

# Calvary Schools of Holland: Plasman Campus



## Parent/Student Handbook

**2017-2018**

***Maturing students in Christ  
Colossians 1:28***

**Calvary Schools of Holland  
Plasman Campus  
K4-7<sup>th</sup> Grades  
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Holland, MI 49423  
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## **Message To Parents**

Welcome to the 2017-2018 school year! We are glad that you have chosen Calvary Schools of Holland for your family. We say “for your family” and not “for your children” because the educational purpose we have is to be in partnership with the Christian home by providing a learning environment where Christian teachers will not only teach your children from a Christian worldview and perspective of subject matter but also reinforce Bible-based standards of conduct, beliefs, values, and attitudes as an extension of the home.

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

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

These handbooks, by themselves, will not give you all the information you need to know. We have included in them those areas that have to do with our expectations of the children with regard to academics, behavior and dress. If, after reading these handbooks, you have questions, please contact the school office.

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

Gratefully yours in partnership,

Bryan Walker, Executive Director

Martha Davis, Laketown Principal

Cheryl Ward, Plasman Principal

## **Non-Discriminatory Policy**

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

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## **Mission Statement and Vision Statement**

### **Mission Statement**

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

### **Vision Statement**

To be the benchmark in delivering educational excellence, within a biblical family atmosphere.

## **Core Values of Calvary Schools of Holland**

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

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

**Modeling Spiritual Maturity:** The adult staff of Calvary Schools of Holland view themselves as models of its vision. They seek to provide the opportunity for students to observe and emulate Christian character in how they fulfill their responsibilities as educators. The staff also models servanthood in how it cooperates and communicates with parents.

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

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

## **Accomplishing Our Mission**

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

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

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

We teach that the servant leader is accountable to God in the attitudes of his heart, the words of his mouth, the actions of his life, and use of the resources entrusted him. We believe that attitudes and motivations contrary to servant leadership are pervasive in our society and that the shaping of values and skills for servant leaders requires a concerted, deliberate and systematic effort in the home, the church, and the school.

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

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

## **Philosophy of Christian Education**

Calvary Schools of Holland, established in 1978 as a ministry of Calvary Baptist Church, has operated on an educational philosophy consistent with the church's ministry. This philosophy is based on the belief that every child is a person created in the image of God and that each child has been uniquely created and has been given gifts and talents to be awakened by exposure to a broad education and deepened by developing his/her potential to the glory of God. As Jesus grew in wisdom, in stature, and in favor with God and with man (Luke 2:52), so our education of children must involve the spiritual, intellectual, social, emotional, and physical development of the whole person.

Parents who enroll their children in Calvary Schools are enlisting professional Christian educators and entrusting them with the responsibility to assist them in bringing up their children in the nurture (training) and admonition (instruction) of the Lord (Ephesians 6:4) in order to prepare them for life in both time and eternity. This requires that we seek to lead children to faith in Jesus Christ, give them a biblical worldview, integrate their faith and academic work, model maturity in Christ, bring them to ever increasing levels of maturity, and disciple them to love and serve the Lord with all their heart, soul, mind, and body. We believe the school is part of a partnership with parents and their local churches in accomplishing this task.

God, as a trinity of Father, Son, and Holy Spirit, is a relational God who made us to be in relationship with him, with one another, and with all that he has created. As a school we believe that relationships are a priority and we seek to guide children to establish healthy relationships with one another, with adults, with God, with the world of ideas, and with all God has created.

We believe that self-discipline and a commitment to excellence emerge from the discipline of good habit formation and that the discipline of learning good habits in the process of work is as important as the end product of children's work. We desire that our graduates will enjoy the satisfaction of a lifetime of God-glorifying work and relationships

Jesus Christ, God's son, is the exact image of the invisible God (Colossians 1:15) and it is God's purpose for all those who come to faith in Jesus Christ to be conformed to His image (Romans 8:29). All those involved in the educational process must demonstrate in their relationships to God and to one another what it means to be increasingly conformed to the image of Christ and a part of the body of Christ.

This philosophy of education has implications for the governance and administration of Calvary Schools of Holland, those employed by it, its curriculum, its methods, its relationship to parents and students, and its relationship to the community and the secular world.



## **Calvary Schools of Holland Statement of Faith**

(Approved Dec 6, 2015)

Calvary Schools of Holland is committed to the sufficiency of Scripture and the lordship of Jesus Christ.

### **I. The Scripture**

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

### **II. The Trinity**

We believe that the One True God has revealed Himself as the eternally self-existent, omnipotent, omniscient, and omnipresent Lord. He has further revealed Himself as a Trinity in unity of three Persons: God the Father, God the Son (Jesus Christ), and God the Holy Spirit, who are all equally worthy of glory, majesty, and honor. The Father is of none, neither begotten, nor proceeding; the Son is eternally begotten of the Father; the Holy Spirit eternally proceeding from the Father and the Son. Deuteronomy 6:4; Isaiah 43:10-11; Matthew 3:16-17, 28:19; Mark 12:29; John 1:18, 15: 26; II Corinthians 13:14.

### **III. God the Father**

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

### **IV. God the Son: Jesus Christ**

We believe that Jesus Christ is the image of the invisible God, and the eternal Son of God. He was conceived by the Holy Spirit and born of the Virgin Mary, yet lived a sinless life. He took upon Himself our full human nature, uniting divine and human natures in one Person, both natures being whole, perfect, and distinct. He died on the cross as a substitutionary, atoning sacrifice for the sin of the world. He arose from the dead, and He ascended into heaven, where He is now our interceding High Priest, Mediator, and Shepherd. Matthew 1:18-25; John 1:14; Acts 1:9-11; Philippians 2:5-11; Colossians 1:15; I Timothy 2:5-6; Hebrews 1:1-4, 4:14-15, 7:26-27; I Peter 2:24-25.

### **V. God the Holy Spirit**

We believe that the Holy Spirit is a divine Person who was promised by Jesus to be the Counselor and to build His Church. He ministers to every believer by indwelling, baptizing, sealing, sanctifying, and giving gifts. These spiritual gifts are given to glorify Christ and edify the body of Christ. John 14:16-17, 16:7-14; Acts 5:3-4; I Corinthians 12:4-13; Ephesians 1:13-14, 2:22; 4:11-16.

### **VI. Man**

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

## **VII. Salvation**

1. Conditions of salvation: We believe that salvation is by grace through faith in Jesus Christ alone. By the sovereign grace and mercy of God, Christ purchased our salvation on the cross, and we receive it through faith apart from any work or merit. We believe that those who repent and forsake sin and trust Jesus Christ as Savior are regenerated by the Holy Spirit and become new creatures, delivered from sin's condemnation and receive eternal life. John 1:12; Acts 4:12; Romans 10:9-15; Ephesians 2:8-10; II Timothy 3:15; Titus 2:11, 3:5-7.
2. Justification: The believer is declared righteous by God because Christ's righteousness has been imputed to the believer and the believer's sins have been placed on Christ. The believer is therefore "in Christ." Romans 3:21-26, 4:5-8; I Corinthians 1:30; II Corinthians 5:21.
3. Sanctification: We believe that the believer is completely sanctified in that he is positionally holy and righteous in God's sight. However, the believer is to be progressively sanctified as he grows in grace and is transformed by the power of the Holy Spirit. John 17:17; I Corinthians 1:30; II Corinthians 3:18; Ephesians 4:24; I Thessalonians 5:23; Hebrews 10:14; II Peter 3:18.

## **VIII. Baptism**

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

## **IX. The Lord's Supper**

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

## **X. The Church**

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

## **XI. Mission and Discipleship**

We believe that Jesus Christ gave the "Great Commission" to His disciples and to all believers. Those whom God has saved, He has also sent out into the world to be His ambassadors and witnesses to all nations. We believe that God calls all believers in the local church to the task of proclaiming the gospel of Jesus Christ to a lost world. Christian education, global mission efforts and discipleship are essential to the mission of the church. Matthew 28:18-20; Mark 16:15; John 17:18; Acts 1:8; II Corinthians 5:18-20.

## **XII. The End Times**

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

## **XIII. The Family**

We believe that God has ordained the family and that it is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one natural born man to a natural born woman in a covenant commitment for a lifetime. It reveals the union between Christ and His church and provides God's framework for sexual expression and the means for procreation of the human race. The husband and wife are of equal worth before God, since both are created in God's image. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline. Children are to honor and obey their parents. Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Matthew 19:6; Ephesians 5:21-33; 6:1-4; Titus 2:3-5; Hebrews 13:4; 1

## **Objectives for Calvary Students**

### **The School**

- Believes that education must be personalized if it is to be effective.
- Views the student as created by God, in God's image and likeness and therefore, is highly valued by God.
- Pledges to assist the student at each level of education to fully realize his capacities for knowledge and wisdom apace with his maturing years.
- Takes a Biblical view of the student. From the scriptures we obtain knowledge about students as God's image bearers, deserving everyone's respect; from the scriptures we obtain knowledge about students as possessing a morally corrupt nature, needing God's forgiveness and redemption through Jesus Christ our Lord; from the scriptures we obtain knowledge about Christian sons and daughters growing into the image of God's Son, needing loving nurture and encouragement – and needing compassionate discipline and correction; and from the scriptures we obtain knowledge

about students' uniqueness as persons, needing both the authority of law and the freedom of selfhood.

