jokes, innuendo, slogans, disparaging terms), or bullying on the basis of one's sexual inclination will not be tolerated, and b) gay or anti-gay militancy is regarded as incompatible with Christian community at CCS and will not be tolerated.
4. **Provide** students with: a) a venue for Christian dialogue regarding human sexuality that is humble, compassionate, and understanding; b) school counselors who will offer Christian guidance, resources, and counseling options, other than affirmatively counseling students against same-sex attraction; and c) assurance that we will guard the dignity of all students and families.
5. **Acknowledge** our own human frailty and dependence upon Christ for His humility, grace, and wisdom in our considerations of human sexuality, seeking always to love one another as He has loved us.

#### D. Protocol

When a student confidentially discloses a sexual issue to any CCS employee, provided it does not evidently involve possible sexual abuse or exploitation warranting immediate reporting to the school administration, and in accordance with the Employee Handbook's Relational Policies on Student Counseling, we commit to:

1. **Thank** the student for sharing.
2. **Refer** the student to a school counselor or administrator and accompany him or her if deemed appropriate. We will: a) encourage the student to speak with the school counselor or administrator; b) follow up with the school counselor or administrator; and/or (c) ensure that either we or the school counselor have advised the school administration, in confidence, of the basic facts of what occurred. In its discretion, particularly if doing so or failing to do so may result in harm to the student or another person, the administration may contact the student's parents to refer the matter to them or, if necessary, involve the school counselor or employee whom the student had approached in doing so.
3. **Revisit** the matter with the student only when and to the extent the student raises the issue with us again.
4. **Maintain** confidentiality about the matter indefinitely, out of respect for the position of trust given to us by the student and his or her family.

## SECTION 2 – ATTENDANCE

### **Attendance Policies**

Students are expected to attend school daily during the entire regular school year.

Prior to leaving your home each morning, please log onto Ascend and complete the symptom questionnaire. You will take your child's temperature and answer a few questions (takes less than 30 seconds). After questions are submitted, Ascend will inform you if your child should attend school that day, based on CDC guidelines and Calvin's School Policy. This process must be done for each child. Once you have arrived to Calvin, a staff member will ask to see the Ascend confirmation page. If someone outside of the child's guardian is bringing the child to school, please screenshot the confirmation page and text it to the individual that is dropping your child off. If the Ascend questionnaire isn't completed upon arrival, the parent will be required to fill out our Ascend paper copy, and a staff member would also take the child's temperature.

If a parent is late dropping their child off, the parent will be required to walk the child to the entrance doors, and show an office staff member the Ascend confirmation page.

If your child is experiencing any COVID-like symptoms he/she will be required to stay home. If your child logs into their class during live sessions he/she will be counted present for that day, although the student is working from home.

### **Notification of Absence**

Parents are asked to call the school office (708-331-5027) as soon as they know that their child will be absent.

### **Truancy**

A student is truant if he/she is absent from school without parental and/or school permission, or leaves school grounds. The school is required to call parents and possibly involve law enforcement if a student is truant.

A student will be considered to have skipped class if he/she misses more than 5 minutes from any class without permission and/or notification of the teacher. Students will receive an automatic detention for each skipped class. The student's choice to skip class, to be truant, is a serious matter.

If a student has been found to be truant for the majority of the day or was skipping school off campus, he or she will receive a suspension.

## **Tardiness**

Students are expected to be in their assigned classrooms at the beginning of each school day and at the beginning of each class period. A note explaining tardiness does not necessarily excuse the tardiness. Reports to parents about excessive tardiness and its resulting consequences are considered an opportunity to help a student grow in academic stewardship.

At 8:15am the entry bell rings. Students arriving in the building after 8:20am or in the classroom after 8:25am are considered tardy. The following are consequences for frequent tardies:

<b>1-10 tardies/year</b>	<b>No charge</b>
<b>11-20 tardies/year</b>	<b>\$10 each</b>
<b>21-30 tardies/year</b>	<b>\$20 each</b>
<b>31*-40 tardies/year</b>	<b>\$40 each</b>

If a child has been late 31 times in a school year, the family will be required to meet with the Education Committee. It will be their responsibility to determine if families are committed to what we believe is best for children and the Christ-centered learning community we treasure at Calvin Christian School.

## **Tardy Policy: Individual Classes**

A student is tardy to class if he or she is not in his or her seat when the bell to start class rings. If a student receives a note from a staff member with a valid reason for being late, they will be excused and not receive a tardy. Each trimester, students will receive 6 free tardy passes. It will be their responsibility to keep, and if necessary, present these. If a student is deemed tardy to class (after spending their 6 free passes), the consequences will be as follows:

- **Tardy #7 the student will receive an Accountability**
- **Tardy #8 the student will earn an Accountability**
- **Tardy #9 the student will earn a Suspension/Saturday School**
- **Tardy #10+ will repeat this cycle**

Parents will be notified of all Accountabilities.

**Tardy = less than 5 minutes late for class**  
**Truant = 5 minutes+ late for class**

## **Absences**

Parents are urged to have students in attendance except in case of illness or family emergency (excused absence). **When a student is absent, parents are to call the school office on that day, no later than 9:00 am.** If a student is absent and the office has not received a phone call from the parents, the office staff will call the parents' home, cell, or emergency phone numbers to notify parents and determine why the student is not yet at school. It is hoped that through the use of this procedure we can assure the safety of all our students. Parents are requested to send a written excuse with the student upon his/her return to school. When a student is absent, it is his/her responsibility to obtain the assignments from their teacher.

## **Parent Requested Absences**

- I. Planned Absence Vacations should be planned to coincide with the regularly scheduled school breaks (which can be found on the school calendar). If your family chooses to take a vacation at another time, the school office must be notified in writing. In the event you will be absent from school due to a vacation, the absence will be considered unexcused. Upon your return to school, you will receive information on missed assignments and class work/homework. Any work missed due to vacation will not be included in your grade average. Parents must realize that any absence creates additional work for teachers as well as children. Parents and students are expected to take the initiative in making up tests and assignments during parent requested absences. Teachers are not required to give out specific

assignments in advance of expected absences. Teachers may inform students or parents of general material that will be covered during the period.

### **Chronic Absences**

The State of Illinois considers 5% over 180 days to be Chronic Truant (that equates to 9 excused absences over 180 days). Students shall not miss more than 10 days of school per year, regardless if it's excused or unexcused. Consequences after 9 absences including parent requested absences:

1. Warning letter
2. Visit with Administration (11+ absences)
3. Referral to and meeting with School Board for consequence (12+ absences). The board and administration reserves the right to take into consideration extenuating circumstances.

### **Partial Day Absences**

If a child leaves and returns during the school day, or if he/she leaves early and does not return, his/her attendance will be adjusted to reflect ½ day attendance. Students arriving over 30 minutes late to school will be recorded as a ½ day attendance

### **Visitors/Security**

Calvin Christian School has a closed campus plan for the safety of our students. School doors will be closed and locked during school hours and entry may be gained only through the doors in the front vestibule. Visitors must push the security button located near the door. A parent or a parent-designee in the office must sign out students who are to be dismissed early. Any visitors in the building (including parents) must sign in and out through the office. Prior to leaving the office area and coming in contact with students, visitors must have their Driver's License or State ID scanned through our Hall Pass system and will be issued a visitor's badge that they must wear while in the school. While COVID restrictions are in place, parents and volunteers will only be allowed in the building for essential and critical school and classroom needs. All visitors must wear a face covering and go through a health screening protocol that includes a temperature check before entering.

## **SECTION 3- EDUCATION**

At Home Study Guidelines School responsibilities and learning do not stop at the dismissal bell. To offer you an idea of how to successfully manage your at-home study time, try following these guidelines:

- Study in a quiet, well-lit room.
- Pick a time to study when you are most alert. For some, it is best to study right after school; for others the best study time is just after dinner in the evening. Find the right time for you and use it every day.
- Have all materials (books, pens, paper, etc.) ready before you begin to study.
- Study in short blocks of time (20-30 minutes) with five-minute breaks between study blocks.
- Complete study tasks and then review or proofread your work.
- Check your assignment book to make sure that you have completed all of your homework and study requirements.
- When you have completed your homework, place it in a folder or notebook where it will not be misplaced.
- Be sure to submit all of your homework on time to receive full credit for your efforts.

Grading Scale Assignments, quizzes, and tests will be evaluated using the following district grading standards:  
**Calvin Christian School uses the following grading scale:**



A	97-100	B-	83-85	D+	66-69
A-	93-96	C+	79-82	D	63-65
B+	90-92	C	74-78	D-	60-62
B	86-89	C-	70-73	F	0-59

### **For Remote Learning:**

Google Classroom (3rd-8th) and Seesaw (PK-3) will be the preferred platform students will access to manage their work, discussions and assignments. Google Meets will be one of Calvin's primary platforms for live (synchronous) instruction.

While we will do all we can to make in-person, on-campus learning possible for our students, we will be prepared to move to remote learning, if necessary.

Remote Learning will be required or available in the following scenarios:

- The school moves to remote learning if state or local health officials require it.
- A class moves to remote learning if a student or teacher tests positive for COVID-19.
- A student moves to remote learning based on determinations made during the daily screening matrix or symptoms presented during the school day) which could have a student at home for 1-14 days).
- A homebound student has a medical exemption provided by a doctor requesting homebound learning for the year or a significant portion of it.

### **For students with medical exemptions (Homebound Learners):**

- Mathematics, language arts and most specials will be delivered live.
- A dedicated homebound learner liaison will check in daily for support.

### **For students who are temporarily isolated at home due to illness or exposure\* (Temporary Remote Learners):**

- Mathematics, language arts and most specials will be delivered live.
- Homeroom teachers will be available for support at the end of each day.

