

# **CALVARY CHRISTIAN SCHOOL**

## **PARENT PACKET**

### **Mission Statement**

Calvary Christian School (CCS) was established to provide a quality academic education integrated with the Biblical principles set forth in God's Word. Our objective is to offer parents an option to the public school system and to be able to give their children a Christ centered education. Our interest is focusing on and meeting the needs of the parents and their children. Proverbs 22:6 says, "Train up a child in the way he should go, and when he is old he will not depart from it." It is our goal to work with parents to help in that endeavor.

### **Philosophy**

The educational philosophy of CCS is based on a God-centered view of truth and man as presented in the Bible: Since God created and sustains all things through His Son, Jesus Christ; the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is pointedly true of man, who was made in God's image, different in kind from all other creation, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, he cannot, however in this condition, know or honor God in his life. He can do this only by being born again by receiving Jesus Christ as Savior and Lord and thus be enabled to do God's will, which is the ultimate purpose of his life.

The entire process of education is seen as a means used by the Holy Spirit to bring students into fellowship with God, to develop a Christian mind in them and to train them in godly living, so that they can fulfill God's total purpose for their life: personally and vocationally. They must be taught what the Bible teaches so they may understand God as well as their own nature and role as God's image; they must be developed, and related to God as a whole person: spiritually, mentally, emotionally, physically and socially; they must learn to see all truth as God's truth and to integrate it with and interpret it by God's Word; they must be educated as individuals with their own unique abilities and personalities who must learn to live and work with others at home, in the church and in a changing secular society; and they must interact with and be taught by parent and teacher models who are, themselves, born again and have this perspective on life.

The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents' request the Christian school, along with the church, becomes a partner in giving this education.

### **Statement of Faith**

**Calvary Chapel has been formed as a fellowship of believers in the Lordship of Jesus Christ.**

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God and inerrant in the original writings.

2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His death and 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.
4. We believe that lost and sinful man must be saved, and that man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of both the saved and the unsaved; they that are saved unto the resurrection of life and they that are unsaved unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **WE HOLD TO...**

1. ...the inerrancy of Scripture.
2. ...the continuance today of the diversities of spiritual gifts as found in 1 Cor. 12:4-11.
3. ...simplicity in church government, rather than a complex bureaucracy.
4. ...a dependence upon the Holy Spirit to lead, rather than fleshly promotion.
5. ...the pre-millennial, pre-tribulation return of Christ for His waiting church.
6. ...the teaching of the Word of God in such a way that it can be applied to life as beneficial toward a growing maturity.

### **WE REJECT...**

1. ...the teaching of "positive confession."
2. ...the belief that true-Christians can be possessed by demons.
3. ..."Dominion theology," the belief that believer's can usher in the 2<sup>nd</sup> Coming of Christ through the evangelization of the world and the takeover of secular authorities.
4. ...a fatalistic view which allows no room for free will.
5. ...prophecy that supersedes biblical scripture.
6. ...the incorporation of humanistic psychology and philosophy into biblical teaching.
7. ..."Charismania" (the over emphasis upon spiritual gifts, experiential signs and wonders, etc.)
8. ...a world view based on the theory of evolution

### **Spiritual & Moral Growth Objectives**

1. To teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it.
2. To teach the basic doctrines of the Bible.
3. To lead the pupil to a decision of confessing Christ as Savior and Lord.
4. To develop a desire to know and obey the will of God as revealed in the Scriptures.
5. To equip the student to carry out the will of God daily.
6. To impart an understanding of each Christian's place in the church and its worldwide task of witness, evangelism and discipline and to stimulate the students' involvement in this task.
7. To develop the mind of Christ toward godliness and sin and to teach the students how to overcome sin.

8. age the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authorities.
9. To help the student develop for himself a Christian world view by integrating life and studies with the Bible.

### **Personal & Social Development Objectives**

1. To help the student develop his personality based on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities.
2. To teach the students to treat everyone with love and respect since they too, are made in God's image.
3. To make the student a contributing member of his society, realizing his dependence on others and their dependence on him and the need to serve them.
4. To promote an understanding of time as a God-given commodity and the individual responsibility for effective use of time.
5. To show a realistic and Biblical view of life and work, and to provide skills for personal relationships and future endeavors.
6. To develop proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honoring homes.
7. To promote physical fitness, good health habits, and wise use of the body as the temple of God.
8. To impart the Biblical attitudes toward material things and to encourage the individual's responsibility of using them for God's glory.

### **Academic Objectives**

1. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics.
3. To teach and encourage the use of good study habits, how they can learn most effectively within the parameters of their individual learning styles and to encourage an ongoing thirst for knowledge.
4. To teach the student how to do independent research and to reason logically.
5. To motivate the student to pursue independent study in areas of personal interest.
6. To develop creative and critical thinking and proper use of Biblical criteria for evaluation.
7. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
8. To discuss current affairs in all fields and relate them to God's plan for man.
9. To produce an understanding and appreciation for God's world, an awareness of man's role in his environment and his God-given responsibilities to use and preserve it properly.
10. To provide the opportunity for students to experience what they are learning through "hands on" activities whenever applicable and practical.

11. To engender an appreciation of the fine arts through the development of the student's understanding and personal expression.

### **Objectives In Working With The Home**

1. To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
2. To help the parents to understand the school's purpose and program.
3. To aid families in Christian growth and to help them develop Christ-centered homes.
4. To assist parents in keeping up with the changing culture and its effects on the home and the implications for their children.
5. To encourage regular attendance and involvement in the local church.

### **Chapel and Assemblies**

Chapel is an integral part of our major mission of growing Christian students up in the Lord. Along with our daily Bible lessons, Scripture memorization and integration of the Bible into everything about CCS, Chapel is an important part of life at the school.