- Takes a developmental view of the student. From formal and informal observations we learn about students' personality differences; about their varieties of motivation, readiness, and learning styles; and about their developmental needs at the various stages of growth. This information allows the teachers, administration, coaches, and spiritual leaders to teach and disciple children.

### **The Teacher**

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

### **The Parents**

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

### **The Student**

- Will take an interest; he/she will strive to learn, obey, and grow.
- Will aim high and strive hard. Whatever the student does, he/she will do with all their might as before the Lord's searching gaze.
- Will know that man cannot live without taking sides, without making decisions and taking action, and will know that while he/she is free to make choices, he/she is not free to determine the

consequences of his/her choices.

- Will know that the scriptures are the comprehensive equipment of the man of God and fit him/her fully for all branches of life's work.
- Will understand that the diversity of insights in the greater Christian community does not represent the pettiness of a difference, but rather, is representative of the vastness of the subject.
- Will recognize that bare facts expressed, is not wisdom. He/she will understand that wisdom involves a feeling for facts, the realization of their meaning, significance, and application.
- Will accept the rigor and discipline which is required to become a Christian scholar.

### **Family/School Relationship**

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

**Calvary Schools of Holland partners with Ambleside Schools International in implementing a Charlotte Mason education at Plasman campus.**

## **Ambleside's Fundamental Pedagogical Convictions**

### **A Non-Competitive, Stimulating Atmosphere**

Administration, faculty and students are held to the highest standard in their way of relating to one another. In an atmosphere of sincerity and truth, students are free to learn for the pleasure of learning. Students do not compete with their peers for rank, grades or prizes. Learning is the focus, not beating a classmate. Great ideas, great works of literature, great works of art, the glory of the created world, and the common experiences of life are placed before the students to study and discuss. Students are stimulated to observe, explore and understand.

### **The Discipline of Habit**

While recognizing that students have various levels of gifting, it is the expectation of Ambleside administration and faculty that every student will develop the habits necessary for producing work of the highest quality and that all Ambleside students will grow to the fullness of their God-given potential.

At Ambleside, we consider the process of student work to be as important as the end product. Rather than developing persons who are able to study well for the next exam, we are interested in helping students develop a life of study. We ask the questions: Did she attend? Did he put forth effort? And was she thorough? We believe school is not just an institution to get through, but rather a place to develop habits that will serve children the rest of their lives.

### **Education as Vital, Dynamic, Living**

Real learning occurs when the learner wonders, asks why and how. It is essential that the teacher cultivate an atmosphere that is rich in great ideas, thus stimulating thought. The teacher must seek to place the very best books before her students, books rich in content and ideas, putting them into relationship with the finest authors. Through the use of "living books" students interact with scientists, mathematicians, philosophers, historians, artists, poets, and explorers.

### **The Infinite Dignity and Potential of Each Child**

Because children are created in God’s image, they are born with a great potential for a fruitful life full of varied interests and relationships. At Ambleside, children are not identified or limited by their strengths or weaknesses. All children participate in a broad, rigorous curriculum—all children calculate, solve, attend, explore, ponder, recite, paint and sing. The expectation that prevails within the school is that all students will learn and grow to their full potential as persons and attain their vast inheritance.

### **The Priority of the Relational Life**

Children live in relationship with God, self, others, creation, and the world of ideas. These relationships are cultivated in the educational process through a broad, challenging curriculum and a faculty that seeks to relate to students, parents, and one another in accordance with the principles of Jesus Christ.

### **The Importance of Delight and of Struggle**

Children will naturally delight in the feast of great ideas set before them. They will savor them and grow in the ability to enjoy and celebrate their relations with persons, ideas, and creation. But they will also at times struggle. Struggle is as essential to the learning process as delight. Children must learn to labor with problems not yet grasped, to remain on task when uncertain of the outcome, to struggle to completion when mind and hand are tired, to experience the rewards and negative consequences of their actions. There will be no growth in character without the struggle. Children are to be continuously engaged with inspirational ideas and meaningful work. The classroom is not a place for mindless entertainment and thoughtless indulgence, any more than it is a place for meaningless drudgery. Such practices encourage passivity and detract from the deep satisfactions that come with growing knowledge and fruitful labor.

### **Ambleside Commitment**

Based upon its mission, faith, and pedagogical convictions, Ambleside School and affiliates make the following commitments to its students and their parents:

1. To maintain an optimal atmosphere for the cultivating of the hearts and minds of students.

Ambleside affiliates will be characterized by:

- Reverence for God, confidence in His loving presence, and a commitment to obedience, according to the principles of Jesus Christ.
- Kindness and respect for all with the proper submission to authority.
- Learning and growth in a multitude of spheres, intellectual, spiritual, physical and relational.
- Ideas that engage the mind.
- Work that is fruitful, satisfying, and which is harmonious with the daily rhythm.
- Neatness, beauty, and general good order.

Ambleside affiliates will not be characterized by:

- Exclusive relationships or cliques.
- Sarcasm, base humor, or demeaning language.

- Artificial incentives (stars, candy, grades, awards, etc.) and manipulative techniques (shame, wrongly expressed anger, excessive praise, and other forms of emotional manipulation).
- Labeling students in a way that limits or creates a false sense of inferiority or superiority.
- Trivial work, meaningless tasks, or superficial activities.

2. To foster good habits in regard to work, thought, self, and others.

Ambleside affiliates will hold students to a high standard in their academic work.

- All students will be supported in the habit of doing good work (work that is completed punctually, accurately, neatly, and which demonstrates a high level of academic thought, mastery, and skillfulness).
- If a student's work indicates lack of carefulness, focus, or effort, then teachers will use inspirational ideas and natural consequences to motivate the student toward the formation of the necessary habits.
- If a student's work indicates lack of comprehension, then teachers will be available after school to provide additional assistance.
- If regular after-school work proves insufficient to bring the student to needed mastery, then the teacher and administration will work with the student and parents to develop and implement a plan to foster the necessary habits, skills and knowledge.

3. To hold students to a high standard of self-management and inter-personal relationships.

All students will be supported in mastering the habits of:

- Focused attention
- Self control of speech, hands, and posture
- Kindness and respect toward others
- Appropriate submission to authority (teachers, administrators, and school policies - including the dress code)
- If any student fails in one of the above, Ambleside affiliates will use inspirational ideas and natural consequences as the primary means for promoting student growth.
- If a severe lapse or a persistent pattern of lesser failures occurs, then the teacher and administration will work with student and parents to develop and implement a plan to foster the necessary personal and interpersonal habits.

4. To engage and nurture the students' minds through a rigorous and rich curriculum.

- The Ambleside curriculum consists of "living books", the best books, written in fine literary style by the best minds, rather than traditional textbooks.
- The Ambleside curriculum provides a broad array of foods for the mind, including: Bible, math, science, history, literature, music, art, a second language, grammar, nature study, picture study, composer study, leadership, poetry, handwork, drama, and physical exercise.
- At Ambleside, students are given the opportunity to grow in knowledge and skill through worthy work and worthy thought.

## **Admissions**

### **GENERAL ADMISSIONS CRITERIA TO CALVARY SCHOOLS OF HOLLAND**

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

Not all special needs or exceptional students will be accepted at Calvary Schools of Holland if the school cannot adequately service those students. Administration reserves the right to assess the school's ability to do so.

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

### **GENERAL OVERVIEW OF THE STUDENT APPLICATION PROCESS**

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

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

### **Re-Enrollment**

Each school year, during the month of January, existing school families have the opportunity to register any member of their family for the following school year by submitting a Re-Enrollment Form and payment of the registration fee. During this re-enrollment period the registration fee is reduced. In February, the class openings will be extended to new applicants. If a family has not re-enrolled by this time, placement for their child is no longer ensured. If a class fills, students may be placed on a



waiting list.

## **Financial**

### **Application/Registration Fee**

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

### **Registration Fee**

Registration is an annual event. A registration fee is charged each year at the time of registration. During the re-enrollment period in January, the fee is reduced. The registration fee is non-refundable.

### **Tuition**

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

1. One annual payment made on or before August 15<sup>th</sup> receives a 2% discount.
2. Ten equal payments with the first payment due on August 15<sup>th</sup> and subsequent payments due on the 15<sup>th</sup> day of each month through May.

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

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

### **Activity Fee**

An annual, non-refundable activity fee is collected from each student enrolled from Jr. Kindergarten through 12<sup>th</sup> grade at the beginning of the school year. The fee covers expenses related to academic, music and sports competitions, honorariums for special program presenters, testing and reporting costs, and other expenses the school incurs for activities and services that enhance the educational program for students at CSH. Please note that meals and lodging for any school related trips are not covered in the activity fee. Some special field trip options may also not be covered.

### **Books and Materials Fee:**

An annual, non-refundable books and materials fee is collected from each student enrolled from Jr. Kindergarten through 7<sup>th</sup> grade at the beginning of the school year. The fee covers books and materials which will be used in the classroom throughout the school year. Students will be able to take many high quality tools, journals, and other consumables with them as they progress to new grade levels and/or exit our program.

### **Student Withdrawals and Refunds**

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

Parents must initiate and complete a withdrawal form. Withdrawal will not be considered complete

without a withdrawal form nor will an account be closed until it is received.