### **Report Cards**

Report Cards are sent home via email each trimester. Parents/Guardians and students should also keep up to date on student grades via ParentsWeb (see the link on [www.calvinschool.org](http://www.calvinschool.org)).

Parent/Teacher Conferences After the end of the first marking period, a parent/teacher conference will be scheduled as needed. At other times throughout the year, conferences may be arranged between parents and teachers. Consult your child's teacher for a mutually convenient time.

## **SECTION 4-DISCIPLINE**

### **Purpose of Discipline and Rules**

It is vital for students to realize that maintaining an orderly atmosphere is critical to the learning process. Although it is necessary to set and enforce rules and boundaries, it is our desire to train students to become self-disciplined. We want to encourage our students to obey God and from that obedience to exhibit respect, care, and love towards others.

If a student ignores the guidelines, it then becomes the obligation of the one who loves that student to do what is possible to bring about repentance and restoration of broken relationships that result from sin. Repentance will not remove consequences for wrongdoing, but repentance and reconciliation are the primary goal of all disciplinary consequences administered by the school. It is our desire that discipline enables a student's heart to be restored to God and reconciled to authority and peers. We also recognize that some discipline will produce no immediate results in the heart of a student, but we hold to the truth of Hebrews 12:11, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."

## **Attitude**

A student's attitude is as important as his or her behavior; though behavior is more visible than attitude. For this reason discipline at Calvin Christian School is conducted in response not only to outward actions, but attempts to identify and address the heart cause for the actions. As in any discipline situation, it is the hope of the school staff that such intervention will result in immediate change in the heart, and consequently the behavior, of the student. In some cases, when a student remains resistant to correction, it may be necessary for the administration to impose disciplinary consequences, including suspension or expulsion, if the student is deemed to have a negative impact on other students or the school community.

## **Levels of Consequences**

Consequences may be positive or negative, and are intended to be in direct connection to the behaviors being addressed. Calvin Christian School has levels of disciplinary consequence for violations of school policy. Whenever possible, disciplinary action is to be handled by the classroom teacher. If the student is unresponsive, if there is repeated offense, or if the violation is severe, the administration may determine the appropriate level of consequence, and may accelerate the process through levels of action (page 16) should the student behave in ways clearly beyond normal limits of what is proper. Teachers will determine the method and severity of consequences for misbehavior and refer students to the administration when they deem it necessary. The administration retains the right to suspend or expel a student as it deems necessary.

## **Lunch Reflection**

As an intermediate consequence students may sometimes be assigned a Lunch Reflection. During a Lunch Reflection, students may not talk, interact with others, or attend recess. Lunch Reflection is held in the classroom. If a student has permission from a staff member to reschedule their Lunch Reflection, he or she must inform the supervising middle school staff with written permission from the excusing staff member. If a student does not attend their scheduled Lunch Reflection, he or she will be assigned a Behavior Accountability.

## **Accountabilities**

Students will be notified by a staff member when an Accountability is given. Parents will be informed if their son or daughter receives an Accountability with notice via phone, email, or in person. All Interventions will be served on Fridays from 12:27-1:08pm.

There are three categories for an Accountability: Tardy, Behavior, and Academic.

- Tardy Accountability – given for accumulating nine tardies to classes within a quarter, or being truant (5 minutes+ late to class)
- Behavior Accountability – given for behaviors (separate from academics) that warrant an Intervention.
- Academic Accountability – given for academic infractions such as not turning in an Academic Achievement assignment on time or failing to retake, redo, or rewrite an Academic Achievement assignment within the required time frame (when requested).

**Three Accountabilities within one category (behavior, academic, tardy) in one school year will result in a 1 day suspension/Saturday School.**

***Behaviors That Warrant an Automatic Accountability (are not limited to this list)***

- Cheating on an Academic Practice assignment.
- Late paper or project.
- Physically or verbally disrespecting a student.
- Not retaking, redoing, or rewriting a failed test, project, paper, or presentation within the required timeframe (if given the opportunity).
- Extreme disruption of class.
- Dress code violation 3 times in one quarter.
- Lying to a teacher or staff member.
- Repeated disobedience, disrespect, or defiance.
- Stealing from another student or teacher.
- Tardy 4 times to classes in one quarter.
- Unsuccessful completion of an Accountability.
- Use of vulgar language.
- Minimal or no effort on a test or quest.
- Leaving the classroom without permission.
- 5 minutes+ late for class (truant).
- Failure to make up an Academic Achievement assignment after an absence in the expected timeframe.

**Accountability Reflection Paper**

An Accountability reflection paper is a form filled out by students while they are in Accountability Hour to encourage them to more fully understand the decisions they have made, how these decisions affect their life, how these decisions affect the lives of others around them, and most importantly, how these decisions affect their relationship with God. The classroom/accountability teacher may find using this form an effective way to work with students in building Christian character.

**Academic & Tardy Suspensions (Saturday School)**

If a student receives a third tardy or Academic Accountability, the resulting suspension will not be served at home. It will be served at school on the next scheduled Saturday School. Saturday School will be held on a Saturday each month from 8:00-11:30am. Students serving an academic suspension will be required to attend to academic work under teacher supervision during this time. Those serving a tardy suspension may also have a service requirement. There will be a \$25 charge to the family's tuition account to cover the cost of teacher supervision and support. A suspension reflection paper will also need to be completed for re-entry.

**Behavior Suspensions**

If a student receives a third Behavior Accountability, the resulting suspension will be served at home. An out-of-school suspension requires that a student remain off campus under his or her parent's supervision for one or more days as a disciplinary consequence. Students suspended during the school day will be sent home immediately.

If a student receives a suspension, he or she cannot attend any school sponsored practices, rehearsals, competitions, performances, or events until the suspension has been completed and the suspension re-entry meeting has been held. Those serving a behavior suspension may also have a service requirement. Students are expected to make-up any work that he/she missed during the suspension. Please allow teachers 24 hrs to compile missed assignments due to student's suspension.

**Suspension Reflection Paper**

Before a student is allowed to return to Calvin Christian School following a suspension, he or she is required to write a typed, four-paragraph suspension reflection paper (based on CCS H.O.P.E. Values). This paper must address:

- what behavior occurred,

- why it was wrong,
- what God may be trying to teach through the situation,
- what is the plan to change this type of behavior moving forward.
- reflection on any required service

## **Suspension Re-Entry**

Re-entry into the student body after a suspension will require completion of a suspension reflection paper and a conference with the parent(s) before the student will be re-admitted into the school community. Conferences will require the following parties in attendance:

- Suspension #1 – Principal, parent(s) and student
- Suspension #2 – Principal, parent(s), student and teacher(s)
- Suspension #3 - The administration + school board will consider probable expulsion from school

Suspensions are saved on our school's database, but it is **NOT** saved on the student's permanent record. However, if a school asks the administrator staff if a student has ever been suspended, administrators will remain honest. **Suspend-able actions could include those conducted off-campus or during after school activities.**

### ***Behaviors That Warrant an Automatic Suspension (may include off-campus actions/are not limited to this list)***

- Alcohol, Tobacco, or Other Drugs
- Assault + Possible Expulsion
- Bomb and Terrorist-like Threats + Possible Expulsion
- Cheating on an Academic Achievement Assessment
- Fighting
- Harassment
- Inappropriate contact with another student
- Inappropriate response to an Accountability or other type of consequence
- Physical Aggression
- Threats
- Three Accountabilities within one category (behavior, academic, tardies) in one year
- Inappropriate social media usage

### ***Other Behaviors That May Warrant a Suspension (may include off-campus actions)***

- Defiance, Persistent Lack of Cooperation
- Verbal Abuse and Disrespect of School Staff and Students
- School Property Damage, Personal Theft, Vandalism, Arson, Extortion, Locker Break-Ins
- Improper Activation of Fire Alarms
  - Trespassing
  - sexual touching or unwanted sexual advances or innuendo of any kind, whether directed at another student or school personnel;
  - violating the dress code in such a flagrant manner as to be offensive and/or disruptive to the learning environment;
  - use of a communal restroom under the guise or intent of altering one's gender identity.

## **Firearms & Drugs**

School grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or on a public way within 1,000 feet of a school.

- The school administrator will immediately notify a local law enforcement agency of firearm and drugs incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.
- The school administrator will immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds.

## **Responsibility Ticket (for grades 6-8)**

A Responsibility Ticket will be given to all middle school students each trimester. On it will be bathroom, drink, locker, tardy and homework passes. It is the student's responsibility to hold on to their Responsibility Ticket to the end of each trimester.

- A reward will be earned for a ticket kept to the end of the trimester.
- If not able to get their homework done one night, students may use the Homework Free Pass to receive credit for the homework assignment in that particular class (excluding Academic Achievement).
- If a Responsibility Ticket is lost, students will serve one Lunch Reflection to earn back a replacement ticket. The second ticket will have no free homework passes and two boxes will be voided from each category.
- If a Responsibility Ticket is needed but was not brought to class, student may ask teacher for permission. However, the student will additionally lose a locker (unprepared) box.
- If all boxes are filled in a section and another is need, students will receive a Tardy Accountability .

## **Dress Code Policies**

Students are expected to abide by the CCS Dress Code. It is the desire of the Board of Directors at Calvin Christian School that parents exercise their God-given responsibility and exercise Christian stewardship and modesty as they provide appropriate school attire for their children. Purity extends to the way a person dresses as well as to his or her behavior. We encourage students to wear clothing that draws attention to God, not to one's self. The goal of our dress code is that our students will have a neat, clean and modest appearance, showing respectfulness in their grooming. Moreover, dress code violations tend to be disruptive, thereby diminishing students' ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal. If there are any questions relative to the suitability of a student's clothing, the decision of school personnel is final.

