

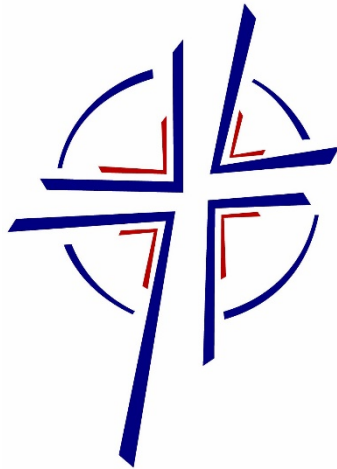
# 2019-20

## Calumet Christian School Parent/Student Handbook

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### **Mission Statement:**

The Mission of Calumet Christian School is to support families by equipping students spiritually, academically, socially, and physically through Biblical truth to serve God faithfully.



**Executive Director: Pastor Dan Obinger**  
**Academic Director: Steve Lindahl**

1 Peter 3:15  
*But sanctify the Lord God in your hearts,  
and always be ready to give a defense to everyone  
who asks you a reason for the hope that is in you,  
with meekness and fear.*



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## SCHOOL CORPORATION STATEMENTS

### OUR MISSION

Calumet Christian School exists to support families by equipping students spiritually, academically, socially, and physically through Biblical truth to serve God faithfully.

### OUR VISION

Calumet Christian will be a stellar, Christ-centered school equipping students academically and spiritually to serve, influence, and succeed in their communities.

### OUR VALUES

At Calumet Christian School, we pursue Excellence through:

- Biblical Truth
- Christ-centered Reasoning
- Rigorous Academics
- Accountable Relationships
- Leadership Mentoring
- Community Involvement

### STATEMENT OF FAITH

As adopted by the National Association of Evangelicals:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Timothy 3:16; 1 Peter 1:24-25; 2 Peter 1:20-21)
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (John 10:30; Matthew 28:19; 1 Thessalonians 4:8-9)
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 1:1, 14; Matthew 1:20-21; Hebrews 9:10; 1 John 2:28-32)
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential. (Titus 2:5)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Ephesians 5:18; Galatians 5:16-26)
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (Matthew 25:31-40; Revelation 20:11-15)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 17:20-21; Ephesians 4:3-6)
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10.)

## ENROLLMENT PRIVILEGE

Attending Calumet Christian School is a privilege and not a right. A student in good standing should strive to do his/her best spiritually, academically, behaviorally, and socially throughout the school year. Once the student is enrolled, it is of utmost importance that the school and parents work together for the common good of the child. Because of its divisiveness and destructive nature, gossip

or slander in any form by parents or students regarding the school or its staff will be considered a reason for a family's separation from CCS. Please follow the biblical guidelines for resolving all problems by going to the person with whom there is conflict. (Matthew 18:15-17; James 3:13-18)

## STATEMENT OF EDUCATIONAL PHILOSOPHY

At CCS, we believe that the Bible is the authoritative Word of God. All of the school's programs, both curricular and extra-curricular, are governed by its principles. Jesus Christ is the center of our education, and the Bible is the basis from which our philosophy, values, and lifestyle are derived. Without apology, CCS takes a firm stand on the fundamentals of the Christian faith. The administration, faculty, and staff members are born again and are Bible-believing Christians. Students who are believers will gain the most from their attendance at CCS.

It is the school's desire to have a balanced educational program where excellence will permeate the spiritual, academic, physical, and social aspects of its learning process. It is also the school's wish to help in the reinforcement of the Christian values taught at home. When the philosophy, values, and lifestyle of a Christian home complement the school, the student benefits most from this union.

The curriculum chosen by CCS complements its philosophy. Material is selected to teach God's values of right and wrong and is intended to lead students to the development of Christian character. It also guides students to a realization of God's will for their lives and tries to equip them to perform that will.

The primary institutional emphasis is in the excellence of academic preparation. A school may be known for many things, but the educational value of a school is the factor that determines its justification for existence. Fine arts and athletics are the two most valuable support programs. However, they are both secondary to the academic needs of the students but equal in importance to the physical and cultural development of the participants. Students are encouraged to participate in both the fine arts and athletic programs as part of their complete education. However, the school is not properly serviced by these programs when either one supplants the other. A balance of strong academics coupled with invigorating programs of fine arts and athletics gives a school the opportunity to fully equip students within the guidelines of its purpose.

Parents who desire this type of an educational environment and learning atmosphere for their child(ren) are welcome to enroll their child(ren) at Calumet Christian School.

## GOALS

*"And Jesus increased in wisdom, and stature, and in favor with God and man" - Luke 2:52*  
Calumet Christian School was organized to offer students "*Academic Excellence from a Biblical Perspective.*" Since Calumet Christian School's goal is to develop Christ-likeness, there are four areas in a young person's life that we seek to train.

**SPIRITUALLY** ~ *"Let the word of Christ dwell in you richly" - Col. 3:16*

To lead each student to personal acceptance of Jesus Christ as Savior

To create in each student a firm conviction that the Bible is the Word of God to men and that it is a practical guide to life and living

To enrich the student's devotional life

To develop a well-balanced and Christ-like personality

To awaken a realization that God has a purpose and plan for each life

To help students understand the blessings of choosing to please God and the consequences of choosing to please oneself

To develop from Scripture the ability to find help independently

To give knowledge, love, and understanding of the Bible

To install a sense of responsibility for the lost that will lead to intelligent witnessing

**MENTALLY** - *"Let this mind be in you, which was also in Christ Jesus" - Phil 2:5*

To develop a mind-directed and not a feeling-directed life

To develop a positive reaction to life

To discover and develop individual aptitudes  
To cultivate analytical thinking and a priority-directed life  
To impart a command of common knowledge and skill

**SOCIALLY** - *"None of us lives to himself"* - Rom. 14:7

To instill a loyalty to Jesus Christ in all things and at all times  
To develop an understanding of the student's place and obligations in the family  
To help the child share his Christian responsibility as a citizen for the welfare of every group to which he belongs  
To awaken and foster missionary responsibility toward all men

**PHYSICALLY** - *"Present your bodies a living sacrifice... unto God"* - Rom. 12:1

To develop a respect for the body as a temple of the Holy Spirit  
To teach intelligent care of the body  
To encourage the yielding of the body as an instrument for God's use

## **ADMISSION POLICY AND PROCEDURES**

### **ENROLLMENT AGE**

The requirements for kindergarten and first grade are as follows:

Kindergarten - 5 years old on or before August 1<sup>st</sup> of that school year

First Grade - 6 years old on or before August 1<sup>st</sup> of that school year

### **ADMISSION PROCESS**

The administrator and/or the teachers in whose classes the students will be attending will interview each family interested in attending Calumet Christian School. The interview will cover the student's past academic and behavior history, the religious background of the student's family, and agreement to the philosophy and rules of Calumet Christian.

The application process is not finalized until the following steps have been completed:

1. Completion of all application forms, including reference forms, transcripts, and school records, immunization forms and payment of the application fee. A copy of each child's birth certificate must be included.
2. The parents or guardians (and the student if MS/HS age) must subscribe to the principles and procedures of Calumet Christian School.
3. Completion of any necessary testing to determine academic level.

### **ORIENTATION**

At the beginning of each school year, there is an orientation meeting for the parents of all students enrolled in CCS. It is mandatory that all families have a parent/guardian present at this very important meeting.

### **NONDISCRIMINATORY POLICY**

Calumet Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities which are generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, scholarship and loan programs, and athletic and other school-administered programs.

### **REENROLLMENT, NEW STUDENTS, AND LOTTERY**

In early March of each year, reenrollment packets are provided to all current families. A deadline is established (normally the end of March) by which all reenrollment forms must be submitted to the school. Families who complete the forms by the deadline will be given first priority for admission for the next school year. Any new siblings of current students are next on the priority list and may enroll during the reenrollment window.