### **Late Fee and Extra Charges**

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

Calvary's School Board appreciates the hundreds of families who faithfully pay their tuition on time. In the rare case that tuition becomes a problem, arrangement by the family needs to be made with the school administration or finance manager before an account becomes delinquent for 30 days.

If there continues to be problems, the responsible party may be required to sign up for an automatic withdrawal program.

In the rare case that tuition payments become habitually late, the finance committee and administration members will make personal contact to set up a payment contract. Non compliance may result in temporary suspension or expulsion of students.

Regarding delinquent accounts, it is Calvary's policy to contract Equifax, Experian, and/or Trans-Union credit reporting agencies to file a claim. Complete non-payment or non-communication would result in Calvary filing a legal adjudication for payment.

A fee of \$25 will be charged each time a check is returned due to insufficient funds, closed account, or a stopped payment.

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

## **General Information**

### **Arrival and Departure Times**

School begins at 8:05 a.m. with a song, the pledge to the flag, and prayer in the assembly area. Students may arrive as early as 7:45 a.m. to place book bags, jackets, lunches, etc. in the designated closet/ place and prepare their desks for their first class. Students who arrive prior to 7:45 a.m. must wait in the entry way. All grades dismiss at 3:05 p.m. daily. Half day Jr Kindergarten and Kindergarten students dismiss at 12:05 p.m.

### **Arrival and Drop-off Procedures**

All students must be under teacher supervision from the moment they arrive on campus. Students who arrive prior to 7:45 a.m. may wait quietly in the entry way until a teacher welcomes them into their classroom when staff devotions are finished.

Parents may use the drop off line from 7:45a.m.-8:05a.m. A staff member will welcome students to school by opening car doors and directing them into the building. Students should remain in cars until a staff member is present to begin the dropoff procedure. Drivers should take care to avoid blocking intersections and refrain from cell phone use during drop off. There is no parking in the first four

spaces of the east side (marked with orange cones), during pickup or dropoff. Parents may not drop off students on the opposite side of the street for safety reasons. Parents must also follow the natural flow of traffic on Plasman Ave. Under no circumstances should a parent ever pull in against the flow of traffic or park outside of designated areas.

Parents who wish to park and accompany students into the building may park in the south and east parking spaces. Parents who wish to speak with teachers should make a separate appointment so that the teacher can give full attention to arriving students.

### **After-School Pickup Procedures**

All students must remain under teacher supervision until they are picked up. Students will only be released to a recognized parent/legal guardian or person who has been authorized by the parent/legal guardian. Please do not use the hallways during the dismissal process. For safety reasons, teachers are not available for spontaneous consultations during dismissal. If you need to speak with a teacher, please contact them for an appointment or wait in the hallway until dismissal is completed and they no longer have other children under their care. Please note that AM teachers will never be available for immediate consultations for this reason.

Parents and teachers should avoid anything but the briefest of conversations while in the pickup line. Parents should not exit cars or use cell phones while in the pickup line for safety reasons. Parents who wish should pull through the line and park to enable fuller conversation.

Jr Kindergarten and Kindergarten dismissal: AM dismissal is promptly at 12:05. For safety reasons, please pick up our AM students by coming inside and waiting outside of the classroom. PM dismissal is at 3:05. You may use the pickup line or park and pick up your child at the school entrance. Please do not use the hallways during afternoon dismissal.

1st - 5th grade dismissal: All elementary students dismiss through the main entrance at 3:05. You may use the pickup line or park and wait in the main entrance until your child is called. Please do not use the hallways during dismissal time.

Middle school dismissal: All middle school students dismiss from the south gate. You may park at the south entrance and wait outside until your child is called. You may also use the main pick up line and your child will be called around to the main entrance for you. Please do not use the hallways during dismissal time.

### **Authorized Pickup Persons**

Students may only be released to parents and legal guardians. Parents may authorize other persons by contacting the office. Without direct consent, students will not be released to unauthorized persons regardless of known relationship.

### **Late Pickup/After Care**

Calvary offers a one-hour after care service from 3:15p.m.-4:15p.m. The cost is \$5 per student. Please contact the office if you know that you will need that service on a given day.

Sometimes, unexpected occurrences keep parents from making a punctual pickup. When students are not picked up in a timely manner, teachers are late for meetings, tutoring, and other appointments. Students not picked up by 3:15 p.m. will be taken to the designated aftercare room. The fee will be invoiced from the accounting office.

## **Parking**

Parking is only permitted in designated space on the south and east sides of the building. Please do not park on the right-of-way areas on our neighbor's lawns except in overflow cases.

## **Plasman Gym and Facility Use**

Plasman campus facilities are for classroom use only during the school day. Please see the CSH Building and Facilities Use document for a comprehensive view of facilities use and rental procedures.

## **Scheduled Half-Days**

When half-days are scheduled, students are dismissed at 12:00 noon. All students are expected to be picked up within ten minutes of dismissal.

## **Attendance**

A full educational experience relies upon regular attendance and daily participation in the learning process.

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

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

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

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

## **Procedures and Issues**

1. The school shall notify parents when a student shows a pattern of absences in any class.
2. When a student has accumulated ten absences in any class during a semester, the Principal will arrange a conference with the student's parents. At this point, assessment will be made regarding the potential loss of credit and/or corrective action.
3. Any absence for whatever reason shall be charged against the student's record, except when a student participates in an approved school activity requiring his/her presence.
4. In order to assist school personnel in discriminating between truancy and absence for good and sufficient reasons, it is required that parents contact the school office by phone or a signed note which states that the student will be/was absent for "good reason." A written note by a parent prior to an expected absence (vacation, surgery, etc.) must be turned in to the office. \*(Please see Planned Absences.) If a student will be absent for an appointment or an unplanned absence, a phone call, note, or email must be received by the school secretary before 8:30 am the day of the absence. Students who leave school without permission will be suspended.

5. Teachers will provide students an opportunity to make-up assignments which were missed during an excused absence. Such make-up must be done promptly and the initiative for commencing and completing make-up work rests with the student. Recognize that not all school work, such as in-class discussions, can be made up. This is why attendance is so important.
6. When parents are aware of special problems concerning their student, which are of a continuing nature and are related to patterns of absence, the parents must apprise the school of the special nature of the problem in order that school authorities can arrange for alternative educational experiences which insure that minimum course requirements are met.
7. If it is absolutely necessary to schedule medical or dental appointments during school hours, these appointments should be made so that the amount of lost class time is kept at a minimum.
8. The school recognizes that some family-related events may impact school attendance. Please contact the school office when such special circumstances occur.
9. If a student misses part of a school day which includes a test, project or other homework, he/she must arrange to make up that work with the teacher within a week of return to school.
10. Any student who is not in school the entire day will not be permitted to play in a sports game scheduled for that day. Exceptions will only be made for doctor's appointments that cause the student to only miss a small portion of the day.
11. Scheduled long-term homework assignments, those given 5 or more days prior to the due date, must be turned in on the due date regardless of whether the student is in attendance. Family and personal medical emergencies may be exceptions.

### **Planned Absences/Vacations.**

Please notify the school, by way of a written note or phone call to the school office, at least one week in advance of the planned absence. Families are discouraged from taking planned vacations during the school year. Students are required to be present during exam week.

### **SIGN IN/OUT PROCEDURE**

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

Students who arrive on campus after the beginning of the day must sign-in at the office so that their daily attendance record can be adjusted. Students signing in must be accompanied by a parent or have a note from a parent or medical office. Any student leaving school grounds without parental consent and administrative permission will be suspended.

### **Punctuality/Tardiness**

Punctuality is a good habit. It is important for students to arrive on time. A conference will be arranged by the Principal with any parent whose child acquires excessive tardies. In extreme cases, excessive tardiness may result in suspension.

### **Bussing**

Students are under the authority of the bus driver when they ride the bus. A bus driver has the same authority as a teacher in a classroom. Any inappropriate behavior while on a school bus will be

addressed by the Principal. On-going issues will result in loss of bus privileges.

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

### **Visitors**

Calvary students may occasionally be granted permission to invite a friend or relative to school. Parents must request a school visit with Administration through a written note, phone call, or email. Student visitors who are approved will be required to adhere to school guidelines for personal attire and conduct policies while on campus. Visiting students, special guests, and alumni are generally approved to attend class for a maximum of 2 hours. Parents who wish to attend classes, eat lunch, or participate in other school activities should always arrange with their child's teachers at least 24 hours in advance as a matter of courtesy. In the interest of school safety, all visitors must enter at the main entrance, sign in at the School Office, and receive an identifying badge which must be worn during the duration of their visit.

### **SNACKS**

Calvary students are always encouraged to bring a healthy snack. Students may bring a healthy snack to school for mid-morning breaks/recess. Students should avoid items which are sugary, highly-processed, or high in fat. Soda, drinks with dyes, and any messy foods may not be brought to school because of our carpets. The snack machines may only be used during lunch with permission of the student's teacher.

### **School Lunch Lunches**

All grades will eat lunch from 12:15-12:45 p.m. each day. It is each student's responsibility to come to school with a packed lunch. Please keep in mind that a nutritious lunch will benefit your student in many ways throughout the school day. The habit of sharing meals among students is discouraged as each family packs what they feel is best for their child's diet. Due to allergies, students may not share items. Students may also purchase a hot lunch. See the parent portal for details.