Students are expected to dress in a way that honors God. Staff reserves the right to determine if a student's clothing meets the below requirements.

### Unacceptable Dress

- Clothing with tears, rips, or holes (patched or open) above the knee
- Clothing (face mask, shirts, pants, jackets, etc.) with printed slogans that advertise alcohol, tobacco or drugs, or are sexually suggestive
- Clothing with print that advocates amoral activities, or with individuals, fictitious or real, that show a blatant disrespect for the authority of God and the ideals of the school
- Gang, satanic, skulls, or any other clothing apparel that is associated with a club or group that is not authorized by the school. Such apparel may be medallions, necklaces, rings, shoe laces, caps, hats, t-shirts, etc.
- Short clothing (skirts must be mid-thigh or longer, shorts must have at least a 5-inch inseam)
- Tops that do not cover the mid-riff – tops must be able to be tucked into pants or skirts
- Sleepwear
- Pants with any words on the rear or pants that are worn below the waist
- Anything that allows undergarments to show
- Head wear (including hats, visors, and hoods)
- A student enrolled as a female may not overtly dress as a male, and a student enrolled as a male may not overtly dress as a female.
- Piercings and tattoos may not be visible (ear piercings are acceptable and may be visible)

### Specific to females

- Tops with shoulder straps narrower than one inch
- Tops that allow bra / bra straps to show
- Tops with low necklines – no cleavage or bust is to be showing at any time
- Leggings, tights, yoga pants, or spandex must be covered by shorts, skirts, dress or shirts that are mid-thigh or longer
- If wearing leggings, please wear a shirt that covers rear end.

### Specific to males

- Sleeveless shirts
- Headbands

Students are permitted to wear athletic or “sweat” shorts, pants, and sandals.

**Uniform Violations will result in consequences:**

- Dress Code Violation #1 will result in a warning and it must be fixed immediately. If student refuses to fix it they will be sent to the School Office and will earn a Behavior Accountability
- Dress Code Violation #2 will earn the student a Silent Lunch and the violation must be fixed immediately. If the student refuses to fix it they will be sent to the School Office and will earn a Behavior Accountability
- Dress Code Violation #3 will earn the student a Behavior Accountability  
If a dress code violation cannot be fixed immediately, the student must remain in the School Office until it can be.

**Cell Phones, Electronic Devices and Social Media**

Smart phones and tablets offer remarkable capabilities in student learning and entertainment. However, during the school day they are more often distracting and disruptive. The purpose of this policy is to ensure we maintain an environment that allows students to make the most of their opportunities to learn and grow.

The use of any personal or handheld device capable of sending and receiving electronic data (collectively referred to here as "electronic devices") is prohibited without permission and parameters, as described below.

Students in grades PreK-5 are not allowed to have electronic devices at school (includes phones, smart watches, tablets, etc.). Students must leave such devices at home.

Middle School students will be permitted to bring electronic devices to school, but their use will be limited based on the following criteria:

- Upon entering the classroom to begin his/her school day, the student is required to place his/her electronic device(s) into the secure receptacle (lockbox or filing cabinet or the like). Teachers will be responsible for safely returning electronic devices at the end of the school day. There may be times when a teacher makes exception to this policy with specific parameters for electronic device use.
- This policy will also extend to our school buses during field trips, outings, and related transportation to and from school. Students are to give their electronic devices to the faculty or staff members while on the bus, unless the staff member states otherwise. These same rules apply in Extended Care and at school sponsored events.

Should a PK-5 student bring an electronic device to school, the following will occur:

- The teacher will require the student to give him/her the device and issue an Accountability. Furthermore, the student's parent(s)/guardian(s) will be contacted, and the electronic device will be held until the close of the following school day. If this occurs a 2nd time, the student's parent must meet with an administrator.

Should any grade 6-8 student be caught violating the rules above and/or, in a teacher's opinion, engaging in inappropriate activities with the electronic device, the following will occur:

- The teacher will require the student to give him/her the device and issue an Accountability. Furthermore, the student's parent(s)/guardian(s) will be contacted, and the electronic device will be prohibited from the school premises the following day. If this occurs a 2nd time, another Accountability and the electronic

device will be prohibited from school for one week. If a 3rd electronic device offense occurs, the student would be given a Suspension and the electronic devices will be prohibited from school for one month.

- Our goal is to continue raising a generation of students that are committed to following in the footsteps of Christ. We pray that our students remain true and faithful to both our Christian and H.O.P.E values, within their communities and other environments. If a student fails to properly represents these values outside of school, he/she may be issued a consequence depending on the severity of the incident. Examples would include posting or being involved in inappropriate videos or activities in a teacher or administration's reasonable opinion.
- The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such an investigation.

In case of an emergency, students will be allowed to use the office telephone 708-331-5027 or extended care telephone 708-331-5027 ext. 344. Also, if parents need to relay a message to their child, they should contact the office. The office will gladly relay the message to their child.

Also, devices capable of capturing, transmitting, or storing images or recordings may never be accessed or operated in restrooms, dressing rooms, or other areas where there is a reasonable expectation of privacy. The content of any personal electronic device may be reviewed by a designated school official as part of any investigation of policy violation or other suspected inappropriate, immoral and/or illegal use.

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such an investigation.

We believe home, church, and school are equal parts of a Calvin student's education. As a result of this belief this policy is in effect in all areas of student life. (For example, posting pictures from an unsponsored off campus event could be considered part of this policy.) Misuse of social media that negatively affects the learning environment will not be tolerated.

Students and parents should also be aware that the law requires school personnel to report incidents of possible abuse or harassment to law enforcement agencies for investigations and possible prosecution. Calvin is not liable for lost and/or damaged devices.

## **SECTION 5- MEDICAL**

### **Masks**

Students are required to wear a mask at all times; exceptions include: while eating, drinking, or while outside, or if student is at least 6 ft. away from other students.

If a student has a medical condition that exempts him/her from wearing a mask, a doctor's note must be provided.

Students will be required to wear facial coverings inside the building and should have 2 with them every day. Families of students who are unable to wear a mask due to a documented reason should contact Calvin's administration.

## Designated Space for Sick Students

A monitored room just outside of the front office will be set up for sick and symptomatic students that are evaluated and/or waiting to be picked up.

## Health Room

Students who are injured or not feeling well enough to be in class may use the Health Room. School Office staff will attend to the student in first aid if a student has a medical problem when the nurse is not on campus, and will notify parents of any emergency situations that arise.

## Health Guidelines

In order to have a healthier school, the Health Committee has adopted the following guidelines:

1. A child will be sent home if he/she has:
  - a. Vomited at school
  - b. A temperature of 100° or higher.
  - c. Any undiagnosed rash.
  - d. Conjunctivitis (pink eye).
2. Parents will be notified of the following:
  - a. Any injury to the head.
  - b. Any eye injury.
  - c. Bee stings.
  - d. Human bites.
  - e. Sprains, unusual swellings or large cuts that may need stitches.

If a child needs to go to the doctor or hospital following an injury at school (i.e. broken bone, injury to the head, etc.) parents must provide a doctor's note with applicable instructions and/or activity exemptions in order for the child to return to school.

1. All visible wounds, lesions, and rashes should be covered and dressed with no visible drainage or blood present on the dressing.
2. Parents that have students that need medication to be taken during the school day must obtain a **Request for Prescription and/or Long-Term Medication at School** form from the school office each year. This needs to be completed by your physician and signed by a parent/guardian. This form is required whether your child has medication in the office or carries it with him/her.
  - The school allows the self-administration and/or self-carry of asthma/diabetes/seizure medication and epinephrine injectors upon receipt of the necessary documents
  - A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.
3. Doctor's notes: A doctor's note is required before a student may return to school for the following diseases as per the Illinois State Health Department:
  - a. Confirmed strep throat and/or scarlet fever. Student must be on medication for a full 24 hours before returning to school.
  - b. Conjunctivitis (pink eye). Student must be on medication for a full 24 hours before returning to school.
  - c. Mononucleosis
  - d. Impetigo
  - e. Hepatitis
  - f. Any undiagnosed rash
  - g. Whooping cough
  - h. Diphtheria
  - i. Typhoid fever
  - j. Polio



4. Certain communicable diseases require specific amounts of isolation days from school as per the Illinois State Health Department. These are:
  - a. Chicken pox – 6 days
  - b. Mumps – 9 days
  - c. Measles – 7 days
5. Policy for Communicable Disease Control  
Calvin Christian School will work cooperatively with local, county and state agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of communicable diseases in Calvin Christian School. The administration will exclude a child who is out of compliance with the required immunization schedule.
6. Students will be excluded from school by October 15<sup>th</sup> if requirements for health examinations and immunizations have been met.

Immunization/Health Requirements for Students

	<b>IL Certificate of Health Examination*</b>	<b>IL Proof of School Dental Examination Form*</b>	<b>IL Eye Examination Report</b>
	<a href="http://www.dhs.state.il.us/onenetlibrary/12/documents/Forms/IL444-4737.pdf">http://www.dhs.state.il.us/onenetlibrary/12/documents/Forms/IL444-4737.pdf</a>	<a href="http://www.idph.state.il.us/healthwellness/oralhlth/DentalExamProof10.pdf">http://www.idph.state.il.us/healthwellness/oralhlth/DentalExamProof10.pdf</a>	<a href="http://www.idph.state.il.us/HealthWellness/EyeExamReport.pdf">http://www.idph.state.il.us/HealthWellness/EyeExamReport.pdf</a>
<b>PK, PK4</b>	<b>X</b>		
<b>K-5</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>6-8</b>	<b>X, physical exam</b>	<b>X</b>	<b>X</b>

Vision examinations and Dental examinations are also required at various grade levels.