Following the deadline for reenrollment, the application window for "new to CCS" students opens. When families are applying with the expectation of receiving the Choice Scholarships (vouchers), all

enrollment forms and transcripts must be turned in by the second Friday of April to be eligible for the lottery (see below). Any enrollment forms returned after the second Friday of April will be handled on a first come, first served basis after the lottery takes place.

If Calumet Christian School receives a number of Choice Scholarship (voucher) applicants that exceeds the possible number of students that CCS can successfully accommodate in a particular class, a random lottery drawing of eligible Choice Scholarship Students who have met all other admission standards will be held at a public meeting. That meeting will take place on the final Friday of April each year. When the lottery takes place, keeping families together at the school will be priority (for example, if a first grade student is admitted by means of the lottery, the student's siblings will also be admitted if space is available in the other classes).

## **PARENTAL SUPPORT**

### **PRINCIPLES**

According to God's Word, Calumet Christian School is not to replace the parental and local church training that God provides for each child. The goals of CCS and the goals of each family must be in harmony for proper development in a child's life. In order to strive toward these spiritual, moral, and academic goals, parents are asked to help us by trying to follow the guidelines below.

1. To provide an environment at home that is free from overt worldliness and philosophies contrary to biblical teachings (Rom. 12:1, 2).
2. To teach and encourage good study habits at home (2 Tim. 2:15).
3. To encourage regular attendance and involvement in a local Bible-believing church (Heb. 10:25).
4. To support Calumet Christian School's authorities, policies, and procedures. If an issue arises, to go directly to the party involved in order to resolve a conflict or misunderstanding. (Matt. 18:15).
5. To refrain from undermining or criticizing teachers, administration, or other parents in front of children or other parents (Eph. 4:29).
6. To speak the truth in love and in a spirit of meekness (Eph. 4:15).

Parents are required to sign a Parent Cooperation agreement expressing their support of the school's program. Older students may be required to sign a Student Cooperation agreement. A student or family who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in school.

### **PARENT-TEACHER CONFERENCES**

At Calumet Christian School, we believe that parents are biblically responsible for their children's education (Deut. 6:6-9). We are thankful for the trust and confidence which parents place in us by giving us a part of the responsibility in the training of their children. In order to protect the trust extended to us, we ask that parents support the aims and ideals of CCS and bring any questions and/or criticisms to the administration so that they may be appropriately reviewed.

Parents are free to ask for a conference with individual teachers at any time, and they may also make arrangements through the school office to visit classes, if so desired. When coming to school for any reason, parents are requested to stop at the office and ask for assistance. Parents are asked not to disturb classes while they are in session. Classroom visits are allowed with prior administrative approval. Regularly scheduled conferences are scheduled after the first quarter grading period. All elementary parents are required to have a parent/teacher conference after the first quarter.

### **OPPORTUNITIES**

There are many opportunities for parents to get involved in the school. Room parents, chaperones on field trips, fundraising events, volunteers for hot lunch, and concession workers for our home athletic games are just a few ways in which parents can help. If your work or other responsibilities do not enable you to help out, then become a prayer supporter of the school. Our desire at Calumet Christian School is to build a strong bond between the family and the school. These are just a few suggestions to help us build that bridge.

## ACADEMICS

The primary objective of CCS is to foster a framework of academic excellence built on a solid foundation of Biblical truth. The following provide the basic elements to meet this objective.

### ACADEMIC PHILOSOPHY

CCS emphasizes strong academics. The school day will consist of Bible, Math, Social Studies, Science, English, Elective, and Health/Physical Education classes. The instructional goal is mastery of academic skills, not just a passing grade. We believe in training young people to think critically and creatively.

Knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from the study of it. Spiritual transformation in the lives of its students is the most important goal of Calumet Christian School. No other course offered in the school affords the great opportunities for laying the foundation for Christian character as Bible class. Because of the importance CCS places on the study of the Bible, **a student who fails Bible class two (2) quarters in a school year may not be allowed to return the following school year.**

### CCS STANDARDIZED GRADING SCALE

A+	98-100	B+	89-91	C+	79-81	D+	69-71	F	0-61
A	95-97	B	85-88	C	75-78	D	65-68		
A-	92-94	B-	82-84	C-	72-74	D-	62-64		

### ACADEMIC GRADING / EVALUTION

1. Academic evaluation is multi-faceted to ensure grading is scaled to accommodate different learning styles, maintain and to provide teacher flexibility based on the class.
2. The following standardized evaluation framework will be used (percentages vary as classes have different requirements):
  - a. Homework / Minor Assignments: 10-40%
  - b. Major Tests / Assignments: 30-50%
  - c. Quizzes: 0-20%
  - d. Class Engagement / Attendance: 0-10% of total grade
  - e. Verse Memorization: 0-10%
  - f. Quarterly Exam / Project: 20-30%
  - g. Other 0-10%.
3. Teachers must establish their grading evaluation framework at the start of each course and provide their students with this criteria as part of their expectations for their course.
4. Minor adjustments of the percentages (5-10%) for each element may be made to the framework during the 1st Quarter and prior to the 1<sup>st</sup> Quarter exams. No adjustments to percentages may be made after the start of 1<sup>st</sup> Quarter exams.
5. Any deviations from the established framework must be approved in writing.
6. Each quarter's grades are worth 50% of the semester grade; the average of the two quarters comprise the semester grade.
7. Students who have an accumulated average of two or more F's in reading and math at the end of the third quarter grading period, or who receive a majority of D's, may be asked to repeat their current grade. Parents will be notified at least by the beginning of the fourth quarter.
8. Once students enter the 7th grade, they will begin taking semester exams for each subject.
9. Seniors and Juniors who have a cumulative GPA above 3.5 and a course average above 97% may be excused from the end of semester exams at the discretion of the teacher.
10. Students who average a majority of D's and/or F's in their subjects because of a lack of effort and diligence may be placed on Academic Probation. A student who is placed on Academic Probation will be given a set amount of time to improve their grades and study habits to an acceptable level, or they may be asked to withdraw from CCS. Parents, students, and administration would sign the Probation agreement before the set time would begin.

### GRADES REPORTING

1. Report cards will be issued at the end of each quarter for all grades.
2. Progress reports will be issued midway through the first quarter.



3. All other grades will be reported through our Sycamore Academic System. Parents have access to Sycamore through an internet website or through a mobile app.
4. Transcripts for transferring or graduating students will be sent only when all financial obligations have been met, and all CCS owned educational materials have been returned.

## ACADEMIC PROGRAMS

1. Elementary 1-6:
  - a. Standard Courses include but are not limited to:
    - Bible
    - Math
    - Language
    - Phonics (1<sup>st</sup> and 2<sup>nd</sup> grades)
    - History
    - Science
    - Physical Education
    - Electives such as Art, Music, and Spanish = Subject to availability of teachers.
2. Junior High 7-8:
  - a. Preparing and transitioning students for the rigors of High School.
  - b. Standard Courses include but are not limited to:
    - Bible = Biblical Beginnings & Biblical Relationships
    - Math = Math 7; Pre-Algebra or Algebra.
    - English = English 7 & 8
    - Science = Physical Science, Life Science
    - Social Studies = Geography & History
    - Health and Physical Education
    - Keyboarding = Basics & Advanced or Basic Computing
    - Electives = Determined based on requirements, time, requests, & teachers.
3. High School 9-12:
  - a. Calumet Christian currently offers four diplomas. All diplomas are in line with and exceed state requirements for Core 40 curriculum. See the chart below for specific courses required for each diploma.