Calvary has partnered with Holland Christian Schools Food Service to provide students with a nutritious lunch. A lunch account will be established for all students. Additions must be made on a regular basis, prior to purchase. Deposits may be made to the student's account by submitting a check to Calvary's school office made out to "Holland Christian Food Service". Please note your child(ren)'s name(s) & account number(s) on the memo line. If a student's account goes into a negative balance, the charge will be made to your pre-authorized credit card. A 3% charge will be added for this service.

A monthly hot lunch menu is available online in the Parent Portal. Hot lunch entrees include milk. Milk only may also be purchased.

**Off-campus Lunch:** Parents who wish to take a child off-campus must arrange to do so through the office at least one day in advance. Lunch dates should not result in loss of class time.

### **POSTERS**

Posters/banners/advertisements must have approval from the Administration prior to being displayed on campus. All items must be displayed in the designated areas.

## **Chapel**

Chapel is held every Wednesday from 8:05a.m. – 8:30a.m. This is a time for singing, reflection, and prayer as a school. Local clergy and other able community members are invited by Administration to deliver an inspirational talk on a pre-arranged topic or scriptural piece. Parents are welcome to join in this time of weekly worship.

## **Holidays and Special Days**

Holidays are joyful occasions for families and friends, and it is important to set these days apart from the norm. Yet, at the same time, it is important that the task of education not be lost in the celebration of every holiday. During lunchtime or recess, teachers' and students' birthdays can be celebrated at school with a treat, such as cookies, fruit, or cupcakes. Please avoid any messy items, such as ice cream, or items which are difficult to serve to a large group. Teachers should be notified in advance of such a celebration. If an after-school party is planned, parents are instructed to please include the whole class or all of one gender as to not be exclusive in relationships with school friends. Exchanges of holiday cards/gifts/flowers can be done outside of school hours and off the school premises out of consideration for other students who may not be receiving items.

## **Items Prohibited on Campus**

Illegal items such as guns, knives, drugs (including alcohol), drug paraphernalia, weapons, and fireworks or toys that are violent in nature are strictly prohibited from school grounds at any time. Any item that dishonors God or in any way distracts from an orderly environment or classroom instruction is also prohibited.

## **Cell Phones/Electronics**

Cell phones and other personal electronics may not be used by students on campus. These items must be stored in a backpack on silent mode, or left at home.

**It is important to note that Calvary Schools of Holland's students will be held responsible by school officials for inappropriate texting, emailing, or content posted on social media even if it occurs outside the school setting. Such offenses, especially if sexual in nature, may be subject to state laws.**

## **Safety**

### **Background Checks**

All school staff, volunteers, and student teachers must submit to a criminal background check as overseen by Administration. They must also complete an application process that includes the contacting of references.

### **Mandated Reporting**

All Calvary Schools of Holland employees are mandated reporters according to the law. The Michigan Child Protection Law, 1975 PA 238, MCL 722.621 et. seq., requires the reporting of child abuse and neglect by certain persons (called mandated reporters) and permits the reporting of child abuse and neglect by all persons. The Child Protection Law includes the legal requirements for reporting, investigating, and responding to child abuse and neglect. For copies of the Child Protection Law, contact the local Department of Human Services (DHS) office or go to <http://www.michigan.gov/dhs>.

### **Visitors to Campus**

All visitors must enter the school through the main door and report to the office first. All external doors and gate entrances must remain locked for the entire school day. Classroom doors must also remain locked at all times, though they may be propped open. Teachers will routinely check doors to validate this. Visitors must be identified by a special name tag or other identification to be given when they sign into the office.

Any visitor must be approved by Administration and must report to the office. Signs directing visitors to the school office must be posted at every school entrance. Any visitors who are not immediately recognized by any staff member must be approached and questioned by staff and directed appropriately.

If any staff encounters unauthorized visitors who resist staff questioning efforts and do not report to the office, the office must be contacted immediately and the situation monitored until relieved by administrative staff.

### **Safety Drills**

Calvary Schools is a member of the GRAIL network that links with broadcasters. For the safety of our students and teachers, the Administration is responsible to keep accurate record of evacuation drills.

Fire, tornado, and lockdown drills will take place consistently and in accordance with State regulations. Teachers are responsible to instruct students ahead of time regarding proper procedure. Lock-downs are implemented for many reasons. Occasionally, local authorities recommend a soft lockdown due to regional issues which do not directly threaten our students. If a school lock-down or soft lockdown is implemented, all transportation between campuses is suspended and all access to the buildings will be denied. You will be notified of a lockdown through our emergency notification process.

### **SCHOOL DELAYS/CANCELLATIONS**

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

Calvary Schools is a member of the GRAIL network that links broadcasters with emergency information such as school closings and delays. The following is a list of some stations where this information can be heard: WZZM TV 13, WOOD FM 105.7, WOOD TV 8, WCSG FM 91.3, Facebook, School Website, and emergency text..



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

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

When snow, ice, etc., begin during the school day, Calvary will dismiss at the same time as public schools. Again, please listen to radio, television, or check our school website at [www.calvaryschoolsholland.org](http://www.calvaryschoolsholland.org) instead of calling the school, and come for your child at the specified time. No after-school care is provided on days when school closes early due to weather.

## **Health Information**

### **IMMUNIZATIONS**

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

### **MEDICATION**

By law, Calvary Schools staff may not administer medication without written authorization. Administration of prescription medications will be addressed on a case-by-case basis. Please fill out the authorization form and speak directly with the office administrator to ensure that we can meet your child's needs. All medications must be left in the school office in the original container that has the doctor's name and instructions. Parents may also arrange to come to school to administer prescription medication as needed. If a student is to self-administer any non-prescription medication while at school, he/she must have an Authorization for Administration form on file in the school office and the medication must be kept and taken in the office. Under no circumstances should medicine be on a student or sent to the office in an unmarked baggy. Authorized students may request access to medications from the office. Self-administration will occur in the presence of a staff member and will be logged accordingly.

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

### **EXCUSED FROM CLASS FOR ILLNESS/INJURY**

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

## **Academic**

### **Academic Requirements**

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

### **Promotion Requirements**

Students will be promoted when they successfully complete the previous year's coursework as determined by the teachers and the Principal.

If a student fails any three core subjects for the year, he/she WILL NOT be promoted to the next grade level unless a sufficient summer program is completed. Special help for students with learning disabilities is available through Calvary Schools' Educational Support Programs or through local school districts that work in conjunction with Calvary Schools' teachers. This support must be prearranged and approved with the Principal and support staff. Calvary Schools is not able to service all exceptional needs and alternate schooling arrangements may need to be made to meet a struggling student's needs.

### **Progress Reports**

Progress Reports are issued as needed at the midpoint of each grading period. Teachers should be in regular communication with parents regarding each student's growth.

### **Reports of Growth**

Reports of Growth are issued twice a year and serve as a written record of the student's growth in his relationship with knowledge and his relationships with self and others. Plasman campus releases a Report of Growth at the end of each semester. Report cards are in narrative form and do not contain number or letter grades. Reports have three sections: Maturity Traits, Disciplinary Subjects, and Inspirational Subjects. Teacher comments should address specific areas of content and skills and not be generalizations.

### **Examinations**

Semester examinations will be given in the spring of the year, during the morning and over a week's time. Exams are to cover central aspects in each subject of the semester's study, consist of broad questions in the inspirational subjects, and provide more specific questioning in the disciplinary subjects. Younger students dictate their answers, which are scribed for them. Older students write out their answers. Teachers are to make comments on the exams with the aim of being helpful to parents and students as they assess strengths and strategize for improvement. Exams with comments are given to the parents and later returned to school to be filed in the student's permanent record. When a student fails an exam, teachers should communicate with parents immediately. Kindergarten students do not take examinations.

### **Standardized Testing**

Standardized tests are only one single data point to be factored in with many other aspects which measure the educational experience. Students are never limited to the results of one test, or one kind of test. Currently, several grades take the TerraNova Test in the spring of each year. Eleventh grade students take the PSAT/NMSQT test in the fall and either the ACT or State SAT test in the spring. In addition, students at Plasman campus take the AIMSweb test three times per year to measure individual gains in math and literacy. These scores in no way affect a child's evaluation by the teacher on his/her report card. In addition, the scores do not determine a student's promotion or retention. The tests are a valuable tool to assist the school in evaluating areas for improvement and for comparison against other factors, such as class assignments.

### **Homework**

The school recognizes that students need to experience balance in their lives between school work,

social activities, family participation, and church. Ambleside encourages hard work during the school day with minimal homework after school so that students can run outside, play, and enjoy family time. Some homework assignments, depending on age, might include reading, narrations, compositions, and mathematics. Where needed, students may also need extra support in grammar, spelling, or memory work. Students may also finish some assignments at home as needed. Students are never assigned busy work as homework just for the sake of having it.

### **Academic Dishonesty**

Such acts as the copying of homework, essays, plagiarism, cheating on tests/quizzes, using means of communication (with another student, notes, electronic devices, etc) to aid in cheating are considered as acts of academic dishonesty. Acts of academic dishonesty will result in 1) the parents of the student being notified by the faculty member or Principal; 2) the student will receive zero credit on the assignment where dishonesty occurred; 3) the student will meet with the faculty member or Principal; 4) repeated occurrences of academic dishonesty will result in suspension.