## Medication

Medication should be given at home if at all possible. No internal medication of any kind will be administered at school unless specific instructions are given by the parent. Parents will be required to submit a medical authorization form, releasing school personnel from liability if medication is to be given at school.

Students are never to have prescription or over-the-counter medication in their possession at school. All medication must be kept in the office in the original bottle with the student's full name, name and dosage of medication, time and directions for administration, physician's name, current date and written parental permission. Special cases should be discussed with office personnel.

Doctor's consent is required for both prescription and over-the-counter drugs. Please contact the school office for the proper form. These may be given from a properly labeled bottle in the nurse's office.

Drugs that are permissible for students to carry and self-administer during the school day include: Albuterol/Inhalers, Epi-Pens, Insulin, and non-prescription pain relievers that do NOT include ephedrine. Students can carry medicine with them if they have written consent from parent/guardian and health care provider (including the request for the student to self-carry) and the school nurse has met with the student and checked that they can safely and successfully carry their own medicine.

## Cannabis Policy

In accordance with Ashley's Law (105 ILCS 5/22-33), any parent wishing to create a plan for the administration of a cannabis infused product to their student while on school grounds must first record this request on the school's Request of Prescription form and have a planning meeting. Failure to do so could result in disciplinary actions according to Calvin's discipline policies and procedures. This law is only intended for those who have already been registered for use under the Compassionate Use of Medical Cannabis Program Act.

## Screening & Entry Protocols

In order for this plan to work we must all abide by a shared set of expectations. Students and staff who are experiencing symptoms of COVID-19 must remain at home unless the symptoms are due to another condition that is clear and documented.

Until the COVID-19 pandemic has abated, an open campus requires special precautions and protocols in order to safeguard the health and well-being of our students and staff. Our intention is to update this document as needed with the latest, best guidance and based on what we learn.

We will conduct daily temperature checks as staff and students arrive. If a person has any of the following currently known symptoms of COVID-19, they will not be able to enter our building.

<b>Cough or sore throat</b>	<b>Shortness of breath or difficulty breathing</b>
<b>Fever (greater than 100.4° F), chills</b>	<b>Headache</b>
<b>Congestion or runny nose</b>	<b>Fatigue, muscle pain and/or body aches</b>
<b>Nausea or vomiting or diarrhea</b>	<b>New loss of taste or smell</b>
<b>Red eyes</b>	<b>Rash or new skin discoloration</b>

## Health & Testing Decision Matrix

We will use the following matrix, based on guidelines provided by the Illinois Department of Public Health and the CDC, to make decisions that support the health of our entire community.

<b>Symptomatic - I+ Symptom, Tested Positive</b>	<b>Symptomatic - I+ Symptom, Tested Negative</b>
<p><b>A student/staff member AND all household members of the student/staff member are immediately excluded from school.</b> The student or staff member may return to campus when all the following conditions have been met:</p> <ul style="list-style-type: none"> <li>• 24 hours have elapsed from resolution of fever without fever reducing medication.</li> <li>• 10 calendar days have passed since symptoms appeared.</li> <li>• Symptoms have improved.</li> <li>• Have a written release from a health care provider.</li> </ul> <p>Household members, classmates, and teachers of the quarantined student/staff member who are close contacts* are excluded for 14 days after their last day of close contact.</p>	<p><b>A student/staff member is excluded from school until the results of the test are negative.</b></p> <p><b>If positive, see scenario #1. If negative, the student/staff member must be symptom free for 24 hours without the use of medication prior to returning to school.</b></p> <p>Household members, classmates, and teachers of the pending case should be monitored for symptoms while waiting for test results. If symptoms develop, they should be tested for COVID-19.</p>
<b>Asymptomatic - Tested Positive</b>	<b>Untested - I+ Symptom</b>
<p><b>A student/staff member may return to campus when the following conditions have been met:</b></p> <ul style="list-style-type: none"> <li>• 10 calendar days have elapsed without symptoms from the testing date.</li> </ul>	<p><b>A student or employee can return to campus when the following conditions have been met:</b></p> <ul style="list-style-type: none"> <li>• Symptom free for 24 hours without use of</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Have a written release from a health care provider.</b></li> </ul>	<p>medications.</p> <ul style="list-style-type: none"> <li>• 10 calendar days have passed since symptoms first appeared <b>and/or have a written release from a health care provider.</b></li> </ul>
<b>Contact w/Someone Who Tested Positive</b>	<b>Contact w/Member of Home Who Has Symptoms</b>
<p><b>A student/staff member who had close contact with the person who tested positive must be quarantined for 14 days since the last date of close contact and have a written release from a health care provider.</b></p> <p>Household members, classmates, and teachers of the <i>quarantined student/staff member</i> may continue to attend school and should monitor for symptoms. If symptoms develop, they should be tested for COVID-19. <i>This may need to be reviewed on a case-by-case basis.</i></p>	<p><b>A student/staff member who live in the same house as someone who has symptoms can return to campus when the following conditions have been met:</b></p> <ul style="list-style-type: none"> <li>• They have remained at home for at least 24 hours <b>and/or have a written release from a health care provider as needed per symptom history.</b></li> </ul>

- \* Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask.
- Students or staff who plan to return after recovering from COVID-19 must call the school at least one day in advance to request permission to return.
  - Any individual in the school environment who shows symptoms during the school day will immediately move to a designated location and sent home.
  - If a COVID-19 test is needed, testing sites are open throughout the week to test anyone, regardless of symptoms and without a doctor’s referral.

## SECTION 6- GENERAL

### Hallway Expectation

Students walk in the building and hallways at all times. Talking is allowed, but without raised voices., except when passing class in session. Students should be polite to others and be respectful of the school hallways - students are not to talk while in line in the hallways. Also, in order to keep our school clean, students should not consume any food or drink in the hallway. In addition, teachers will ensure students maintain increased spacing while moving through the hallways. Markings on the floor will help guide students when walking and waiting. As much as possible, schedules and procedures will be planned to prevent classes from crossing each other in the hallway.

#### *Building Hours and Student Supervision*

School hours are 8:15am to 2:30 pm, Monday-Thursday. From 2:45-3:00pm homeroom teachers will have additional time to spend with temporary remote learners. Fridays will be a remote learning day with scheduled activities and learning extensions without direct teacher support. PK will be on campus Monday-Friday. Calvin Christian School does not provide supervision of students before 8:00am or after school hours unless students are involved in a school activity, tutoring or the Extended Care Program. As soon as a student arrives at school, he/she may not leave unless given permission by school personnel. School officials stand in place of parents during school hours, and are therefore responsible for the safety of its students.

All of the doors are locked before school in the morning. The only exception is the front lobby door. Before school in the morning, the front lobby doors can be used by band students who wish to bring their instruments to their instrument lockers or students who have permission to see a particular teacher. During rainy weather or on

particularly cold days (below 10°), all doors will be opened at 8:00 am. They must then go directly to their classrooms and remain there.

Students should not remain unsupervised in the school building or on the school property more than ten minutes after school has been dismissed. If a student has not been picked up by a parent/guardian 3:10pm, they will be taken to Extended Care and the assumed Extended Care usage fee will be applied to the family's tuition statement.

## **Physical Education Classes**

Physical education will be held outside as much as possible. There will be no person-to-person contact sports or activities. All equipment will be sanitized prior to reuse.

## **Art, Music, Spanish, Library & Multi-Media Literacy Classes**

Art, music, Spanish and multi-media literacy classes will be taught in homerooms. Music will involve musical expression, theory and history. Instead of a library class - each grade will be given a collection of books from our library and access to books online will be expanded. Children's books, like other paper-based materials such as mail or envelopes, are not considered as high risk for transmission and do not need additional cleaning or disinfection procedures. Middle school band & choir will not be offered - a Spring recital will highlight those learning with private tutors, Melody Mart or the FAME Center.

## **Club Period Classes**

All middle school students are given the opportunity to take a club class on Mondays. Attendance for activities period is mandatory. A variety of classes are offered to appeal to the differing interest of students. Students are enrolled in a class by selecting their preference from a current list of classes. Classes have limited space. If a class is full, priority goes to the highest grade level student. If a student desires to change an activity period class, he or she must write a formal request approved by their current club period teacher. This request will be reviewed by the middle school lead teacher. Because of limited class sizes, not all requests to change activity period classes will be granted. Opportunities to change Club periods are offered every trimester.

## **Food & Beverage Policy**

Due to CDC guidelines, increasing food allergies and sensitivities, a desire to promote student wellness, and the need to preserve the integrity of academic time, Calvin is limiting the opportunities for food brought in and shared by students. Students are not allowed to share food or beverages. Please have your child bring a full water bottle to school each day. Students will be allowed to refill their water bottles by using the automatic/hands free water dispenser attached to the water fountains.

- When food is incorporated into a lesson or activity, teachers will notify parents if help providing food is needed.
- Gum is not permitted to be consumed unless permitted by a staff member.

## **Birthday Celebrations**

Due to COVID, parents will not be allowed to distribute items to students this year.

Each student's birthday is recognized and celebrated in the classroom as well as during morning announcements (or just before summer break if a student's birthday is during the summer vacation). Students are welcome to share a non-edible treat with classmates.

Invitations to birthday parties, etc should include all boys and/or girls in the class if invitations are distributed on school property. School property (desks, lockers, etc.) should not be decorated for birthdays.

- Please do not send edible treats to school to be shared with students.

- A meal may be brought in by a parent for his or her own child (not for the whole class).
- As a recommended alternative to food, a student may bring in a small non-edible treat such as pencils, erasers, stickers, bookmarks, etc. for a birthday celebration.
- To maximize learning time, special birthday guests or activities should be planned outside of regular school hours.