	CCS Core 40 Standard	CCS Core 40 Plus	CCS Core 40 Academic	CCS Honors	
Bible	2	4	6	8	Must pass Bible each year at CCS
English/Language Arts	8	8	8	8	English 9/10/11/12 and/or YB/NP
Mathematics	6	6	8	8	Algebra I & II, Geometry required
Science	6	6	6	6	Biology & Chemistry required
Social Studies/History	6	6	6	6	
Directed Electives	Total 5	Total 7	Total 7	Total 10	
• World Languages	2	4	4	6	Honors (6 credits of one, or 4 credits each of two languages)
• Fine Arts	1	1	1	2	Choir and Art offered
• Career/Technical Ed.	2	2	2	2	Accounting, Intro to Computers, and Skills for Life offered
Physical Education	2	2	2	2	
Health & Wellness (Biblical)	1	1	1	1	
Other Electives	4	2	2	0	
Electives Plus (ie., AP, Dual Credit)	0	0	0	4	
Minimum Hours Required	40	42	46	53	
		Adds Spanish II	Adds Math	Adds Language and Advanced Electives	

- b. Bible: Biblical Transformation, Pillars, Survey, Leadership. Students must receive one credit of Bible for each semester attending CCS. For instance, even though the “CCS

- Core 40 Basic” only requires 2 credits of Bible, a student who has attended Calumet Christian for three years (sophomore, junior, and senior years) would need 6 credits of Bible to graduate. Currently, CCS uses the New King James Version to standardize our Bible teaching and memorization.
- c. English: HS Basic ENG (9), Intermediate English (10), Advanced English (11/12) Research English (11/12), YB/Newspaper (11/12 + 9/10)
  - d. Electives: Determined based on requirements, time, requests, & teachers.

#### **EXTRA-CURRICULAR ACTIVITY ELIGIBILITY**

1. Participation in extra-curricular, service, class activities to include student offices is a privilege not a right.
2. Students must meet the following academic standards to participate:
  - a. Must have a C- or above in Math, English, and Bible.
  - b. Must not have an F or two or more D's.
3. Grade Eligibility: Students will be deemed eligible by quarter. 1<sup>st</sup> Quarter eligibility will be determined by 4<sup>th</sup> Quarter grades from prior year. New students will be ineligible until their transcripts or report cards have been received by the school.
4. Ineligibility: Students, who are declared ineligible for extracurricular activities will not be able to participate in any capacity games, practices, meetings, etc. during their period of ineligibility.
5. If a student is absent on a game day, he may not play in the game that day.
6. The Administration, with teacher recommendation, may make an exception to the scholastic criteria for eligibility of students with properly diagnosed and documented learning disabilities. Students who appear to be making maximum effort to meet the scholastic criteria will also be reviewed.

#### **ACADEMIC EXCELLENCE**

##### ***Valedictorian/Salutatorian Honors***

1. The honor of Valedictorian is awarded to the senior with the highest cumulative grade point average.
2. The honor of Salutatorian is awarded to the senior student with the second highest cumulative grade point average.
3. Eligibility: The students must be seniors who has attended CCS HS for a minimum of two years and must be in CCS Academic track of Core 40 Plus or above.
4. Determination: GPA rounded up to nearest hundredth (examples - 3.036 will be rounded up to 3.04) and total number of credits achieved.

#### **HOMEWORK**

1. Homework and classwork is assigned to help students reinforce, gain, and apply understanding of lectures, readings, and additional research.
2. Homework provides teachers with feedback on students understanding and capabilities.
3. Homework strengthens student independence and responsibility.
4. Parents should enforce student completion of homework and should monitor these requirements.
5. Homework, assignments, tests, etc. not submitted or completed as scheduled will receive a 10% deduction per day late.
6. Students have one week to make up late homework, assignments, tests, etc. Work not submitted or completed within one week will automatically receive a zero. At their discretion, teachers may receive this overdue work but the maximum points allowed are 50% of possible grade.
7. No penalty for work is assessed for excused absences as long as work is completed in the time frame equal to the number of days absent. After this grace period, the late work penalty is assessed.
8. Students who amass a number (usually 3 or more) of missing assignments will be required to serve an academic detention after school at a fee of \$10. CCS has implemented this policy because students who fall behind in homework often do not grasp the subsequent concepts, which impacts the learning of the entire class.

#### **PLAGIARISM AND CHEATING**

Plagiarism and cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Calumet Christian School.

Plagiarism includes:

1. Taking someone else's assignment or portion of an assignment and submitting it as one's own.
2. Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
3. Presenting the work of tutors, parents, siblings, or friends as one's own.
4. Submitting purchased papers as one's own.
5. Submitting papers from the Internet written by someone else as one's own.

Cheating includes:

1. Exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not.
2. Using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
3. Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation.
4. Giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy.
5. Accessing a test or quiz for the purpose of determining the questions in advance of its administration.
6. Using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.
7. Representing another student's answers or work as your own.

### ***Consequences***

Any plagiarism or cheating will result in a "0" on that test, quiz, or assignment. The student will also receive a minimum of 5 disciplinary points depending on the circumstances and administrator's discretion (see DISCIPLINE section below).

### **ADVANCED PLACEMENT (TESTING OUT) FOR CREDIT**

- 1) Students may test out of certain classes such as Spanish for Credit.
- 2) Students must take a comprehensive exam compiled of the full year of material.
- 3) Students must pass with a B or above to receive credit and be exempted from class.
- 4) Students will receive credit for that class, but no grade will be assigned, and it will not impact the grade point average.

### **GRADUATION**

Seniors must complete all graduating requirements by the final day of school before the diploma is issued to them during the commencement exercises. Seniors who do not complete their graduation requirements may be allowed to participate in the graduation exercises (based on individual circumstances) but will not receive a diploma at that time. They will be required to make up the required credits before a diploma is issued. This will be the final extension for a student to qualify for a diploma. Diplomas will be withheld until all course work is satisfactorily completed.

### **CREDIT AND ATTENDANCE**

Students with 12 or more absences per semester in any class (excused or unexcused) for the academic year will not receive credit for that class unless an exemption is approved by the Administrator. Half-credits are not given nor transferred for subjects such as English, Math, History, Science and Foreign Language.

### **ACADEMIC TESTING**

#### ***Scholastic Aptitude Test (SAT).***

This provides an indication of national placement of college-bound seniors. Most colleges use the SAT as one factor determining acceptance. It is highly recommended that juniors take the SAT in the spring of their junior year. (This test is not administered at CCS.) Sophomores are encouraged to take the PSAT in preparation. This test is available at CCS.

#### ***ISTEP+ Tests***

As a Choice School, CCS must follow the state requirements for testing. Grades 3-8 must take the ILEARN tests in the spring of each year. Grades 9-12 will be required to take various ISTEP+ or End of Course (ECA) assessments after the student takes certain courses. Passing or failing these tests may impact the decision to promote students to the next grade when correlation with CCS academic grades exists. Students in high school must pass ECA's or their equivalent tests in order to graduate with a diploma.

## ATTENDANCE

Attendance and punctuality are essential in developing successful class work and good character. In addition, the learning experiences that take place in the classroom environment are a meaningful and essential part of the educational system. Absences tend to disrupt the continuity of the instructional process. Calumet Christian School and the State of Indiana both affirm that it is the parents' responsibility to ensure that their children are attending school faithfully. The educational code of Indiana reads in Section 20-33-2-27:

1. *It is unlawful for a parent to fail to ensure that the parent's child attends school...*

Given this affirmation, CCS takes the attendance of enrolled students seriously.