## **Standards of Conduct/Discipline**

### **Dress Code**

Dress code standards allow a school to minimize distractions in order to maintain a productive learning environment for all. Our desire at Calvary Schools of Holland regarding the dress code is not to seek conformity to an abstract system of preference but to maintain modest, professional standards.

All clothing is expected to be clean, properly fitted, and neat in appearance. Hair and clothing should avoid extreme styles and should not appear sloppy, baggy, or exceedingly casual. Clothing should also be free of holes, rips, fading, and fraying.

- Shorts must be near the knee in length (no more than three inches above the top of the kneecap), and must be appropriate for a learning environment; this excludes gym-type shorts, cut-off jeans, spandex material, etc.
- Jeans, pants, slacks, or capris must be appropriately fitted, neither excessively baggy nor tight. They must be worn near the waistline. Spandex, leggings, workout, yoga, or stretch pants are not appropriate in a professional environment.
- Shirts are to be neat in appearance. Acceptable shirts may contain designer words or labels if smaller than credit card size. T-shirts with inappropriate pictures or words, tank tops, spaghetti straps, strapless, and low-cut necklines are not acceptable for a professional environment.
- Dress shoes, casual shoes, and sports or athletic shoes are acceptable for school. In the warm weather months, sandals may be worn. All shoes must be secured to the foot, neat, clean, and serviceable.
- Hair must be neatly cut and of a natural color. Hair may not be of an extreme style. For boys, hair should not touch the collar, cover their ears, or hang in their eyes.
- Dresses and skirts may be worn. All hemlines must be worn at no shorter than the knee in length and should not be form fitting. Girls should wear shorts under their skirts or dresses for recess and gym.

- Dress shoes, casual shoes, and sports or athletic shoes are acceptable for school. In the warm weather months, sandals may be worn. All shoes must be neat, clean, and serviceable. Due to legal requirements on a playground, all shoes must be secured to the foot.
- Tattoos need to be fully covered while on campus and at all school events. Body piercings (except for earrings) are not allowed.
- All clothing is expected to be modest in every way: attire made of sheer materials; exceedingly tight clothing (including leggings worn as pants), or particularly low cut lines are not acceptable school attire.
- Hats, head coverings, and masks may be worn only on special dress-up days or when administrative approval is given prior to the activity. They may be worn to special events (i.e. Homecoming).
- All other adornments, such as necklaces, earrings, hair accessories, etc must not be excessive or extreme in nature, or distracting to the learning environment.

### **Dress Code Violations**

First violations of the guidelines for personal attire (if slight) will be pointed out to the student and/or his or her parents. A conference with the school administration and the parent will be scheduled if there is a pattern of violations. In an extreme violation, the parent is asked to bring, as quickly as possible, a change of clothing to school.

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

### **Dress Code Administrative Clause**

Administration reserves the right to address individual dress code issues with students and/or their family as needed. This applies to any items which are deemed distracting, unprofessional, or inconsistent with the overall school.

## **Calvary Schools of Holland**

### **Internet Acceptable Use Agreement**

#### **General Statement:**

The Internet is available to students and staff at Calvary Schools of Holland for the support of work and education. Every effort must be made to assure the use of the Internet is in keeping with the scriptural guidelines regarding stewardship of our minds (Philippians 4:8) and resources and supports the School's mission. The Internet offers vast, diverse, and unique resources to teachers.

The goal in providing Internet access is to promote our school mission by facilitating research, resource sharing, innovation, and communication.

**Availability:**

Calvary Schools provides Internet access to all teachers, staff, and students for work and educational purposes deemed appropriate by administration.

**Uses:**

Teachers and staff at Calvary Schools of Holland may access the school's internet for work-related purposes only.

Students may use the internet for educational purposes such as:

- Dual enrollment courses
- Research
- School projects or assignments

Calvary Schools of Holland reserves the right to address any online behavior that could be perceived as threatening, bullying, or cruel to any of its constituents, or which does not reflect a Christ-like attitude to the world at large.

**Precautions:**

The Calvary Schools of Holland network includes the following safety precautions:

- 1) Every user must have a pre-established account with a password created by the system administrator.
- 2) All use is continually monitored, and visited websites are recorded and selectively viewed by school leadership. Disciplinary action up to and including immediate dismissal may result from the inappropriate use of the internet.

**Internet Terms and Conditions of Use**

**1) Acceptable Use:**

- The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work.
- The use of your account must be in support of education and research and consistent with scriptural implications regarding our mind (Philippians 4:8) the educational objectives as well as the mission of Calvary Schools of Holland.
- Use of other organization's network or computing resources must comply with the rules appropriate for that network.

**2) Activities prohibited for all users:**

- Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret \*
- Transmission of any material that is explicitly violent or sexual or in any way pornographic in nature
- Exposure of another person to threatening, or obscene material
- Cyber-bullying or trolling
- Transmission of material for gaming purposes
- Transmission of the personal information of another party

- The purposeful transmission of harmful software (i.e. viruses)
- The purposeful transmission of software to inhibit the operation of protective measures
- The divulging of any person's account username or password
- Accessing another person's private account
- \***Transmission** is intended to mean downloading, or uploading- receiving or sending.

**3) Activities specifically prohibited to students (includes all the above)**

- Personal communication
- Any type of purchasing or selling
- Any personal entertainment- (i.e. downloading movies, online games)
- Any "hacking" activities \*
- Any activities to purposefully circumvent established protective measures
- Plagiarism, or using internet resources to inappropriately complete assignments
- Time wasting activity
- Creating or altering an established website
- Unauthorized use of any second party account (i.e. using a parent's account)

\***Hacking** is defined as deliberately gaining unauthorized access to computer/network systems for any reason.

4) **Privileges** - The use of the Internet is a privilege, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, staff, and parents may request the system administrator to deny, revoke, or suspend specific user accounts.

5) **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal any personal addresses or phone numbers for either staff or students.
  
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

4) **Risks-** Calvary Schools of Holland makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence, errors, or omissions. Use of any information obtained via the Internet is at your own risk. Calvary specifically denies any responsibility for the accuracy or quality of information obtained through the internet.

5) **Security-** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or who demonstrates a history of problems with other computer systems will be denied access and may be prosecuted to the full extent of the law.

6) **Vandalism-** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

### **Calvary Schools of Holland Internet Use Agreement SAMPLE**

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Full Name: \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. Calvary Schools of Holland has taken precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **CONDUCT/DISCIPLINE GENERAL GUIDELINES**

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

As stated in the Enrollment Agreement: Calvary Schools of Holland reserves the right to dismiss any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects

adversely on the Christian principles of the School, or engages in behaviors or a lifestyle inconsistent with the Biblical guidelines promoted by the School. This policy applies to behavior on and off campus throughout the year.

## Response to Student Misbehavior

### Weakness in Students

Almost always, student misbehavior is dealt with at the classroom level. The teacher's office is one of being in authority, and he or she is under the obligation to maintain a classroom atmosphere in which each student can learn and grow in an optimal way. The principal supports the teacher in his/her role and becomes involved in the following cases:

- A serious offense
- A student is disruptive, uncooperative, or emotionally distressed and is in need of one-on-one attention. Current class activity prevents the teacher from providing the needed support. If the students are engaged in practice work, the teacher can usually deal with these kinds of matters as they arise.

A teacher typically does not report to parents any correction that is a part of dealing with routine weakness in the classroom, unless the offense is very serious, or the parent's support is needed in educating the student out of the weakness, i.e. bedtime, diet, support at home, how to manage distress, etc.

When communicating with parents regarding a child's weakness, it is very important that such communication not be the first from the teacher. In some schools teachers are asked to speak with all parents in the first three weeks of school informing parents as to how their student is acclimating to the new school year. These communications can happen casually on campus or through a phone call. ASI recommends that teachers never email parents. Important communications are best handled through a phone call or in person.

If the student becomes highly disruptive, commits a serious offense, or has become habitual in a weakness, the teacher, not administrative staff or the principal, must communicate with the parent. The principal can communicate also, but the authority rests with the teacher, who was in the child's presence during the time of the offense.

Above all, the school needs parental support when confronting student weakness. The parental relationship is essential in bringing up the child to be self governed and positive in his/her relationships with himself, others, and authority. Parents are asked to assist in this process by peacefully but firmly confronting their student's weakness, developing a strategy for the replacement of bad habits with good, and consistently following through on the strategy.

### Categories of Student Misbehavior

For purposes of clarity, Ambleside classifies student misbehavior as follows:

- **The Result of Poor Habits** including talking out of turn in class, mischief, impulsive disobedience, eating at inappropriate times, distracting pranks, inattention, sloppy work, impulsive/disruptive body movements, impulsive speech that is hurtful or demeaning to another, etc.
- **The Result of Loss of Self-Control** including a pattern of impulsive disobedience, prevaricating, profane speech, intentionally hurtful or demeaning speech, less serious acts of aggression such as pushing, tripping, or punching in the arm, etc.



- **Deliberate/Defiant Disobedience** including a refusal to do assigned work, deliberate deception, talk that is sexually perverse, graphically violent, or sadistic; threatening talk, stealing, leaving campus, destruction of property, more serious acts of aggression such as throwing multiple punches or striking with an object, etc.
- **Morally Perverse Acts** including acts that have the potential to do permanent harm, such as vandalism of the school facilities, violation of civil or criminal laws, use of illegal drugs, possession of illegal drugs, sexual immorality, and threatening harm with a firearm or other weapon.