### **Classroom Visitation**

At Calvin Christian School, we recognize that a strong, supportive partnership between home and school is essential to the successful learning environment we enjoy. We also recognize the value of parent classroom visitation; however, at this time parents and volunteers will only be allowed in the building for essential and critical school and classroom needs. All visitors must wear a face covering and go through a health screening protocol that includes a temperature check.

### **Recess**

Each grade level will be scheduled each day for a specific area of the playground. Each grade level will also have its own equipment. Students will only play with students within their cohort.

### **Lunch Room**

Lunches will be enjoyed in classrooms. Microwaves will not be available for student usage, but hot lunches are offered through our cafeteria.

### **Chapel**

Since guidelines require that no gatherings of 50 or more in one space are permitted, chapel will be held live each Friday, via Zoom. Students are expected to attend.

### **Lockers, Locks, Backpacks**

Calvin Christian School provides lockers for students. It is unwise for students to leave valuable items in their lockers. Students are asked to respect the privacy of one another by not going into another student's locker without that student's express permission. This includes going into another's locker for the purpose of borrowing textbooks, pens, pencils, calculators, or other items.

Students are not to write on the inside or outside of lockers (even with dry erase markers). In addition, students may not post photos, posters, or other items that would be degrading or otherwise inappropriate. Only magnets (no tape, glue, etc.) should be used to mount things on the locker and only on the inside.

Desks/lockers remain the property of Calvin Christian School and are subject to search by school personnel at any time with or without cause. Calvin Christian School also reserves the right to search all personal possessions of a student if they have reasonable suspicion that the search will uncover a violation of school policy, rules, and/or law. Personal possessions include, but are not limited to: purses, backpacks, book bags, packages, clothing, and cell phones.

**Backpacks and lunches will be kept in the classroom. Students will have staggered access to their lockers to maintain physical distancing. All outerwear will be kept in lockers.**

### **Hand Sanitizer Stations.**

Hand sanitizing stations will be installed at all entrances and in other high-traffic areas of the building. Students and staff are required to regularly wash their hands and/or use hand sanitizer to reduce the risk of transmitting the virus.

### **Cold Weather Policy for Students**

When the temperature is 10° above zero or warmer (including wind chill), ALL students will be required to go outdoors. At temperatures colder than 10° (including wind chill), all students will be kept indoors. We urge

parents to be sure that their children dress warmly (which includes appropriate footwear and headwear) so that recess can be enjoyed comfortably.

Any request for an exception to this policy should include a doctor's note. Teaching staff during recess are either on duty outside or unavailable on break.

## **School Cancellations**

Calvin Christian School closings due to bad weather will be made in consultation with area private schools. If school is cancelled, an email, phone call and text will be sent to all families. In addition, we will post the cancellation at [facebook.com/calvinschool](https://www.facebook.com/calvinschool). If school has been canceled because of inclement or cold weather but it is forecasted to clear up or warm up, athletic practices and games may still be held. The Athletic Director will make the final decision and notify families of the decision.

## **Transportation**

Although Calvin Christian does not offer bus service, we do use our buses for field trips and sporting events.

## **Tuition Policy**

Tuition amounts will be determined by the Board of Directors.

## **Registration Fee**

A non-refundable registration fee must be paid by each family for the enrollment of their student(s) each year, as follows:

- If student(s) were enrolled in the prior school year, the family fee is \$100.
- If a student(s) is new to CCS, from a family with a previously enrolled student, the family fee is \$100.
- If a student(s) is new to CCS from a family with no prior enrollment, the family fee is \$300, due within two weeks of acceptance of admission. \$200 of this amount will be applied to the family's tuition account.

## **Tuition Payment**

- Tuition is to be paid in ten (10) monthly installments. Monthly statements will be sent on or about the 1<sup>st</sup> of the month, with payment due on the 15<sup>th</sup> of the month.
- The first installment is due on August 15 and the last is due on May 15. (See below regarding a discount for early payment in full.)
- All of the following must be paid in full for a student to begin attending classes: registration fee; first tuition payment; any past due tuition; any other amount owed to CCS.
- CCS does not split the billing of tuition. In a case of divorce or separation of parents, the parent who enrolled the child at CCS will be held financially responsible for the entire tuition liability.

## **Tuition Discount**

If the annual tuition for a student is paid in full by August 15, the amount to be paid will be 2% less than the full amount. A 2% discount will also apply to full tuition paid at the time a student is accepted to begin at CCS if the acceptance date is after the beginning of the school year.

## **Tuition Past Due**

- A \$25 charge will be added to an account that is 15 days past due, i.e., not paid by the 30<sup>th</sup> of the month. A \$25 late fee will be added for every month in which payment in full is not received by the 30<sup>th</sup> of the month.
- If the payment from a prior month is not paid as of the 1<sup>st</sup> of the following month (which is the date the payment notice for the new month is sent), the payment notice will include all payments and charges, and the full amount will be due by the 15<sup>th</sup> of the new month.
- If there are overdue charges and the full amount is not paid, payment of at least one month's charge must be made by the 15<sup>th</sup> of the new month. If payment of at least one month's charge is not received by the 15<sup>th</sup> of the new month, regardless of which day of the week the 15<sup>th</sup> falls on, the family will be notified that its child(ren) will no longer be allowed to attend classes, beginning on the following Monday. The

child(ren) may resume attendance when payment of at least one month's charges (tuition plus late fee) is received.

- No family may fall more than one month behind in tuition payments.
- All families must pay all other (non-tuition) fees and charges, including those for Extended Care services, by the 15<sup>th</sup> of the month in which they are billed.
- All charges due as of March 15 must be paid in full as of March 15 and full monthly payments must be made by April 15 and May 15, respectively. If CCS has not received full payments by these due dates, regardless of which day of the week the 15<sup>th</sup> falls on, the family will be notified that its child(ren) will not be allowed to attend classes beginning on the following Monday. The child(ren) may attend if the full payment due is received prior to the beginning of the school day on the following Monday or on the next school day if there is no school on that Monday.
- The CCS Finance Committee reserves the right to turn over delinquent accounts to a collection agency. Any charges or fees incurred due to collection activity will be added to the existing tuition balance owed by the family.
- All matters concerning delinquent accounts will be handled by the Finance Committee as discreetly as possible. Only necessary administration personnel will be informed. The teacher of the affected student will also be informed if the student is held out of classes due to non-payment.

### **Alternate Payment Schedule**

Under unique or exceptional circumstances in which a family is unable to meet the payment schedule indicated above, the family may request an alternative schedule for payment. CCS expects that such circumstances will be rare. To initiate such a request, the family should contact the CCS Controller or Principal. The Controller or Principal, acting as liaison to the Finance Committee of the Board of Directors, will inform the requester of the next steps to take. The procedures and requirements governing alternate payment schedules are as follows:

- The request must be in writing and may be required to be completed on a specific request form.
- The request must include the specific reason(s) the standard payment schedule cannot be met.
- The request must include an alternate payment schedule that the family pledges to meet.
- The student(s) of the requesting family may continue to attend classes while the Finance Committee considers the request.
- The Finance Committee may require an in-person meeting with those making the request, and may require full financial disclosure.
- All alternate payment schedules must bring the outstanding balance to zero as of March 15 of the current school year.
- As a rule, an alternate payment schedule should indicate that the family will pay all non-tuition fees and charges, including those for Extended Care, in the month in which they are billed, regardless of when overdue tuition payments will be made.
- The Finance Committee can accept the proposed payment schedule or require a different schedule.
- If an alternate payment schedule is approved by the Finance Committee, it will be put in writing and must be signed by those making the request, indicating their pledge to meet the schedule.
- Failure to meet the alternate payment schedule will result in the family's student(s) immediately being excluded from school attendance until payments are received in accordance with the approved schedule.
- If the Finance Committee does not approve an alternative payment schedule, the standard schedule and its associated procedures will apply.

### **Unpaid Prior Year Tuition**

If the charges for a school year are not fully paid as of June 15, children of the family will be placed on an enrollment waiting list until all charges have been paid. New students will be allowed to enroll while there is a waiting list, with no guarantee that there will be room for wait-listed students after all charges have been paid.

### **Fees and Charges**

Families will be required to pay any bank charges in addition to a \$25 administration fee for any checks that are returned from the bank for any reason. If a family has had two (2) checks returned for insufficient funds during the

school year (including checks for T.R.I.P., VIP, etc.), all subsequent payments must be made in the form of cash, certified check, or money order.

- The Volunteers in Partnership (VIP) fee is a separately billed item included on or with the monthly statement. It is not considered part of the total tuition. Any questions regarding the disposition of a family's VIP fee should be directed to the VIP Board.
- VIP fees that are unpaid or that have not been given credit by the VIP Board by the last payment date of the school year (May 15), will result in the penalties noted below, under Report Cards–Transcripts–Graduation, unless the Finance Committee allows otherwise.

### **Report Cards – Transcripts – Graduation**

If a student's tuition and fees are not paid in full, the following penalties apply:

- A year-end report card will not be issued.
- The student will not be allowed to begin the following school year.
- A transcript will not be transferred to another school.
- A graduating eighth grader will not receive a diploma and will not be allowed to participate in any graduation activities or ceremonies.

Exceptions can be allowed by the Finance Committee or the full Board, based on their judgment. A request for an exception must be submitted in writing to the Principal (as liaison to the Finance Committee).

### **Credits**

Any payment that has been applied to tuition is non-refundable. A request for an exception must be submitted in writing to the Principal (as liaison to the Finance Committee); such requests will be handled on a case by case basis.