### TYPICAL DAILY SCHEDULE

7:00 am	Early Care begins
7:45 am	Students enter the building and go to their lockers, etc.
7:55 am	Warning bell rings.
8:00 am	Homeroom/First Hour begins.
3:00 pm	Students are dismissed to go home.
3:15 pm	Aftercare begins

If an early dismissal is necessary for any student, parents must send an excuse note to the school office at the beginning of the day. An early dismissal should only be for reasons listed under *Excused Absences*. Middle School and High School students must sign out in the office when leaving early.

### EARLY CARE AND AFTERCARE

Elementary students who arrive before 7:45 am are required to be in Early Care, which begins at 7:00 am. The fee for Early Care is \$3.00 per child. Students will not be allowed in the building before 7:00 am. A weekly rate is available at \$12.00 per week.

All students not picked up by 3:15 pm will be required to stay in Aftercare. The fee for Aftercare is \$3.00 per hour or part of an hour. Students must be picked up no later than 5:15 pm. After that time, each child will be charged \$5.00 for the first 15 minutes and \$1.00 per additional minute thereafter. (Some of the extra fee may be waived under extraordinary circumstances and the school is called in advance). Students who are in Aftercare because they are waiting for athletic practices or other extra-curricular activities will not be charged.

### ABSENCES

Absences fall into two categories - excused and unexcused. Longer pre-arranged absences also have special requirements.

#### *Excused Absences*

In order for an absence to be considered excused, it must meet the following criteria:

1. Illness
2. Bereavements of a close family member
3. Medical or dental appointments (non-school time appointments are recommended)
4. School approved activity
5. Court Summons
6. Transportation or other emergencies as approved by the administration

Parents are expected to call the school office by 9:00 am on the day that their child is absent. Additionally, when a student returns from an absence, a note stating the reasons, date(s) of absence(s), and the signature of a parent (guardian) must be submitted at the school office. An email is also an acceptable way of notifying the office.

#### *Unexcused Absences*

Unexcused absences are all absences that do not meet the definition of an excused absence, including those which may have approved reasons, but no written communication was received. Examples of unexcused absences:

1. Skip days
2. Sporting events that are not school-related

3. Family Vacations
4. Shopping
5. Family errands
6. Family celebrations other than weddings
7. Work

If it is determined that a student "skipped" a class or classes, there will be a penalty of zero for each class skipped.

### ***Make-Up Work***

Because assignments are an important part of the learning process, students will be expected to make up all work missed during an absence. One class day is given for every day a student is absent up to three days. For example, if a student is absent on Tuesday and returns to school on Wednesday, he will have until Thursday morning to turn in all make-up work and until the end of the day to take all tests and quizzes missed. The classroom teacher may schedule make-up quizzes and tests.

It is the responsibility of all students to make up all assignments missed and to make arrangements with each teacher to complete the necessary work. The Administration may increase the number of days allowed to make up work in cases of long-term illness.

### ***Miscellaneous Absence Information***

If a student has been ill for 5 days or more, a doctor's note is also required.

### ***Pre-Arranged Absences***

CCS does recognize the possibility that students may be absent from school for reasons outside those defined as "excused" under the above policy for more extended periods of time. Some of these may be considered excused while others would not.

The following are examples of absences needing to be pre-arranged:

1. Church related activities, retreats, etc. (usually excused)
2. Weddings in the immediate family (usually excused)
3. College trips (usually excused)
4. Family Vacations (unexcused)

When possible, parents should make every effort to schedule extended leaves to coincide with the vacations already built into the school schedule. For planned extended absences, parents must submit in writing at least three weeks in advance to the school office, giving the reason for the absence and the days that will be missed. The amount of previous absences and academic standing will affect approval. Arrangements for the completion of schoolwork should be made with teachers prior to leaving, and all assignments and assessments will be due the day of the student's return. They will not receive additional time to make up work.

### ***State Mandate***

Calumet Christian will uphold the law of Indiana regarding school attendance. Being a private school does not exempt us from the requirements made upon every family to ensure that their children are attending school.

The state of Indiana considers any student who has more than ten unexcused absences a "habitual truant" because of their chronic absenteeism. The law is clear that after ten unexcused absences, *"the superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services"* (IC 20-33, Chapter 2, Section 25).

Since this is the requirement, Calumet Christian School will make every attempt to communicate to parents the unexcused absence count of their student. On the eleventh unexcused absence, it is our lawful duty to report the case to the Lake County Prosecutor's office or the Department of Child Services.

### **TARDIES**

#### ***Morning Tardies***

Since Indiana's regulations require that a student be in school a certain number of hours and because it is disruptive to the class when students are late, it is important for all students to be on time to school. Students must be in their classroom at 8:00 am (and if the teacher requires it, in their seat) in order to be on time.

Like absences, being tardy to school in the morning may be excused or unexcused. Some examples are below

1. Excused tardy: Doctor's appointment, severe road conditions, car trouble, etc.
2. Unexcused tardy: Oversleeping, stopping for gas, forgetting something at home, habitual waiting for trains, etc.

### ***MS/HS Classroom Tardies***

In all other classroom periods, the student is tardy if he is not inside his classroom (or in his seat if the teacher requires it) when the tardy bell stops ringing. The tardy student disrupts the classroom and distracts the other students. If a student has a signed pass from the teacher of the previous period, from the office, or from the administrator giving explanation for the tardy arrival, it will be considered excused.

### ***Tardy Discipline***

Because chronic tardiness is a significant distraction to the learning environment, Calumet Christian includes unexcused tardies in our Discipline Policy in the major section below. Each unexcused tardy, whether to school in the morning or to a class throughout the day, will result in one (1) point in the discipline tally, which will progressively lead to detentions, fines, and suspensions if not corrected.

## **PRINCIPLES OF CONDUCT**

Students who choose to attend CCS are accepted with the understanding that they will abide by the guidelines and procedures established by the school. Learning can be achieved best in a stress-free environment. In this type of a setting, student's pride in the school will also be greatly enhanced.

Appropriate student behavior is expected at all times. Certain guidelines have been established to maintain classroom standards of behavior. CCS desires to provide an educational climate that will foster the successful learning development of students. With that in mind, parents are asked for full support and cooperation.

CCS uses various methods to help students with their conduct. Some of these methods offer positive rewards to students who are consistently working towards the CCS goals. In addition to the positive methods, the school also uses disciplinary methods designed to correct and warn students of inappropriate behavior. Included in these methods are classroom management procedures used by the faculty and administration that include monetary fines, a detention system, in school suspension, out of school suspension, and expulsion from CCS.

### **RESPECT FOR AUTHORITY**

Proper respect is to be shown to all faculty and staff members whether in the hallways, classroom, or off school grounds. A student is expected to answer any inquiry of a faculty or staff member (or anyone acting in an official capacity) courteously, fully, and audibly with a proper title (Eph. 6:1-2; Heb. 13:7, 17; 1 Thes. 5:12-13).

### **GENERAL RULES**

1. Respect other students' rights and property, and the authority of all staff and administration.
2. Respect for personal and school property is expected. Students will be responsible for any property damaged.
3. Lying, cheating, or stealing are unacceptable.
4. Yelling, fighting, horseplay, and general misconduct are unacceptable on school property.
5. Students are asked not to run, yell, push, or act in any disorderly manner.

6. Wholesome boy-girl relationships are encouraged. Students must, however, refrain from all display of physical affection (holding hands, hugging, hanging on each other, kissing, etc.) at school and at all school-related functions.
7. Opposite gender interactions of all kinds should demonstrate respect, and should not include touching, tickling, hugging, having arms around each other, etc.
8. All students on school property after 3:30 p.m. must be under adult supervision (i.e., coach, tutor, school-sponsored student activity). CCS will not be responsible for the safety of any student who chooses not to follow #5 guideline.
9. Student vehicles are to be registered with the office within the first week of school and parked only in the student assigned areas.