### **Consequences for Misbehavior**

Charlotte Mason speaks about consequence as a natural result of behavior. It is essential that when a child behaves well he experiences the satisfying fruit of his action. Likewise, it is essential that when a child behaves badly he experience the unpleasant consequence of his action. However, teachers **MUST** remember that consequences are not the means of transforming human behavior or training in habit. Consequences are always reactive. Habit formation is always proactive. We will never achieve better student behavior by becoming masters of smarter consequences. Likewise, teachers must never communicate that a consequence is a criminal sentence handed down by a punitive authority. In contrast, there must be a peaceful, just response allowing students to experience the fruit of their actions.

It is of utmost importance that the teacher maintains an atmosphere of love, respect, and joy (well-being) in relating to the student. If the student senses a vindictive nature or a punitive stance, this only hinders the relationship and all action is miscommunication.

If a student is removed from class, the Principal should be called in to cover the class so that the teacher can call the child's parents. Arrangements will be made and a plan to restore the child back into the classroom as soon as possibly.

### **Disciplinary Action/Correction**

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

### **Suspensions**

Occasionally, a suspension may be necessary due to a lack of response to other disciplinary means or a flagrant violation of expected school behavior. In such cases, the student will receive suspension for a given number of days (may be either in-school or out-of-school suspension) or may be dismissed permanently from the school. Parents will be notified of administrative disciplinary actions regarding suspensions. If a student is assigned an in-school suspension, then the parent is responsible for paying the cost for a substitute teacher (up to \$65.00 a day) to monitor the student during the day.

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

### **IMMEDIATE DISMISSAL**

The following offenses **MAY** result in immediate and permanent dismissal from Calvary Schools of

Holland along with the possibility of criminal charges being filed against the student by the school. All school teachers and administrators are legally bound to report any illegal or abusive activity to state and local authorities.

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

### **Expulsion**

A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance.

Procedure:

1. In case of such an offense, the matter will be referred to the administration
2. Administration will then make a recommendation to the school board concerning expulsion
3. The school board has the authority to expel any student for non-compliance with the rules and regulations of the school
4. If a student is expelled from CSH, the parents are still obligated to pay the full year's tuition.

### **Grievance Procedures**

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

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

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

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

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

## **Campus Activities**

### **FIELD TRIPS/OVERNIGHTS/SCHOOL PERFORMANCES**

All field trips, concerts, singing engagements, scheduled rehearsals, and retreats are required activities with mandatory attendance. Attendance at scheduled performances is required.

**Parents** who accompany students and faculty on field trips, overnight class trips, retreats, or other activities will follow all Calvary guidelines and procedures. Parents must support faculty in directions for students, regardless of personal preferences, recognizing the teacher's authority in this circumstance.

### **ATHLETIC OPPORTUNITIES**

Calvary Schools of Holland participates in several athletic leagues, including MHSAA, in order to provide maximum opportunity for wholesome athletic competition against other schools for fun and to provide students opportunities to develop skills best cultivated in co-curricular activities (including athletics). The school presently fields a variety of teams including coed cross country, boys 8man football, boys' soccer, boys' basketball, girls' basketball, girls' volleyball, boys' baseball, and girls' soccer for secondary students. Middle school athletic opportunities vary annually. The ability of Calvary to offer any particular sport is dependent upon successfully retaining a coach for that sport. Depending on student interest and school growth, other sports may be offered in the future.

### **ACADEMIC QUALIFICATIONS TO PARTICIPATE IN ATHLETICS**

Each student who wishes to participate in a middle or high school sport must be enrolled in a minimum of 20 credit hours (equivalent to attending four classes that meet once a day for five days, PowerPlus equals 1 credit hour) at Calvary Schools of Holland. These guidelines are set by the Michigan High School Athletic Association, of which Calvary is a member school. Once a student is enrolled in 20 credit hours, the academic eligibility criterion applies in order to be able to participate.

In order to be eligible to participate in co-curricular athletic activities, a student must have a "C" average overall and may not be failing any class. Eligibility grades are checked throughout the school year. If a student on the team falls below the requirement, he/she will be notified of their ineligibility to play at an athletic event until the grade(s) have improved. During this time period, the student will be expected to be at all practices and games but will not be allowed to participate during the games.

### **CONDUCT QUALIFICATIONS TO PARTICIPATE IN ATHLETICS**

Students who demonstrate unsportsmanlike conduct before, during, or after a game may be dismissed from the team and subject to other disciplinary action. Unsportsmanlike conduct at athletic events by a parent or a student will be addressed by the Athletic Director first, and then an Administrator second.

### **ATTENDANCE AT PRACTICE**

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

**ATTENDANCE AT SCHOOL**

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

**Letter from the Athletic Director**

**Dear Student Athlete and Parents:**

We are excited to have you become a part of the Calvary Schools of Holland's Athletic Program. We sincerely wish that your experience in our athletic program is satisfying and rewarding. We feel that participation in athletics is an important part of the educational process as athletic participation provides the opportunity for student athletes to develop knowledge, skill and attitudes that will develop Christian character and train them to be servant leaders of our community and society.

The CSH Athletic Program seeks to provide an experience that is fun and promotes individual growth within a safe and healthy environment. We hope that all students will participate in some phase of our athletic program as these will be memorable high school experiences that will last a lifetime.

When your daughter/son chooses to participate in one of our sports programs, we feel that they have committed themselves to certain responsibilities and obligations. This handbook will acquaint you with some specific policies/rules that are necessary for a well organized program of interscholastic athletics.

Calvary Schools of Holland is a member of the Michigan High School Athletic Association (MHSAA). We are affiliated with the Alliance League and compete as a "Class D" school. If you have any questions or concerns regarding the CSH Athletic Program and/or this handbook, please contact the Athletic Director at 396-0248.

We hope you will take advantage of the opportunity to "be the best you can be, to the Glory of God."

In His Service,

Richard Laninga  
Athletic Director

**Calvary Schools of Holland  
Philosophy of Athletics**

Basketball • Soccer • Baseball • Volleyball

Calvary Schools views athletics as another instrument to fulfill the school mission and disciple students. Physical exercise and a healthy degree of competitiveness should encourage students and complement school culture.

Our school is a member of the Michigan High School Athletic Association (MHSAA) with varsity teams in volleyball, soccer, basketball and baseball. Many of these sports are also available to younger grades. We compete in the Alliance League and against public, private, and other Christian schools similar in size.

### **The Calvary Difference**

Self-control in adversity, the value of hard work and practice, godliness regardless of circumstance, consideration of others, and respect for authority are some of the key spiritual issues addressed through athletics. The mission of Calvary athletics is the same as the mission of the school; to build Christian character and servant leadership. Each Calvary athlete is a multi-faceted individual who needs not only physical development, but spiritual, emotional, social, and mental as well.

The driving motive of Calvary athletics is to disciple the athlete physically, spiritually, socially, emotionally and mentally so that he/she will love Jesus Christ and make an impact for His Kingdom.

With this driving motive, our athletic program will look different than other schools that do not have this objective. Christ-like behavior and attitudes from athletes, parents and coaches are not just important – they are critical to the very mission of Calvary athletics. There is no room for pragmatism (whatever works, use it), subtle breaking of the rules to gain an advantage or expressions of disrespect and insubordination toward authority. While these are prevalent in our broader athletic culture they are counterproductive towards Calvary's goals.

### **What is the Calvary Difference?**

#### **Difference #1: Calvary athletics will elevate the name and reputation of Jesus Christ.**

A team may establish many goals, none of them are greater than bringing glory to our Lord and Savior. As a Christian school, we should be noticeably different in our attitudes and actions. We are called by our Lord to be a “city on a hill” in an athletic contest. We need to continually encourage our athletes and coaches to pursue the elevation of Christ's reputation.

#### **Difference #2: Calvary athletics trains the body, soul, and mind.**

There is no difference between morality in sport and in everyday life. Galatians five contains two lists of traits, the fruit of the spirit and the fruit of the flesh. We are always developing one set of traits or the other. There is no neutral ground. We must admit that actions on the field or the court are accurate indicators of the true person, whether positive or negative. We must also accept that the disciplined training during practice is effective discipleship and that the hard work, dedication, discipline and teamwork that a coach builds into a player will have real life spiritual impact.

#### **Difference #3: Calvary will not link the value of an athlete to the athlete's performance.**

Value as an athlete or a team is not determined by a win-loss record. Individual athletes or a whole team may perform poorly but are still worthwhile, valuable and to be loved and accepted. This is God's example to us; in that, while we were still sinners He loved us and sent His Son to die for us. No member of any team is more valuable than another; each has a role to play and must be challenged to play that role with excellence.

Therefore, success in Calvary athletics is evaluated based on each individual's personal athletic growth, the Biblical characteristics and spiritual qualities revealed in the contest and finally on how the team as a whole works together to attain its goals.

#### **Difference #4: Calvary is thankful to God for victory or defeat.**

The spoilsport who does not try to win is worse than a cheat. If a sport is to be a sport at all, its goal must be to win. Hard work, sacrifice and training's goal is the crown of victory. We must not, however, equate victory in a contest as proof of God's blessing or approval. An athlete may work diligently and lose. It is clear in Scripture that obedience, hard work and patience does not always result in victory, at least not in this world (Genesis 37 – 50). Our attitude should be prepare to win and play to win; then regardless of the outcome...Learn the key life lessons – without grumbling!