For a family with a positive balance at the end of the school year, that credit will be applied to the coming school year's tuition. Credit will not be refunded to a family whose student(s) do not return to CCS. The exception is a family whose only child at CCS is in eighth grade; after graduation the family will receive a rebate of any credits received during the school year that are in excess of amounts owed to CCS.

### **Re-enrollment**

In order to maintain enrollment for the following school year, charges for the current school year must be fully paid as of June 15. If a family's charges are not fully paid as of June 15, children of the family will be placed on an enrollment waiting list until all charges have been paid. New students will be allowed to enroll while there is a waiting list, with no guarantee that there will be room for wait-listed students after all charges have been paid. Entitlement to re-enrollment is determined not only by payment of all such charges but by Calvin Christian School's Constitution and Board.

### **Tuition Assistance Fund**

The Finance Committee has established a Tuition Assistance Fund (TAF). Money is collected and retained in this fund for the purpose of providing tuition assistance based on family need. Tuition assistance is available only for children in kindergarten through eighth grade.

- As a rule, tuition assistance applications must be received by June 1 for the upcoming school year, and applications from families new to CCS must be received by June 30. Late applications will be considered on a case by case basis.
- The FACTS service will be used to help evaluate family need.
- TAF applications must be submitted online through the link on the school's web site. The completed application, supporting documents, and a fee must be submitted directly to FACTS.
- FACTS will report its findings regarding the applications to the Finance Committee.
- The Finance Committee will determine the amount of assistance to be provided to each applicant family.
- At the discretion of the Finance Committee, a service or method other than FACTS may be used for the evaluation of need.



# SECTION 7 – ATHLETICS, ACTIVITIES, AND EVENTS

## Purpose of Athletics at CCS (for grades 6-8)

Calvin Christian School's athletic program will reflect the overall educational and spiritual philosophy of Calvin Christian School: to bring glory to God in all that we do. This means that coaches, athletes, and all others that are involved in the athletic programs at Calvin Christian School will pursue excellence in academics, athletics, and in their personal lives in a way that glorifies God.

Calvin Christian School is committed to offering a varied athletic program combining the pursuit of excellence with Christian values. We believe that it is a privilege for students to be able to participate in interscholastic sports. We offer middle school students (Grades 6-8) the opportunity to participate in several different sports provided there are coaches and student interest. Therefore, our athletes must follow the policies and procedures listed below.

## Goals of the Sports Athletic Program

We recognize that athletics can offer a unique and joyful opportunity to learn responsibility, commitment, unselfishness, sacrifice and discipline. The goals of the program are:

1. To **glorify God** in all our attitudes and actions.
2. To instill in the student-athlete a sense of **responsibility** by demanding consistently high standards of behavior and making him/her aware and respectful of the needs of others.
3. To bring about **commitment and personal discipline** by the student athlete through his/her dedication to the goals of the team and his/her teammates.
4. To nurture **unselfishness and teamwork** in the student-athlete by requiring that his/her actions on and off the playing field be consistent with the goals of the team as a whole and not directed toward individual honors.
5. To generate a willingness in the student-athlete to **sacrifice** his/her time and energy toward fulfillment of shared goals.
6. To build **confidence** in our students.
7. To provide **physical activity** promoting a healthy lifestyle.
8. To have **fun** playing sports.

## Athletic Offerings at Calvin Christian School

Calvin Christian School offers the following sports, each contingent on the number of students participating.

- Fall Sports
  - Boys & Girls Cross Country
  - Boys & Girls Soccer
  - Girls Volleyball
- Winter Sports
  - Boys Basketball
  - Girls Basketball
- Spring Sports
  - Boys Volleyball
  - Boys & Girls Track and Field

## Chicagoland Christian Junior High Athletic Association (CCJHAA)

Calvin Christian School is a member of the Chicagoland Christian Junior High Athletic Association. The Christian schools in this association include Calvary Academy, Calvin Christian School, Crown Point Christian School, De Motte Christian School, Highland Christian School, Lansing Christian School, Southwest Chicago Christian School - Oak Lawn, and Southwest Chicago Christian School - Tinley Park. Calvin's Athletic Director is the representative to this association.

## Athletic Commitment

Regulations are essential to the functioning of a successful program. Student-athletes and their parents must sign the Athletic Commitment Form, agreeing to these shared goals.

All parents whose child is playing sports at Calvin acknowledge they have read and sign the following form:

<https://www.iesa.org/documents/health/IESA-ConcussionSign-Off.pdf>

Parents are also required to fill out the Athletic Commitment Form, which is found on page 32.

## Sportsmanship

In order to promote a Christian atmosphere and encourage good sportsmanship at practices and games we, the coaches, players, parents, and Calvin Christian School will:

1. **Coaches**
  - a. Be responsible for the conduct of his/her players.
  - b. Be constructive in all remarks toward players, parents, officials, and opponents. Refrain from the use of any profanity.
  - c. Maintain proper conduct before, during, and after the athletic contest.
2. **Players**
  - a. Accept and understand the importance of their responsibility and the privilege of representing God, the school, and the community.
  - b. Cooperate with the coaches and always exercise good sportsmanship.
  - c. Always respect the official's judgment and interpretation of the rules. Never argue or make non-verbal gestures which indicate disagreement.
  - d. Congratulate opponents in a sincere manner following either victory or defeat. This is a true measure of character.
  - e. If students have a struggle with a decision of the coach, they should also wait 24 hours and they, rather than a parent, should first voice their concern.
3. **Parents**
  - a. Promote good sportsmanship within the home.
  - b. Encourage obedience of all rules established by the coach.
  - c. Refrain from coaching their sons or daughters from the sidelines or stands.
  - d. Officials will make mistakes. So will we. Please do not vocally criticize officials during the game.
  - e. Be constructive in all communication before, during, or after the game with coaches, players, administration, or officials. Parents are asked to wait 24 hours after a game has ended before approaching a coach with concerns.
4. **School**
  - a. Begin each contest with the sportsmanship code and prayer.
  - b. Be a Christian example and be courteous to opponents, fans, and cheerleaders.
  - c. Respect and accept the officials' decisions.
  - d. **At home games, our opponents are our guests and they are to be treated that way.** Good behavior is also expected at competitors' schools.

## Coach Selection

The athletic director and principal will select all coaches and assistant coaches for Calvin teams.

Coach selection will be based on:

1. Philosophy in line with this athletic policy and Calvin's Christian School's mission and philosophy.
2. Ability to work with children in educating the student-athletes to the rules and regulations of the game.
3. Prior coaching experience and expertise in the sport.
4. A coaching style that emphasizes encouragement along with necessary discipline and knowledgeable in the sport.

## Transportation

The players will be taking a school bus to their away games. A bus will also bring the players back to Calvin except for the home soccer games, games at Calvary Academy and Lansing Christian School. Parents are asked to pick up their child(ren) at these schools. Parent volunteers will drive soccer athletes to home games at Paarlberg Park.

## Requirements of Student-Athletes

1. Physicals – All participants in athletics at CCS are required to have a physical examination form on file from their sixth grade year verifying they are fit for participation.
2. Medical Release Forms – Prior to the start of each season, the student and his/her parents are required to complete a medical release form. This should be returned to the coach.
3. Read and sign the following form: <https://www.iesa.org/documents/health/IESA-ConcussionSign-Off.pdf>
4. Fees – A sports fee of \$30 will be added to the parents' monthly tuition statement if their child participates in a sport. (Fee=per student per season: Fall, Winter, Spring)
5. Class attendance – Athletes must attend at least one-half of the regularly scheduled day in order to participate in a scheduled event or practice. Exceptions to the rule are permissible but must be approved by the administration.
6. Athletes are required to attend all practices and games unless they have notified the coach in **advance** of their absence. Missing practices for unexcused reasons may result in the decrease of one's playing time at the coach's discretion.
7. All student-athletes must abide by the following athletic eligibility policy by meeting the following minimum requirements:
  - a. Students may not have an F in any class they are assigned.
  - b. Students must display attitudes and behaviors that represent our beliefs as a Christian community.
  - c. Grades will be checked every week. Teachers will take into consideration both attitude and behavior, as well as academic data, in order to determine the overall picture of a student's progress. If a student fails to meet the above requirements, he/she will be placed on academic probation.
  - d. When a student is ineligible:
    - i. Ineligibility begins on each Friday checkpoint and will last for one week. At the end of the probation period, grades will be checked again. If improvement is not evident, the student will be put on a second probation. This process will continue throughout each athletic season.
    - ii. During the first probation period of a particular sport, the student will be allowed to attend practices, but he/she will not be allowed to compete in games/contests.
    - iii. If a student is placed on a second academic probation during a particular sport, he/she will neither be allowed to practice nor participate in games/contests.
    - iv. If a third academic probation should be necessary, the student may/may not be reinstated, depending upon the length of the season and whether the student is achieving satisfactorily.
    - v. Students who are ineligible are not permitted to miss school for athletic events (e.g. early dismissals).
    - vi. Students who miss more than a half day of instruction will not be able to participate in a practice or game that day.
  - e. Accountabilities:
    - i. If a student receives two Accountabilities during a particular season, he/she will be ineligible for one week.
    - ii. Any additional Accountabilities during the same season will result in continuing with the designated policy steps.
  - f. Suspensions:
    - i. One Saturday School during a particular season means the student is ineligible to participate until Saturday School is served.
    - ii. One out-of-school suspension during any particular season means a student cannot practice or participate in any activity from the time the event occurred, and until the suspension is served.

## General Clause

Any circumstances that are not covered by the above policy will be decided at the discretion of the Athletic Director in consultation with school administration.

## Injuries

If an athlete is injured, the parents must be notified before the athlete is treated by a doctor. A coach should always accompany an athlete receiving care. The family doctor should always be sent for or called. The coach should follow-up on any injury and treatment.