#### **CLASSROOM RULES**

Teachers may have their own rules within their classrooms which should be obeyed without question.

Generally, students are expected to:

1. Respect the teacher, position, and his/her authority.
2. Respect his/her peers at all times. They must not be annoying, rude, and discourteous to others.
3. Be in the classroom by the time the tardy bell finishes ringing for homeroom and all classes (MS/HS).
4. Get permission from the teacher before leaving the desk or room.
5. Have in personal possession all the supplies and materials needed for class.
6. Not talk without permission but to listen, take notes, and ask pertinent questions relating to the lesson.
7. Not sit on top of desks, window sills and furniture not designed for this purpose.
8. Not lie on the floor and/or sleep during the regular school day. These comforts are reserved for home (except Kindergarten naps).
9. Not be disruptive in class such as horseplay, throwing things, spitting, etc.
10. Not be unprepared for class.

#### **SPECIFIC RESTRICTIONS**

1. Gum is not to be chewed on the school grounds at any time.
2. Eating and drinking are allowed only in the lunchroom area. No food is to be eaten at any time in any other area unless special permission is given by the administration.
3. Students are expected to refrain from acts of immorality, from the use of tobacco, in all forms, alcoholic beverages and illegal drugs at all times on and off campus.
4. Prohibited items include all weapons (pocket knives, hunting knives, guns (including air guns and BB guns), martial arts or archery weapons), fireworks, matches and lighters, and laser pointers. The above-mentioned items are not to be brought to school unless permission to bring them has been granted by the Administration. These items also are not allowed on any school-sponsored trip or activity.
5. No duffel bags or gym bags are to be carried into the classrooms. Students may carry these items to and from school, but may not carry them into the classrooms. They are to be stored in the lockers provided to the students throughout the entire school day, or hung on the hooks provided for the elementary classrooms.
6. Items left out in the hallways, etc. will be taken to the "lost and found" area. The fire code prohibits anything being stored on top of lockers or on the floor in front of lockers.
7. The throwing of objects, except in a supervised PE activity, is prohibited.
8. Bicycles, motorcycles, and cars must not be ridden or driven except in traveling to and from school. All parking areas are off limits except when arriving to or leaving school.
9. Skateboards, in-line skates, and the like should not be brought to school and are never to be used in the school buildings.

#### **BULLYING**

1. This rule applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school building is being used by a school group (including summer school);
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event;



- d. Using school property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
  - a. Bullying by definition is committed by a student or group of students in a position of strength with a victim in a position of weakness.
  - b. Bullying is not students who are arguing, disagreeing, or generally do not like each other. While these situations are addressed and a resolution is sought, it is not considered bullying and handled in the same way.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

### **ACCEPTABLE USE OF TECHNOLOGY**

It is a privilege to use technology at Calumet Christian School. Students who abuse the privilege will lose it. The information below outlines what is and is not acceptable behavior in regards to the use of technology at Calumet.

#### ***Internet Use and Social Networking***

The Internet can be a remarkable resource but if used without caution, it can become a perilous pitfall. As believers we must be very careful that we do not fall prey to the lures of Satan. The Bible is filled with principles regarding our communication, thoughts, attitudes, and actions. We cannot abandon these principles when using a computer or surfing the Internet.

1 Thessalonians 4:3-7 says, *“For this is the will of God, your sanctification: that you should abstain from sexual immorality; that each of you should know how to possess his own vessel in sanctification and honor, not in passion of lust, like the Gentiles who do not know God; that no one should take advantage of and defraud his brother in this matter, because the Lord is the avenger of all such, as we also forewarned you and testified. For God did not call us to uncleanness, but in holiness.”*

More and more young people are being lured into websites, social networks, blogs, and similar sites where they can post information about themselves, their favorite music, videos, likes, dislikes, etc. In many ways, these sites have replaced the diaries and journals of yesteryear. The big difference is that the teenagers’ comments are open for anyone to view. It is a serious error in judgment to view posting information on the Internet as the same as writing something in a personal diary which is kept privately locked away. Technology has given the opportunity to influence countless people by our words. The far-reaching effect of our words calls for serious, Spirit-filled judgment so that we indeed are salt and light for Jesus Christ and not an advertisement for the ways of Satan and his world system.

This becomes extremely dangerous on several levels. Students are easily drawn into areas of graphic pornography, demonism, drugs, and other wickedness. Second, students unknowingly place information on the Internet that draws sexual predators who can stalk the children electronically (or physically). Third, students are tempted to use popular slang and lewd language as they communicate with friends.

Because of the principles of Scripture, we caution students of Calumet Christian School regarding the use of the Internet. A student will be held responsible for any material he posts (or allows to be posted) to the Internet whether it be on a social media account, in a personal blog, in a personal webpage, in his postings or comments. Unacceptable music, videos, pictures, comments, or links will be treated as if they were posted on the student’s locker.

Just as an automobile gives an individual the ability to travel farther and faster, technology allows us to amplify our personal influence to an extraordinary degree. A teenager who is a reckless driver can hurt far more people and destroy far more property in a car than on foot. Similarly, a teenager with technology can be far more destructive with his words in cyberspace than he could in conversation with a single friend or through a notation in his diary. Increased capability increases our responsibility

before God and men and requires increased self-restraint and a closer walk with God to make sure that we are promoting His kingdom and His righteousness.

### ***Electronic Devices***

Chromebooks and laptops are provided for academic purposes only. Any use of school technology for purposes other than those expressly authorized by a teacher or the Administrator is strictly prohibited. The use of Google Classroom by many teachers requires a parental consent which is included with the enrollment forms.

Students in grades K-6 who bring their cell phones must turn them in to their teacher when they arrive in the morning. Their cell phones will be returned as they leave the classroom at the end of the day. Students in grades 7-12 may bring a cell phone to school with the parent's approval. Cell phones must be kept in the student lockers (locks are provided and are mandatory) and are not allowed in the classroom unless the teacher has given specific instructions that they may be used for a class activity. No other electronic media devices should be brought to school (iPods, iPads, tablets, MP3 players, etc.).

Any personal electronic device used improperly in a classroom will be confiscated until the end of the day along with the appropriate discipline points. On the third offense, it will be held in the office until a parent comes to retrieve it. Parents may call the school office in case of an emergency during the day. CCS assumes no liability for damaged or missing phones.

### ***Computer Lab***

No student may use the computer lab without supervision by a teacher who is present in the room. Students should always plug in the laptops and return them in such a way as to be ready for the next student. Students must follow the standard classroom rules with special emphasis on no horseplay and no food or drink in the lab.

All CCS computer equipment, including Chromebooks, are to be treated with care. Abuse of equipment or furniture is not tolerated. If a student damages equipment or furniture, parents will be billed to pay for repairs or replacement. Students may not attempt to violate system security or interfere with system performance, nor should they alter, enhance, fix or otherwise damage computer hardware or software.

### ***Network***

Login accounts are for student use only. Login names and passwords should never be shared among students.

Student may not send, save, print or access inappropriate material. Examples include cyber-bullying, pornographic, obscene, threatening, violent, degrading, or illegal material. Students who encounter inappropriate material must notify a teacher immediately.

Copyright laws must be obeyed at all times. This includes, but is not limited to, text, pictures, music, and software. CCS makes no guarantees or claims regarding the content of the data flowing over the wireless network, and by agreeing to these terms, the user and owner of a personal electronic device on our network agrees not to hold CCS liable in the event that the device is compromised or damaged.

## **DRESS CODE**

While we realize the Bible does not tell us specifically how to dress or how our hair should be worn, it does give us principles to follow. Our goal is to have a student body that appears modest, neat, and Christian. This standard will help us be consistent in our enforcement.