**Difference #5: Calvary honors and respects all authorities.**

All authority comes from God (1 Peter 2:13). Many times human authorities make human mistakes which have a negative impact on us. Our response to this injustice is of great importance to God. Which is more important, my rights or God's reputation? 1 Peter 2:1 states, "For it is commendable if a man bears up under the pain of unjust suffering because he is conscious of God."

**Difference #6: Calvary views athletics as a vehicle to disciple the whole person.**

Our God created many vehicles intended to teach us about life. Drama, music, academics and athletics are a few. We need to provide an environment through which God's truths can be effectively communicated. In athletics, one experiences all of the human emotions from joy to sorrow, pride to humility, and camaraderie to loneliness. These experiences provide opportunities for godly Christian coaches to come alongside and impart God's truths as to how these situations should be handled. Above all, our coaches and athletic staff are to be mentors to the young athletes in their charge.

It is vital to communicate clearly to our athletes and their families the "Six Differences of Calvary." Our parents and supporters make a difference in the success or failure of our programs, and therefore, need to understand and support Calvary's unique athletic program.

**Student Participation in Athletics**

Each student who wishes to participate in a junior or senior high sport must be enrolled in a minimum of 20 credit hours (equivalent to attending four classes that meet once a day for five days, PowerPlus equals 1 credit hour) at Calvary Schools of Holland. These guidelines are set by the Michigan High School Athletic Association, of which Calvary is a member school. Once a student is enrolled in 20 credit hours, the academic eligibility criterion applies to be able to participate.

**Athletics and Parents**

Calvary enjoys great support from the parents of our student athletes. We believe the parent's presence at games greatly encourages all students, and allows parents to use sports in their efforts to disciple at home. We also believe parents have an opportunity and a mandate to reveal Christ to other parents, coaches, and the athletes of other schools by their enthusiasm and godliness by cheering and encouraging students, with the constant realization that the athletic competition is temporal, but relationships eternal. It is our responsibility to own our Christian testimony by refraining from any behavior that would jeopardize its integrity. Inappropriate behavior or comments that criticize or demoralize any coach, player, and/or official will not be tolerated.

**M.H.S.A.A.**

Each year Calvary Schools of Holland applies for membership into the Michigan High School Athletic Association. In doing so, Calvary, its athletic department, and participants agree to implement and enforce the rules of the M.H.S.A.A. The M.H.S.A.A. rules become Calvary's rules. Each year, M.H.S.A.A. publishes a handbook containing the basic regulations. A copy of this handbook is available for reading through the athletic department. Other items of interest are published throughout the year, and also, can be made available by contacting the athletic department. Parents

and athletes are encouraged to read the handbook, as this will prove helpful in the enforcement of the regulations.

Calvary Schools of Holland competes in the Alliance League and against public, private, and other Christian schools similar in size. Currently, we offer six Varsity sports. Girls may participate in volleyball in the fall, basketball in the winter, and soccer in the spring. Boys may participate in soccer in the fall, basketball in the winter, and baseball in the spring. Calvary does not allow mixed gender sports. CSH competes in the M.H.S.A.A. state tournament with all Varsity Sports. Currently, CSH participates as a Class 'D' school. These tournaments are played at the conclusion of each sport's respective season.

### **Privilege of Participation**

As an athlete, you commit yourself to your team the day you put your name on the sign-up sheet. At CSH it is a privilege to participate in athletics, not a right. Once practice begins an athlete has demonstrated his/her commitment to being there for his/her team. When an athlete decides to quit, he/she demonstrates a lack of commitment, which is a key character trait being taught through athletics. It is important that all student athletes finish the season they start.

In order for Holland Calvary to compete at the level at which it is most capable of competing, it is extremely important that all athletes make themselves available for all practices and all games. Practices are where the Crusaders get better and are an essential part of athletics. Athletes are not just practicing for the opportunity to play in games, but they should be working to better themselves and form a team through practices. The privilege to participate in a game is earned through hard work in practice. Missing practices and/or games may reveal a lack of commitment to the team, CSH and an athlete's personal testimony. It is understandable that some things are unavoidable and sometimes a practice or game will be missed. Excusable exceptions include: death in family, illness, doctor's appointment related to current illness, injury that does not allow for attendance at practice or game, an essential youth group activity of an athlete's home church planned prior to the current sport schedule being available, and possibly others deemed credible by the administration. Inexcusable reasons include: music lessons, no transportation, family vacations, homework, or possibly others to be considered by administration. When an athlete misses a practice and/or game with an unexcused reason that athlete will be subject to team discipline to be decided at the head coach's discretion. It is the responsibility of the player to let the coach know if he/she won't be at practice or a game. Students should not participate in more than two **Calvary Schools of Holland** extracurricular activities at any given time.

### **Eligibility**

To be eligible to participate in any sport that is currently sponsored by Calvary Schools of Holland an athlete must meet certain academic requirements. An eligible student, academically, is a student who is attending CSH full time, carrying the required academic class load, and maintaining an overall grade percentage of 70% or higher. Furthermore, a student may be carrying a 70% average or higher and still be academically ineligible. When an athlete receives a failing grade (59% or lower) at the time that grades are submitted, that athlete is automatically declared ineligible, until the failing grade becomes a 60% or higher. When a failing grade becomes a non-failing grade, then the overall average must be a 70% or higher to be academically eligible. If a student is deemed academically ineligible due to grades submitted on Friday, ineligibility takes effect Monday through Sunday of the next week.

At the beginning of each school year all athletes are academically eligible, as long as they are enrolled with a full load of classes. At the conclusion of the third week of the Fall semester, each teacher will be required to submit a form with grades for each athlete that they are currently teaching. (This form will be made available to the faculty by the athletic director). It will be the athletic director's responsibility to inform any athletes that are ineligible. Subsequent grading forms will be collected each week thereafter, throughout the academic school year. Percentage grades will be figured on the semester marking period, not the nine-week period. A three-week grace period will be given at the beginning of the Spring semester. (Note: If an athlete is ineligible at the conclusion of the Fall semester, this athlete will remain ineligible until grades are submitted after the grace period of the spring semester).

If you are declared ineligible, this does not mean you are removed from your team. An ineligible athlete is still an active part of his/her team. While ineligible the athlete must continue to practice with the team, attend all games in proper dress code, and sit on the bench with the team. Failure to comply with this policy will result in immediate disciplinary action, including, but not limited to, possible dismissal from the team.

At Calvary an athlete is expected to be in attendance for the entire school day to be eligible to participate in an athletic contest on that same day. If an athlete has questions about their eligibility due to absence, they must contact the athletic director before suiting up for a contest. Scheduled doctor's appointments are not considered an absence. The general rule is that once the bell has rung for the first period of the day, any athlete who is not present in class will be ineligible.

### **Physicals**

In order to participate as an athlete on a sponsored CSH team, each athlete is required to have a physical form on file in the athletic office. Each subsequent school year another physical form must be on file. Athletes participating in Junior High sports are also required to have a physical on file. A physical for the current year is interpreted as any physical examination given on or after April 15 of the previous school year. The forms must be signed by the MD, DO, PA, or NP who administers the exam. The forms can be picked up in the main office at CSH.

### **Behavior**

It is considered a privilege to participate in athletics at Calvary Schools of Holland. One way to lose the privilege is to disobey the rules of the school, which governs the athletic department. If an athlete receives a detention, for whatever reason, the detention takes precedence over practices, scrimmages, or games. An athlete is not allowed to change the day that he/she serves the detention to accommodate the athletic schedule. If an athlete is caught abusing this policy, immediate disciplinary action will be taken, including, but not limited to, possible dismissal from the team.

### **Game Day Attire:**

- Each team will be allowed and encouraged to purchase a team shirt which can be worn on the day of their game. The athletic director will work with the coaches to make sure the shirts are affordable and in compliance with the rest of the dress code. This applies to athletes at all levels.
- If an athlete chooses not to wear their team shirt, normal dress code attire for that day will be required.
- Although we rarely, if ever, have Wednesday games, chapel dress is required for athletes every Wednesday regardless if there is a scheduled game or not.

### **Transportation**



Transportation for all away contests will be arranged by the athletic director and the athletic coordinator. The athletic director will give a Vehicle Departure Form to each coach at the beginning of each respective season. The school will provide, or arrange for transportation to all away games that are outside the surrounding area of Calvary Schools of Holland. Sometimes carpools need to be arranged for away games (parents will be asked to create their own carpools). Student drivers will not be allowed to drive other students for liability reasons. Baseball may require unique arrangements to games. All vehicles will be treated with respect and all refuse will be cleaned up upon return. Only students who are on the teams will be allowed to ride on the bus with the team.

Athletes are required to ride the transportation provided by the school. At the conclusion of the game, an athlete may ride home with their parent. (Please sign out with coach.) If a parent makes arrangements for their child to ride home with another family ahead of time, a note is required letting the coach know it is okay for their child to ride with that parent. Otherwise, the athlete will ride the bus back to school. A head coach will not be allowed to accept any other circumstances and at no time will an athlete be allowed to ride home with anyone else. Coaches, or a designated adult, are responsible for the conduct of their team while in-transit.