A report is to be filled out whenever an accident occurs that is serious enough for a student to be given medical care or first aid. After completing the report, send it to the athletic director within 24 hours.

## Concussion

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

<b>Symptoms may include one or more of the following:</b>		
<ul style="list-style-type: none"> <li>• Headaches</li> <li>• "Pressure in the head"</li> <li>• Nausea or vomiting</li> <li>• Neck pain</li> <li>• Balance problems or dizziness</li> <li>• Blurred, double, or fuzzy vision</li> <li>• Sensitivity to light or noise</li> </ul>	<ul style="list-style-type: none"> <li>• Feeling sluggish or slowed down</li> <li>• Feeling foggy or groggy</li> <li>• Drowsiness</li> <li>• Change in sleep patterns</li> <li>• Amnesia</li> <li>• "Don't feel right"</li> <li>• Fatigue or low energy</li> </ul>	<ul style="list-style-type: none"> <li>• Sadness</li> <li>• Nervousness or anxiety</li> <li>• Irritability</li> <li>• More emotional</li> <li>• Confusion</li> <li>• Concentration problems (forgetting game plays)</li> <li>• Repeating the same question/comment</li> </ul>
<b>Signs observed by teammates, parents and coaches include:</b>		
<ul style="list-style-type: none"> <li>• Appears dazed</li> <li>• Vacant facial expression</li> <li>• Confused about assignment</li> <li>• Forgets plays</li> <li>• Is unsure of game, score, or opponent</li> </ul>	<ul style="list-style-type: none"> <li>• Moves clumsily or displays in-coordination</li> <li>• Answers questions slowly</li> <li>• Slurred speech</li> <li>• Shows behavior or personality changes</li> <li>• Can't recall events prior to hit</li> </ul>	<ul style="list-style-type: none"> <li>• Can't recall events after hit</li> <li>• Seizures or convulsions</li> <li>• Any change in typical behavior or personality</li> <li>• Loses consciousness</li> </ul>

**Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.**

Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers from another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

No athlete may return to activity or school after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete/student should continue for several hours. The Return-to-Play/Return-to-School Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches prior to returning to play, practice or school following a concussion or after being removed from an interscholastic contest due to a possibly head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. It's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Return to learn concussion protocol:

[5.-gfstrong-rtl-protocol.pdf \(cattonline.com\)](#)

## **EAP and Protocol for Asthma**

[https://www.isbe.net/Documents/asthma\\_response\\_protocol.pdf](https://www.isbe.net/Documents/asthma_response_protocol.pdf)

### **Practices/Games**

Sunday practices, games, meetings, etc. are prohibited. Wednesday practices should be shortened. Practice sessions should end soon enough to allow the facilities to be emptied no later than 6:30pm.

Parents, please be prompt to pick up athletes after practices and games so the coach does not have to wait. Any athletes remaining more than 10 minutes after the conclusion of a practice or game must report to extended care and use charges will be incurred.

All practices are scheduled by the athletic director and the coach of each sport. All games are scheduled by the athletic director.

### **Team Selection/Playing Up/Playing Time**

Final rosters for all athletic teams will be approved by the coach, athletic director, and administration. Coaches are not permitted to make cuts until all those previously mentioned here have discussed the rationale for the cuts.

Middle School athletes at CCS will only be allowed to play with their own grade level on grade level teams (volleyball, basketball, etc.). The only exception will be when an older grade level cannot fill a team, either initially, or because of injuries/ineligibility (For example: normally a minimum – there is no maximum – of 10 basketball players for a single team or 15 basketball players when there are A and B teams). In this situation, younger athletes may be pulled up only with the approval of the athletic director in consultation with the school administration and the parents involved. If cuts are made at any grade level in any particular season, younger athletes will not be pulled up for any reason (other than extraordinary circumstances) thereafter. Interscholastic sports are a privilege of middle school and, therefore, fifth grade athletes will generally not be allowed to join middle school teams or have their own interscholastic teams.

Playing time will be left to the discretion of the coach, keeping in mind the philosophy and goals of the athletic program. Sixth grade athletics are considered to be more developmental, thus creating more even playing time. In seventh and eighth grade the level of competition will increase, therefore, possibly decreasing the amount of playing time.

The soccer and track & field are teams made of up students from 6<sup>th</sup>-8<sup>th</sup> grade. With wide ranges of ability, coaches are asked to consider providing all members of their team with an opportunity to participate. However, there will be times when understanding is needed as coaches prioritize play for their older athletes.

### **Early Dismissal/School Closing**

If inclement weather causes an early school dismissal or school closing, all scheduled practices or games will be cancelled. Exceptions to the rule must be approved by the administration.

### **Conflict Resolution**

When serious conflicts arise between coaches and team members and/or parents, the athletic director should be notified. The athletic director and coach should discuss the matter with the team member and/or parents, and work toward a mutually acceptable solution. In the event an agreement cannot be reached, the matter will be referred to the principal for final resolution.

## **Use of Facilities**

### **Gymnasium**

- a. Only athletic shoes are allowed on the gym floor.
- b. All balls and equipment must be put away properly and locked up at the end of practices and games.
- c. During school vacation times (i.e: Christmas, summer), coaches must work with the head custodian, office staff, and athletic director to coordinate practices, camps, or other excess needs in relation to school cleaning schedules and gym availability.

### **Locker Rooms**

- a. Balls are not permitted in locker rooms.
- b. Muddy shoes and spikes are to be removed before entering (this also includes the hallways and gym floor).
- c. The locker room should be picked up, showers checked, sanitary facilities checked and flushed, and lights turned out when leaving.

## **Eligibility for Other Extra-Curricular Activities**

A student who is absent from school will not be allowed to participate in after-school activities that day. If a student is suspended, he or she cannot attend rehearsals, performances, or any school-related activity or event until the suspension has been completed and the suspension re-entry meeting has been held.

## **Athletic Director Responsibilities**

1. Organize, supervise, and administer the CCS athletic program according to CCS board policy as interpreted by regulations of the administration.
2. Act as the school representative in the CCJHAA (Chicagoland Christian Junior High Athletic Association).
3. Assist the principal in the selection, interviewing, and hiring of coaches and assistant coaches.
4. Work with official assigners in providing officials for home games.
5. Coordinate transportation for practices and games.
6. Arrange door monitors and scorekeepers for home games.
7. Establish and carry out procedures to assure student athletic and medical eligibility.
8. Information administration, office and faculty of team rosters.
9. Inform office and custodial staff of practice and games dates. Notify administration and teachers (in advance) of dismissal times for team members
10. Distribute uniforms to team members. Collect and properly store uniforms at the end of each season.
11. Coordinate with office staff to supply payment for coaches and officials.
12. Conduct an annual review of each coach.
13. Every week run an athletic eligibility report (inform students per policy every 2 weeks).

## **Directions to Schools for Sporting Events**

### **Calvary Academy**

6300 South State Street  
South Holland, IL 60473  
708-333-5471

### **Crown Point Christian School**

10550 Park Place  
St John, IN 46373  
219-365-5694

### **De Motte Christian School**

220 Begonia St. SE  
De Motte, IN 46310  
219-987-3721

### **Highland Christian School**

3040 Ridge Road

Highland, IN 46322  
219-838-0356

**Illiana Christian High School (tournaments)**  
10920 Calumet Ave Indiana Avenue  
Dyer, IN 46311  
219-558-7006

**Lansing Christian School**  
3660 Randolph Street  
Lansing, IL 60438  
708-474-1700

**Paarlberg Park (for Calvin home soccer games)**  
172nd Place and Paxton Avenue  
South Holland, IL 60473

**Protestant Reformed Christian School**  
0790 Calumet Avenue  
Dyer, IN 46311  
219-558-2660

**Southwest Chicago Christian School (Oak Lawn Campus)**  
5665 W. 101st Street  
Oak Lawn, IL 60453  
708-636-8550

**Southwest Chicago Christian School (Tinley Park Campus)**  
17171 S. 84th Avenue  
Tinley Park, IL 60477  
708-429-7171

## Calvin Christian School Athletic Commitment Form Consent / Medical Release Form

I have read and understand the participation requirements and the eligibility policy. As a member of an athletic squad representing Calvin Christian School, I agree to guide my conduct accordingly. I understand that as a student-athlete at Calvin I am expected to:

1. Demonstrate Christian values while participating in the athletic program. Profanity, disrespect, or selfishness towards teammates, other students, staff members, referees, opposing players or coaches will not be tolerated.
2. Be on time and properly dressed for all practices and games.
3. I will maintain quality work in the classroom – and every week my status will be reviewed. I understand I may be ineligible to compete if my grades do not reflect that I am making them my first priority.
4. Be prepared for competition – eating healthy foods and getting enough sleep before competitions.

**Signed:** \_\_\_\_\_

**(Signature of Student/Athlete)**

I, the undersigned parent or guardian, do hereby grant permission for my son/daughter, \_\_\_\_\_, to participate in athletics at Calvin. I have also read and understand the policies outlined in the Athletic Handbook. I agree to the following goals of the program:

1. To **glorify God** in our attitudes and actions.
2. To instill in the student-athlete a sense of **responsibility** by demanding consistently high standards of behavior and making him/her aware and respectful of the needs of others.
3. To bring about **commitment and personal discipline** by the student athlete through his/her dedication to the goals of the team and his/her teammates.
4. To nurture **unselfishness and teamwork** in the student-athlete by requiring that his/her actions on and off the playing field be consistent with the goals of the team as a whole and not directed toward individual honors.
5. To generate a willingness in the student-athlete to **sacrifice** his/her time and energy toward fulfillment of shared goals.
6. To build **confidence** in our students.
7. To provide **physical activity** promoting a healthy lifestyle.
8. To have **fun** playing sports.

and I commit to:

1. Ensuring that the required Pre-Participation Physical Examination is on file.
2. Taking full financial responsibility for any equipment or apparel issues (including returning all uniforms fully washed to the athletic director within one week of the season ending).
3. Making every effort to help my child reach their full academic potential (academics come first at Calvin Christian School; a student-athlete must be able to maintain quality work in the classroom while participating in athletics).