### **PRINCIPLES**

1. ***Principle of Modesty*** (I Timothy 2:9-10; I Peter 3:3-4; I Thessalonians 4:3-6)  
As Christians, we are admonished to glorify God and to dress in a manner that edifies those around us. Our dress should not draw attention to ourselves in a manner that is vain, boastful, or forward.
2. ***Principle of Distinction*** (Deuteronomy 22:5)

God created the male and the female to be distinctively different one from another. When Christians fail to dress in a manner that honors the distinction between men and women, God calls it an “abomination.”

3. **Principle of Identification** (I Timothy 4:12; Romans 12:1-2; I John 2:15-17)  
Christians should strive to identify with their Lord and Savior and not with the world. God desires that His people demonstrate to the “world” that they are different.

#### **RULES FOR ALL**

1. Students are expected to abide by the dress code in the building, to and from school or school events, and at any event where the school is being represented.
2. Students who fail to comply with the dress code will be warned for first offense, and if immodest, parents will be asked to bring in other clothing before the student will be allowed to attend that day’s classes. Repeated offenses in 5<sup>th</sup>-12<sup>th</sup> grades will result in disciplinary points (see Discipline Policy) which may result in a detention or suspension. Repeated offenses at the elementary level will be handled in a parent conference.
3. Final decisions on questionable clothing will be made by the administration. The administration reserves the right to add or to delete, to modify or to expand the dress code as necessary.
4. Pants: Loose fitting dress slacks, khaki type pants, and jeans ought to be worn at the waistline. Students who fail to keep pants at the waist will be required to wear a belt. Pants (or skirts) must not be excessively tight or baggy. Pants may not have any holes, rips, frays, distressed areas, or anything written or faded to bring attention in an immodest way. “Hip hugger”/ “low rise” style pants, warm-ups, sweatpants, track pants, or yoga pants are not acceptable.
5. Tops: Dressy, polo shirts, and business casual tops are encouraged. All shirts must have sleeves, and shoulders and midriffs are to be covered at all times. Shirts should not have holes, tears, rips or be frayed in any way. CCS t-shirts and/or sweatshirts may be worn as appropriate school attire, but sweatshirts must either be worn all day or on top of other appropriate attire. T-shirts (and the same is true of sweatshirts) are only acceptable when plain colors or containing a brand emblem, sports names or symbols, appropriate nature related pictures, or Christian-themed (or church) content. Sweaters and cardigans are appropriate during cooler weather, but coats should not be worn in classrooms without permission.
6. Shoes: Dress shoes, clean athletic shoes are acceptable. Shoes must be worn at all times during the school day. Slippers, flip-flops or crocs are not allowed.
7. Hats, caps, hoods, headscarves and bandanas are not allowed to be worn in the school building.
8. Hair coloring and highlighting is allowed as long as it is a natural color (a color someone would be born with). Administration will determine whether the color meets that definition. Points may be assigned on a weekly basis if an infraction is not able to be rectified.
9. Longer shorts will be acceptable for Physical Education. Gym t-shirts must still meet all guidelines above.
10. All students who are currently enrolled in CCS and who intend to continue their education here, are expected to refrain from any new type of body piercing (girls’ earrings are the exception) or tattoos. Any current tattoos must be covered at all times.

#### **SPECIFIC RULES FOR GIRLS**

1. Dresses/Skirts: The required hemline length for skirts and dresses is top of the knee. Slits should extend no higher than the two inches above the top of the knee when in a standing position. If leggings are worn, the shirt or dress must come down within 6 inches (length of a dollar bill) of the top of the knee.
2. Pants: Capris may be worn if they descend at least to the mid-calf. Leggings may not be worn as pants by themselves.
3. Tops/Blouses: Anything tight, low-cut, or see-through is prohibited. Anything see-through worn must have clothing underneath that meets CCS dress code. Shoulders and midriff must be covered.
4. Shoes: Dressy sandals are allowed but must have a heel strap.
5. Make-up should be neat and feminine in appearance, without extremes in style.
6. Jewelry: Wearing of jewelry in moderation is appropriate. Earrings are permissible, but no other body piercings should be worn in school or at school events.

## **SPECIFIC RULES FOR BOYS**

1. Socks are required with all shoes.
2. Hair should neatly cut, combed, and masculine in appearance. It should not extend past the back neckline or cover any part of the ears. It should not touch the eyebrows when worn normally. Hair should be short enough not to give the appearance of “shagginess” or “bushiness”, and should not be worn in extreme styles. Partial haircuts (i.e., mohawks;) rat-tails or ponytails; lines or designs in hair are not allowed.
3. Sideburns should not extend lower than the ear.
4. Boys must come to school clean-shaven in appearance. An electric razor will be provided for them to shave if necessary.
5. Jewelry: Wearing of earrings or any other piercings while at school or at any school-related function is not appropriate and will result in confiscation after the first warning during the school year.

## **ELEMENTARY EXCEPTIONS**

1. Elementary students may wear t-shirts and sweatshirts with other designs besides those listed above so long as the slogans or logos are not offensive, profane, or inappropriate.
2. Elementary students may wear short pants when the weather forecast predicts temperatures above 75° provided they extend to the knee.

## **DISCIPLINE**

Discipline is a major area of concern in the Christian home, the Christian school, and the Christian life. Without proper discipline, a Christian will never achieve God’s will in his or her life. Imposed discipline helps to build self-discipline (Prov. 25:28).

We consider attendance at Calumet Christian School a privilege and welcome constructive suggestions. However, the administration reserves the right to ask a student to withdraw at any time it believes the student is having a detrimental effect upon the spiritual, social, or scholastic atmosphere of the school. Parents who cannot support the discipline standards of CCS should reconsider having their child attend. This will prevent the child from being placed in a position of conflict between the parent and the school.

### **STATEMENT OF DISCIPLINE PHILOSOPHY**

Proverbs 22:6 tells us to *"Train up a child in the way he should go: and when he is old, he will not depart from it."*

School guidelines have been established for various reasons:

1. To set the boundaries in matters of right and wrong,
2. To meet State regulations regarding health and safety,
3. To assist in the orderly function of the school's programs, and
4. To identify the level of excellence and quality the school wishes to present.

For everyone’s benefit, students must abide by the guidelines outlined in the Principles of Conduct. When a student chooses not to do so, he/she places himself/herself in the position of needing correction. In normal circumstances, students are given opportunities to correct their own conduct. If the correction is not heeded, other means of correction will be applied to bring the student in line.

Correction and restoration are the key ingredients of discipline. When students are disciplined, those who make a diligent effort to correct their behavior and meet the school's expectations can continue participating in the programs and opportunities offered by the school. However, if students choose to continue in their own way and the discipline administered does not change their behavior, then the school's ability to work with these students becomes ineffective.

The desired outcome of the CCS disciplinary program is stated below:

1. To train young people to respect those in authority over them.
2. To be responsible for their own actions.
3. To train them to think and work independently toward a right outcome.

4. To teach them how to make right decisions.

Most parents welcome a somewhat structured learning environment for their children. While our environment may have more structure than is desired by some, it is very important that parents, who wish to become part of the CCS family, support the guidelines and expectations of the school. Such cooperation between the home and school will give students the security of knowing that the school and home both share the same goals.

#### **ELEMENTARY CORRECTION (K-4)**

Disciplinary concerns and methods will be handled directly by the classroom teacher. Each teacher will discuss his or her disciplinary expectations with the students and parents. A phone call to parents may be necessary to assist in clarifying directives to resolve a student's misconduct.