### **Transfers**

If a student should transfer into the high school at CSH from another high school, it is important to see the athletic director to check on the status of eligibility. All students are encouraged to participate in extracurricular activities; however, CSH must comply with M.H.S.A.A. regulations.

### **Cancellations**

If school is canceled for any reason, do not assume that any athletic events, practices or games are canceled for that day. Please check the school website for updates. Athletic events can be canceled even when school is in session, if the weather is forecasted to worsen or the opponent does not wish to make the trip. When there are athletic events scheduled for a Saturday, the athletic director will contact the head coach, who will be responsible for contacting his/her team roster. When possible the cancellation will be announced on the local media mentioned in the academic handbook. If you are unsure if a contest is being held, please feel free to contact the athletic office.

### **Facilities**

The present facility at Calvary will not accommodate all of the teams' needed practice time. Currently, the baseball team is required to practice at area township parks or other area high schools. Transportation will not be provided back to the school. Parents can pick up athletes at the practice site. If an athlete has a valid Michigan Driver's license, that athlete will be permitted to drive to designated practice sites. At no time will teammates be allowed to ride with anyone without written permission from the parents of both students. (driver and rider) The only exception is when siblings are on the same team and one sibling has a license.

Sometimes the athletic department has to rent other facilities for practices and/or games. In order to keep good relations, as well as a good testimony with area organizations, we need to be good stewards of the facilities that are rented. At times these facilities will have special announcements that will be communicated through the public address system before a particular contest. It is of extreme importance that we abide by the rules of the facility we are renting. Failure to comply with facility rules could result in immediate dismissal from the stands, without a refund.

### **Objectives of the Christian Coach**

- ◆ Do everything to God's glory. *Prov. 16:4; Eph. 6:7; Col. 3:17,23*

- ◆ Strive to be conformed to the image of Christ. *Isa. 55:8-9; Matt. 5:48*
- ◆ Be an “ambassador for Christ”. *I Cor. 5:17-20*

### **Purpose of the Christian Coach**

- ◆ In the Christian school, our purpose must be in line with the purpose of the Christian church. *Eph. 4:12-13*

### **Bottom Line:**

Coaching, for the Christian, cannot be separated from our daily walk with Christ. Our daily walk with Christ can only be maintained through the regular input and output of God’s Word and the power of the Holy Spirit. Teaching our players to glorify God, strive to be like Christ, and be a witness is impossible if we are not living the truth. As Christian coaches, we fall short of our ultimate purpose when we fail to make every possible effort to direct young people to conform to Christ, instill a heart for Christian ministry and encourage the building of the lives of the athletes God directs across our path.

### **Coaches’ Responsibilities:**

1. The coach must exercise mature judgment in communicating that team membership is not the ultimate loyalty in a young Christian’s life.
2. The coach must strive to keep the school’s testimony intact at all times.
3. The coach must see that God is uplifted at all times.
4. The coach must encourage all athletes to enjoy and love what they do and accomplish.
5. The coach must remember that he or she is a role model and that they may influence a young person’s life more than a parent, pastor, teacher, or any other authority figure.

### **Distinctive Coaching Qualities**

Every program undertaken by Calvary Schools of Holland (CSH) must support or encourage the school mission statement. Given these criteria, coaches pursued and instated by CSH must bear certain distinctive qualities.

#### **I. Fundamental Personal Qualities**

- a. Each coach must display active, growing relationship with Christ
  - i. This is marked by active involvements and membership with a local church of like faith.
  - ii. There is an absence of continual, obvious, unchecked sin.
  - iii. There is an obvious desire to be obedient to Christ and a service to His people.

#### **II. Each coach must view every activity and relationship in light of the work of God in his or her life.**

- a. The act of coaching is an opportunity to disciple young people.
- b. There is a unique understanding of how to relate sport and preparation for sport to the Christian life.
- c. The coach must see themselves as an example of Christ-likeness in every aspect of the coaching process:
  - i. The running of a practice
  - ii. Expectations for participants
  - iii. Treatment of parents/officials
  - iv. Personal habits observed by students

- d. The coaching staff must be dedicated to the development of excellence in sports participants.
  - i. The coach must have an understanding of the game and be willing to learn the MHSAA requirements for students.
  - ii. He or she must be physically able to develop and coach challenging practices and games.
  - iii. He or she must not knowingly break any MHSAA or CSH requirements for athletes.
  - iv. He or she must be willing to communicate clearly with parents.
- e. Guidelines for coaches attire
  - i. All coaches shall maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.

### III. Programmatic Preferences

- a. The Athletic Director (AD) is responsible for the presentation of eligible coaching candidates to the Executive Director (ED) to interview for said coaching position.

IV. The AD will screen possible candidates based on the above criteria and supply all applicable information to the ED.

V. The ED will have final say in the hiring of coaching staff persons.

VI. The AD will be responsible to follow through with the observation/evaluation of coaches and present the ED with information as needed for the continual growth and development of the coaching staff.

### VII. Safety Standards

- a. Every coach and assistant must observe the following safety standards:
  - i. Coaches are never to enter an opposite gender locker room for any reason.
  - ii. Coaches should secure any necessary medical forms on file at the school office before the season begins. These forms must be kept with the first aid kit at practices and games.
  - iii. Coaches should direct all official contact (written or telephone) to parents as well as students.
  - iv. Coaches should observe all academic requirements as outlined by the AD
  - v. Coaches should submit program goals to the AD.
  - vi. Coaches must never place the health or safety of an athlete in jeopardy.
  - vii. Any difficult situation that could possibly compromise any above standard must be approached with full knowledge of the AD and Administration.
  - viii. Coaches should avoid transporting individual athletes in their personal vehicles and should never transport an individual of the opposite gender.

VIII. It is the preference of CSH to hire same gender coaches.

IX. If a suitable same gender coach cannot be secured, an opposite gender coach may be instated with the following criteria. The opposite gender coach must:

- a. Be completely above reproach
- b. Be willing to submit to any accountability necessary by the AD and ED
- c. Never be alone with a (single) player or transport any player
- d. Secure an assistant of the same gender as the athletes to assist in said game or practice
- e. Adhere to the safety standards outlined above.

### Coaches' Duties:

1. Varsity coaches are required to clearly communicate with parents through a parent meeting, letter, or email.
2. Coaches must understand the academic eligibility policy at Calvary and adhere to it.
3. Coaches must be aware of all rules in their sport according to MHSAA.
4. Coaches must be responsible for all equipment, uniforms, and equipment room.
5. Coaches must submit a completed roster to the athletic office one week prior to the first contest.
6. Coaches must make sure the facilities they use for practice are secured after use.
7. Coaches must communicate any needs they have immediately with the athletic director (i.e. med kit supplies, special practice arrangements, equipment, or uniform orders, etc.).
8. Coaches must report scores to local newspapers and TV (varsity only) before 10:30 pm.
 

<i>Holland Sentinel</i>	<i>392-2314 (ask for sports)</i>
<i>Grand Rapids Press</i>	<i>800-878-1455 (ask for sports)</i>
<i>Wood TV8</i>	<i>616-235-4317 or 4325</i>
<i>WZZM TV13</i>	<i>616-224-7816</i>
9. Coaches must turn scorebooks and cumulative stat records at the end of the season, awards (MVP, Most Improved, and Christian Character), and anything deserving of attention.

### Procedure for Adding a New Sport

Periodically, the need arises to add a new sport to Calvary School's athletic program. Any student, teacher, staff, or parent may initiate the process to establish a new sport or expand an existing sport. The following steps will be followed:

- All requests to establish a new sport or expand an existing sport to another level will initially be presented to the Calvary Schools of Holland Athletic Director.
- The Athletic Director will take the request to the Athletic Committee, which consists of the Athletic Director, Administration, Executive Director and the designee's who have been appointed for that purpose.
- The Athletic Committee will gather information about each of the elements for consideration of the proposal for approval or disapproval.

The following elements are considered in the approval of a new sport, or the expansion of an existing sport:

- I. Liability and safety
- II. Compliance and synchronization
- III. Compatibility with Calvary Schools of Holland's mission, policies and regulations
- IV. Compliance with Title IX and any other applicable laws
- V. Availability of practice and game space
- VI. Availability of same-level competition
- VII. How the sport would benefit the Calvary Schools of Holland overall community
- VIII. Demonstrated need/interest in the new activity
- IX. Timeliness of the request in relation to the current athletic season and budget cycle
- X. Availability of staff (including sponsors, coaches, trainers)

- XI. Availability of transportation
- XII. Estimate on expenses and income
- XIII. Well established and communicated schedule of events communicated prior to the start of the season
- XIV. Coach orientation meeting and background check

The initiators and participants of a proposed sport must cover that sport's expense and equipment through player dues and/or Sports Boosters for at least two years.

After considering all of the above questions, the Athletic Committee will approve or deny the addition of the sport and communicate that decision to the administration and School Board. The Calvary Schools of Holland School Board has given the Athletic Committee the responsibility and authority to add and/or subtract sports for the school.

Note: The Calvary Schools of Holland Parent/Student Handbook is reviewed annually. Policies may be updated, added, or deleted as necessary by the Principals, Executive Director and/or School Board. Updated: 8/2017