In order that my son/daughter may receive the necessary medical treatment in the event that he/she may sustain injury or illness during athletic activities, I hereby authorize the coach/school representative to obtain medical treatment for my son/daughter for such injury or illness, and I hereby hold the coach/school representative and Calvin Christian School harmless in the exercise of authority.

I further acknowledge and understand that I will be responsible for any medical bills that may be incurred in behalf of my son/daughter for physical injury or illness that he/she may sustain during athletic activities. I also acknowledge that you have been provided information regarding concussions and official protocols.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Signature of Parent/Guardian)

\_\_\_\_\_ **is insured by** \_\_\_\_\_

(student name)

(Insurance Company)

Thank you for your time and consideration. We assure you that each coach will do his/her best to provide for your child's best physical conditioning and safety.



# CCS Middle School Parent Permission Form For Attending Afterschool Activities

The athletic season has games and practices afterschool. While the regular school day ends at 3:00pm, most games do not begin until 4:15pm. And while most practices begin at 3:30pm, some due to demand for the gym will begin at 4:30pm.

Students not scheduled to play in a game or a 3:00-4:30pm practice should not be in the gym unsupervised. The following are policies Calvin Christian School has instituted for student supervision after school (without their parent/guardian present):

- **Students not playing a sport/in a game must first report to Extended Care.**
- **Students may not leave to watch a game until 10 minutes prior to the first game (first games typically start at 4:15pm).**
- **Should behavior from 3:00-4:05pm in Extended Care be challenging, it will be at the discretion of Extended Care staff if a student is permitted to leave and watch game in the gym.**
- **Athletes competing in a later home game (5:00pm+) will report first to the gym after school. They will be monitored here by their coaches/Athletic Director.**
- **Students participating in practice right after school (3:00-4:30pm) will go right to the gym.**
- **If students are playing in a later practice (4:30-6:00pm), they may choose to arrange, with parent permission, to walk to a local friend's house. If not, they will need to be in Extended Care until their practice begins.**
- **Should student behavior while watching game be challenging, they will be asked to return to Extended Care.**
- **No cell phones will be used in Extended Care without staff permission. Parent communication should be made by calling 708-331-5027 Ext. 344.**

Thank you for taking the time to understand these policies put in place to ensure that our students are responsible and cared for.

Sincerely,

**Alex Eiland**, Athletic Director

**Randy Moes**, Principal

**Milan Rayes**, Extended Care Director

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I understand that once my child signs out of Extended Care, my child is no longer under Extended Care's supervision. I understand that should my child's behavior in the gym be challenging and/or disrespectful, they will be asked to return to Extended Care. **All time spent in Extended Care will result in usage charges. This form must be signed for a student to receive permission to leave Extended Care to watch a game unsupervised in the gym.**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

# SECTION 8 – PROGRAMS AND OPPORTUNITIES

## Extended Care

Calvin Christian School's Extended Care Program strives to provide quality Christian supervision and enrichment opportunities for Calvin students before and after regular school hours by:

- Developing physical, creative, emotional, educational, spiritual and social needs through a variety of activities.
- Providing a safe and secure environment.
- Providing a Christian staff to interact with and guide students.
- Providing activities that reflect the broad range of students' developmental stages and interests.

**Calendar Schedule:** The Extended Care Programs are available all school days following the CCS calendar. After School Care will be available on ½ Professional Days ONLY, not on any other ½ day dismissal days. A monthly calendar and newsletter will be sent home highlighting and reminding parents of special events or days.

**Admission Policy:** The Extended Care Programs are available to Calvin Christian students. Yearly registration forms will be required for students using any Extended Care programs. Students who do not regularly attend Extended Care on a given day may attend with 24-hour notice. Students will be admitted based on availability to ensure programs are properly staffed.

**Drop-Off and Pick-Up Procedures:** In the morning, parents will drop students off at the west glass door where students will sign in and be greeted. In the afternoon, parents will pick up their children at the west glass doors. Students will not be allowed to leave the building until signed out by an authorized adult.

**Late Pick-Up Policy:** There is a \$1.00 per minute charge starting at 6:10 pm. This fee will be added to your monthly statement. Time will be recorded upon the pickup of each student.

**Attendance Policy:** Any time your child will not attend a scheduled session, parents must call the school office by 2:00 pm.

**Staffing:** After School Extended Care will be staffed by at least two employees at all times to ensure safety and supervision for all students. Every effort will be made to provide at least a ten (10) student to one (1) teacher ratio in the Extended Care programs.

**Illness and Medicine Policy:** If your student becomes ill, he/she will be accompanied away from the group until picked up by a designated adult. Emergency situations and administration of medicine will follow CCS guidelines.

**Toys:** Toys or items from home are not allowed unless they are specifically requested. Headphones and video games are not allowed.

**Discipline:** The Calvin Christian School Discipline Policy will apply to the Extended Care programs. A Student Discipline Form will be used to communicate concerns with parents. Three (3) discipline notices for a single student in a semester will result in exclusion from Extended Care programs.

**Snack:** A snack and drink will be provided for children who stay in After School Extended Care program.

**Homework Policy:** There will be a homework time every day in After School Extended Care. If students do not have homework, they will be expected to read a book or participate in another quiet activity. An adult will be available for homework questions, not individual tutoring.

**Payment Policy:** Services will be billed on your tuition statement. Recurring delinquent accounts may result in withdrawal from the program. There will be a \$25.00 charge for NSF checks. Students will be excluded from the Extended Care Program when balances remain unpaid after sixty (60) days.

**Fee Structure:** Fees will be calculated to the nearest quarter hour. Times will be recorded as students sign in and are signed out. Monthly statements will be mailed at the beginning of each month. A \$2.00 minimum fee will be charged for use in the program.

**Registration Fees (non-refundable):** There will be a per family non-refundable registration fee to enroll in the Extended Care program.

### ***Volunteers in Partnership***

All parents of Calvin students are members of V.I.P. The V.I.P. Board oversees the following services and fund-raising projects: Family Movie Nights, Box Tops for Education label collection, kitchen supplies, Fall Auction, and Family Fun Day.

### ***New2You Quality Resale***

Phone: 708-889-6369

18230 Torrence Avenue, Lansing, Illinois 60438

The New2You Store is dedicated to raising money for the tuition relief of parents with students at Calvin Christian School and Lansing Christian School.

### **Tuition Reduction Incentive Program (T.R.I.P.)**

V.I.P. sponsors the T.R.I.P. program to help families reduce their tuition costs. The school is able to purchase certificates from major food and retail stores in large quantities at a discount. Participants purchase certificates at face value and are credited a percentage of the certificate value. The certificates can be used, for the most part, just like cash or a check at the participating stores. Also included is a voucher program for the purchase of products that are higher in cost and less frequently purchased. Information can be found in the school office.

## **Section 9: Bullying Plan**

### **PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying is contrary to State law and Board policy. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying includes cyber bullying and means any severe or pervasive physical or verbal act or conduct, including without limitation the use of technology and communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to any staff member. Calvin will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

The building administrators or staff shall develop and maintain a program that:

- I. Fully implements and enforces this policy and each of the following Board policies:
  - a. 313.00, Permissible Use of District Technology. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's Authorization of Electronic Network Access.
  - b. Student Behavior. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.

Full implementation of the above policies includes: (1) conducting a prompt and thorough investigation of alleged incidents of bullying, (2) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (3) protecting students against retaliation for reporting bullying.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law.
4. Fully informs staff members of Calvin's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - a. Communicating the Calvin's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in bullying or aggressive behavior; discussing, as appropriate, the availability of counseling, psychological, and/or social work services, other interventions, and restorative measures.
7. Communicates Calvin's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes posting the school's policy on its website and, as applicable, where other policies, rules or standards of conduct are posted, and annually disseminating information to all faculty, students and parents/guardians explaining the serious

disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.

9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the school and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 5 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

#### Resource Guide for Bullying and School Violence Prevention

##### General Resources

ISBE's *School Bullying Prevention Task Force Report*: [www.isbe.state.il.us/SBPTF/pdf/sbptf\\_report\\_030111.pdf](http://www.isbe.state.il.us/SBPTF/pdf/sbptf_report_030111.pdf).

Resources section of the website managed by the U.S. Department of Health & Human Services:

[www.stopbullying.gov/index.html](http://www.stopbullying.gov/index.html).

##### Restorative Discipline Resources

Positive Behavior Intervention & Supports (PBIS):

[www.pbis.org/school/default.aspx](http://www.pbis.org/school/default.aspx).

Social and Emotional Learning Standards:

[www.isbe.net/ils/social\\_emotional/standards.htm](http://www.isbe.net/ils/social_emotional/standards.htm).

## **Asbestos Policy**

Calvin Christian School was originally inspected for asbestos on August 8, 1988, by the Ideal Inspection Company of Bloomington, Illinois. The inspection was done in compliance with the Asbestos Hazard Emergency Response Act as required by the federal government. This inspection report was submitted to the Governor of the State of Illinois for approval and an inspection plan was put into place in 1989.

The "AHERA" law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. All required six-month inspections have been done by a certified inspector.

*The school agrees to comply with any other applicable State or federal law or regulatory requirement.*