- A. When misbehavior persists:
  1. The teacher will send a note home asking that the parent or guardian sign and return the note indicating that they are aware of the problem and are seeking to resolve the misbehavior with their child.
  2. If the problem or misbehavior continues, the teacher will request a meeting with the parent or guardian.
  3. After continued unresolved problems, the parent (guardian) will be asked to meet with the teacher and the principal.
  4. At the next level of discipline, CCS may ask the student to serve a suspension. Work, tests and quizzes will still be taken, and will be graded on a 50% basis. Suspensions may be served in school or at home. Parents will be notified of the decisions in this step.
  5. As a final decision, CCS may ask that the student be withdrawn.
- B. Cheating will result in a zero for that work, and the parent (guardian) will be contacted.
- C. Any involvement in criminal activity will result in immediate expulsion.
- D. Teachers and staff must be respected. If there is a continued problem with disrespect of staff, the parent may be asked to withdraw the student and remove him/her from CCS.
- E. If situations arise that do not have a written rule to govern them, an administrative decision will be made at that time.

#### **MS/HS CORRECTION (5-12)**

A simple point system will be used for those middle school or high school students who do not comply with the behavior guidelines. In the majority of cases, the corrective steps are progressive with most behavior adjusting itself before more severe consequences are necessary. In extreme cases, a student's unacceptable behavior will warrant a more immediate consequence. It is important that students realize that their choices and actions will result in consequences.

The following list is a possible progression of disciplinary measures.

1. Warning(s)
2. Detention
  - Students must use the restroom and get water before coming to detention. Students will not be allowed to leave the detention.
  - A ten dollar (\$10) fee will be charged for each detention a student receives.
  - Detention is not a study hall. It is a period of 45 minutes of quiet reflection.
  - A tardy to detention will result in an additional detention. Failure to serve a detention or dismissal from detention due to inappropriate behavior will result in a second detention. Multiple failures to serve may result in a suspension.
  - Students may not get out of their desk for any reason. They will remain in their seats until dismissed from detention by the supervising teacher.
  - All dress code and conduct policies will be adhered to during detention.
3. In-school Suspension - Requires isolation from his/her peers. No academic penalty will result. Class work will be given and is expected to be completed so the student continues to learn. A fifty dollar (\$50) fee will be charged for an in-school suspension.
4. Out of school Suspension - Out-of-school suspensions will be issued on any school day, and may extend for one, three or five school days depending on the severity of the infraction. A suspended student may not be on the grounds or attend any school functions during the duration of suspension. All work missed should be made up, and will be graded with a max of 50% value. A fifty dollar (\$50) will be charged for an out of school suspension as well.
5. Expulsion - When a student is expelled from school, he/she loses the privilege of attending Calumet Christian School. An expelled student may be considered for re-admission based on the seriousness of the offense (see Re-Admittance Policy below)
6. Referral to an outside agency/service (i.e., police, counseling)

## **POINT SYSTEM**

Offenses will be assigned a point value based on the severity of the infraction. Examples (but not limited to the following) include:

- Tardies to class - 1 point
- Excessive talking in class after warnings - 2 points
- Disrespect to a teacher, arguing - 5 points
- Fighting or rough housing - 5 points

The following disciplinary actions will result on the basis of the points accumulated:

- Detention - Every 10 points
- In-School suspension - 40 points (after three detentions)
- Out of School suspension - 60 points (after in school suspension and one more detention)
- Expulsion - 80 points

## **ILLEGAL OR IMMORAL ACTIVITIES**

CCS will not tolerate the use of drugs (besides for the obvious medical reasons), alcohol, pornography, sexting, stealing, assault, or sexual immorality in any form by its students on or off campus. In most cases, these infractions are illegal or potentially illegal depending on the circumstances and could be handed to Lake County Prosecutor. At the least, offenders could be suspended or even expelled on the first offense if enough evidence is present.

## **OTHER POSSIBLE DISCIPLINARY ACTIONS**

### ***Extra-Curricular Activity Suspension***

A student may be placed on an extra-curricular activity suspension as part of the school's disciplinary process, as a result of a major discipline offense, or by an administrative directive. This suspension includes participation in athletic sports programs and also productions or special events that are not related to course requirements. The suspension may be scheduled for five school days, ten school days or more, or for the remainder of the school year. During the suspension time, the student may not practice or play in any games or competitions. He/She also may not dress in any uniform for games or competition. The Administration will notify the Athletic Department when an athlete has reached a discipline situation which results in the administration of additional consequences.

### ***Behavioral Probation***

A student may be placed on behavior probation as deemed necessary by the administration. The probation period will be determined by the seriousness of the offense. A student who serves two probations during a regular school year may lose the privilege of returning to CCS the following year.

Because the probation period places the student on a conditional continuance at CCS, a violation of the probation guidelines can result in the same consequences as those who would commit an expulsion offense. A student who continues to be in violation of his/her specified guidelines may be asked to withdraw from CCS.

## **RE-ADMITTANCE POLICY**

The Bible also stresses that when it is apparent that the result of discipline is the formation of character, then we as Christians are obligated to pursue a path of restoration (Matthew 18:15-20; Galatians 6:1; Luke 15:1). When it appears a student is genuinely filled with remorse and repentance over an infraction that resulted in his/her expulsion from CCS, the following steps of restoration may be taken, which may result in the student's return to school.

From an expulsion: After at least a semester's absence, the student that desires to return must reapply. In addition, the student that desires to return to CCS will do the following:

- Write a letter to the Administrator requesting re-admission.
- Establish a good behavior record in another school.
- Present to CCS a letter of recommendation from a pastor, principal, and teacher documenting a positive change in behavior and attitude. These letters must come from outside of CCS.

The Administrator and Board will then meet to make a decision on the re-admittance of that student.

## **MERCY POLICY**

The Word of God teaches that our Lord showed mercy and that He encourages us to show mercy toward each other. (Matthew 5:7; Hebrews 4:16; James 2:13) believing also that students may fail to make wise choices in some circumstances and that without help from spiritual counselors these unfortunate choices can have life-long, as well as eternal consequences, this policy is mandated.

If parents discover that their student is involved in actions away from school that could lead to school discipline, they should call the Administration as soon as possible. If a student voluntarily comes to a CCS faculty or staff member for help and counsel because of involvement in a first-time incident that is a serious infraction of the discipline code of CCS, the faculty/staff member is required to report the incident to the Administration.

The Administration will evaluate each situation and grant the student consideration under these circumstances where it is possible. In some instances, a student may still be asked to resign positions of leadership and relinquish opportunities in extra-curricular activities. However, if the school discovers the problem, is already investigating it, or if a criminal act is involved, the school will have to take disciplinary action through the established discipline system. A second occurrence will require a more severe administrative action.

## **FINANCIAL POLICIES**

### **TUITION**

Full tuition is set and stated at the time of early enrollment. Parents or those responsible for payments may choose to pay on a ten-month schedule. It should also be understood that a \$20 late fee will be assessed if the monthly payment is not received by the fifth of each month. Report cards will not be released until all bills are current. Accounts which are not current by the fifth of each month may result in a student's ineligibility for extracurricular activities or even in dismissal until the school bill is brought up to date.

### **FEES**

Various other fees including registration fees, discipline fees (detentions, suspensions, gum chewing), hot lunch credits, etc. are the responsibility of the parent/guardian as well. These all must be paid in full or the same possibilities for ineligibility or dismissal can result.

### **VOUCHERS**

Applications for state vouchers and for tuition assistance may be made after students are enrolled for the next school year.

### **INSURANCE**

All students of Calumet Christian School are covered by a supplemental accident insurance policy.

## **ATHLETICS**

### **SPORTS AND SEASONS**

(As they are available, due to coaches available and if we have enough players to have a team)

#### Fall Sports (August through November)

Boys' Football  
Co-ed Soccer  
Girls' Volleyball

#### Winter Sports (November through March)

Boys' Basketball  
Girls' Basketball

#### Spring Sports (March through May)

Boys' Baseball  
Girls' Softball



## **PHYSICALS AND OTHER FORMS**

All student athletes must have a physical before trying out for any team. There are no exceptions. One physical per school year is sufficient for all sports. Forms are available online. Parents of each student who participates in athletics must be sure that their child is covered by insurance for competition in sports. This should be included on the emergency information card that is collected along with the other forms by the coach.

## **PRACTICES AND GAMES**

Students involved in after-school activities will report directly to the teacher/coach in charge. Students may not leave school and return to the activity without written permission from their parent and or the administration. Coaches have full authority of the school.

Parents are expected to provide transportation for their athletes immediately following practice and upon the return from games. Schedules will be provided for each team member. Any student who is regularly not picked up on time may be suspended or dismissed from the team.

All athletes will travel to and from away games with the teams on school-provided vehicles, unless school vehicles are unavailable or there is inadequate space.

## **MISSING CLASSES**

Any team member who misses a class or classes because a team is dismissed early is responsible for all work missed. The student is responsible for getting all assignments prior to the away-games.

Athletes are expected to be in school both the day of the game and the day after a game. Any team member absent from school the day of a game will not be eligible to play in the game.

## **ELIGIBILITY**

Academic. See Academic Eligibility.

Behavioral. See Extra-Curricular Activity Suspension.

## **MUSIC**

Music plays an important role in worship, athletics, and life in general. Teenagers especially are highly influenced by the music to which they listen. Calumet Christian highly encourages our students to choose music that glorifies God. Music that promotes ungodly and immoral behavior through its lyrics is not acceptable, and will not be tolerated on school campus or on any school sponsored activity or event.

## **OTHER GENERAL INFORMATION**

### **LUNCH POLICY**

Students need to bring a sack lunch each day. Milk will be available for purchase for elementary students only. A milk order form will go home each month and must be completed on time to receive milk. A lunch fee of \$3.00 will be charged to students without a lunch and whose parents cannot be reached. Lunch will consist of peanut butter crackers, applesauce and granola bar.

Hot lunches will be served on Thursdays for students who order in advance. An order form will go home each month and must be completed on time for students to receive a hot lunch. Meals and charges will be specified on the order form.

For 7<sup>th</sup> - 12<sup>th</sup> grades, beverages and snacks may be purchased on a daily basis. Microwaves are available for the MS/HS only. Lunches may not be ordered out for delivery to school.

### **HEALTH DEPARTMENT REQUIREMENTS**

It is a state requirement to have immunization records for each student; therefore, an up-to-date, doctor's authorized immunization record for every student is necessary. Immunization requirements are on the back of the Student Health Record form.

## **MEDICATION**

Students may not keep medication on their person or in their lockers. All medications are to be left in the office with the school nurse. Medication will be administered only with written authorization from the physician or the student's parent/guardian, which includes:

- Student's name
- Diagnosis
- Name of medication
- Amount of dosage and how long to be given at school
- Physician's name and phone number

Prescription medication must be in its original container and properly labeled with the student's full name, date prescription was filled or medication's expiration date, diagnosis and legible instructions for administration. The school, including teachers, assistants or any staff member, shall not in any way be liable for missed doses, late doses or wrong administration of medication.

## **VISITORS**

Students who desire to bring friends interested in attending CCS must make prior arrangements with the administration. Visitors are expected to abide by CCS's dress code and conduct.

## **WITHDRAWALS**

### ***From School***

All withdrawals must go through the school office and business office. The school office is to be notified as soon as possible. On the student's final day, he/she will need to see each teacher who will collect any school owned books/materials for that class. The student's locker must also be cleaned out properly and lock turned in. Transcripts will be sent after financial accounts are up to date.

### ***From a Course***

Students will be strongly encouraged not to withdraw from a course unless, in the teacher's judgment, the student is unable to do the work. Parents must approve of the withdrawal before it can be finalized. Should a student simply choose to drop a course, no credit is given. Courses may be dropped or changed only in the 1st 2 weeks. Any changes in a class schedule must be handled through the main office. (Registrar)

## **WEATHER-RELATED SCHOOL CLOSING**

CCS will follow our procedure of calling parents. Please make sure that your voicemail box is not full so that a message may be left if necessary. We also post our school closings on <http://www.emergencyclosingcenter.com/complete.html> who forward that information to a number of radio and television stations.

## **LOCKERS**

All students in 7<sup>th</sup> to 12<sup>th</sup> grades are assigned a locker and given a lock. If a student loses the lock assigned to his/her locker, it must be replaced with a lock purchased from the school (\$10.00). Locks purchased elsewhere may not be used. Students are to use only the lock and the locker assigned to them. Lockers are to remain locked at all times.

The Administration, their assistants, and any security official may conduct a reasonable search of any student and/or locker if there is probable cause to believe the student has in his/her possession or locker an item that the possession of constitutes a criminal offense under the laws of the State or that violate the rules of the school.

## **LOST AND FOUND**

Articles are kept in the Lost and Found for approximately 30 days, if space permits. Be sure you immediately inquire for any items you have lost. Articles of value such as eyeglasses, watches, jewelry, and wallets/purses, if turned in, are held in the school office.

## **STUDENT DRIVING PRIVILEGES**

It should be understood that driving to school is a privilege. Both students and parents need to carefully read the regulations regarding students driving to school. A Student Vehicle Registration

Form must be completed and returned to the High School Office within ten days after the school year begins. Failure to do so may forfeit the privilege of driving to school.

Students who are found to be careless or non-cooperative regarding their driving regulations may be issued disciplinary consequences, have driving privileges suspended, or be given other consequences as deemed necessary by the administration.

### ***Driving Regulations***

- The vehicle or vehicles driven by a student must be registered with the school office.
- The campus speed limit is 15 mph and must be observed at all times.
- All student passengers must turn in written permission from their parents allowing them to ride with the student driver (submit the note with the student driver's Parking Permit Form). Each passenger must also adhere to the following regulations relating to arrivals, departures, and returning to the vehicle after it is parked and left. Any addition or removal of passengers is to be reported in writing within a week of the change.
- The driver must carry adequate insurance to comply with Indiana State law. CCS is not responsible for students who are transported by private vehicles.
- There is to be no loitering in or around motor vehicles in any of the parking lots before school, after school, or during the school day. Once the vehicle has been parked, the driver and passengers must leave the vehicle. After school, students are required to leave the school grounds by 3:30 p.m. If they need to be on the school premises longer, they must be under staff supervision.
- No student may drive off school property during school hours including lunchtime without prior permission from the administration (i.e. early departures or time release).
- No student may return to a vehicle during the school day without administrative permission. Lunches, books, projects, clothing, etc. should be taken from the vehicle when the student arrives at school.
- Unexcused tardiness and continued tardiness to school may result in the suspension of the driving privilege.
- Vehicles are to be left in designated parking areas during school hours. A student may park only in his/her assigned space, and the vehicle may not take more than one space. There is to be no parking in faculty spaces or in any other lot.
- Vehicles must be locked at all times. CCS will not be responsible for lost or stolen items.
- The volume from the radio or other music equipment should not be audible outside the vehicle.
- The Administration, their assistants, and any security official may conduct a reasonable search of any student and/or vehicle if they have probable cause to believe the student has in his/her possession or vehicle an item that the possession of constitutes a criminal offense under the laws of the State or that violate the rules of the school.

### **AMENDMENTS**

This handbook may be changed mid-year with board approval and parent notification. Improvements, adjustments, and corrections will be incorporated as needed.