Chapel is held regularly. Parents are welcome to attend. Our purpose here is to lead students into a group worship experience based on God's Word and to enrich their spiritual lives.

Assemblies are used to highlight special speakers, groups or occasions, and special events.

### **Admission Policies**

#### ***Parent-School Agreement***

To maintain harmony with the Christian home, church and school, as a parent you are asked to:

**Attend** a one-evening back-to school orientation meeting, as well as the Open House, both to be held at the beginning of the school year. Attend other parent meetings and conferences scheduled by the school.

Make it your first priority to **attend all school activities** that your child is involved in; thereby assuring him/her of your loving support (e.g., programs, athletic competitions, etc.).

Attend your local, chosen **church regularly**, realizing that CCS is a supplement – not a substitute – for a Godly home and family. Regular church attendance is Biblical. (Heb. 10:23-25; 1 Thess. 5:11)

Support the school with your **prayers** and **volunteer service** in assisting with fund-raising and all other school related activities. Your prayer support of our school is absolutely essential. This is a spiritual battleground, and the battle must be fought with spiritual weapons. (1 Cor. 10:5-11; Eph. 6:12; 1 Tim. 2:1-4)

**Pay your tuition on time** (due by the 10<sup>th</sup> of each month). If your tuition is not paid by the 30<sup>th</sup> of the month and you have made no attempt to pay or make arrangements with the Administrator, your student will be dropped from school. Your registration and tuition fees pay for normal operating expenses.

**Support the school in all matters of discipline** involving your student. The school's disciplinary policy includes corporal punishment and will be administered under the school's corporal punishment policy. Understand that your student will be dismissed from school for any incident involving the use of alcohol, tobacco, drugs, weapons, or any instance of immoral or unseemly behavior/speech on or off campus at any time.

**When you have a problem or concern, please contact the person (teacher, aide, volunteer, etc.) most directly involved.** If it is not resolved, then contact the Principal for clarification. We expect you to agree not to share problems with those not listed in the above steps. (Matt. 5:23-24, 18:15-16; James 3:5,9-10).

**Refrain** from taking your student out of school unnecessarily. Regular attendance is important. The faculty is willing to help students with make up work, but you must take the initiative. Advance notice is required.

**Contact** the Principal or office directly to let us know your reasons for withdrawal. We appreciate your input and insight. If you are moving or financial needs arise, we appreciate knowing how we may assist you.

**Support CCS's Mission, Purpose, Goals, Philosophy, Doctrinal Statement, rules and policies,** understanding that while you may not always agree with a rule or policy per se, your support is still necessary and will be honored by God. (Rom. 13:1-4; Heb. 13:17; Deut. 6; Gal. 4:1-2; Heb. 12:9-10). CCS must have your heart felt support, especially from fathers, if we are to have an effective ministry with your child. You must waive any right to litigation regarding any dispute with Calvary Chapel Tri-Cities and/or Calvary Christian School and agree to accept the School's decisions as final in all such matters.

**Participate in School Fundraisers,** Auction, Cow pie raffle, Candy sales, Flower sales, etc.

### *Application Process*

1. The child must be the appropriate age for Kindergarten and First Grade:
  - Kindergarten (K4): Child must be four years of age as of midnight August 31 of the year of entry
  - Kindergarten (K5): Child must be five years of age as of midnight August 31 of the year of entry (WAC 180-39-010)
  - First Grade: Child must be six years of age as of midnight August 31 of the year of entry (WAC 180-39-015)

2. Placement of Second Grade and beyond is contingent on the successful completion of the previous grade at CCS, home-school or public school.
3. Complete a New Student Application and financial contract and return it to the school office.
4. Return your completed applications with the appropriate registration fee.

- \$150.00 registration fee/child

*\*Once class placement is guaranteed the registration fee is non-refundable.*

5. After notification of acceptance into the school, you are required to turn in the following:

- Emergency Information Sheet
- Request for transfer of records
- Immunization Records (All Grades)
- Certified Copy of Birth Certificate for Kindergarten and First Graders

Children who have a history of disruptive behavior will be screened. If such students are accepted, they will be probationary for the first quarter. It is expected that students who attend CCS will maintain a positive attitude toward the school, their teachers, and fellow students.

Students with severe academic handicaps will be accepted only if we can provide a specific program for them that will meet their needs. In some cases, students with moderate academic disabilities may be accepted after counseling with parents outlining the limited program and reduced expectations for academic progress. In some cases, parents may desire the atmosphere of Christian nurturance more than the academic help provided by public school programs. That being the case, we may enroll the student as long as we are able to provide a program that meets the needs of the child.

Students new to CCS may be tested to determine exact grade placement.

### ***New Students***

Students seeking admission to CCS during the school year will be admitted one full school day after registration. This time period is necessary to prepare materials and programs for the new student.

### ***\*Fee and Tuition Schedule (School Year 2011-2012)***

#### **Registration Fees**

Non-refundable fees for insuring a position in a particular grade.

Grades Kindergarten - 8<sup>th</sup> = \$150 per student.

Registration fees are due at the time the enrollment contract is signed and are nonrefundable.

**Curriculum Fees**

Curriculum fees pay for textbooks, workbooks, and consumable items.

	<u>Credit/Debit</u>	<u>Cash/Check (discount)</u>
Kindergarten -	\$110	\$105 per K4 student
	\$150	\$145 per K5 student
Grades 1-8	\$265	\$255 per 1 <sup>st</sup> grade student
	\$245	\$235 per 2 <sup>nd</sup> - 5 <sup>th</sup> grade students
	\$280	\$270 per 6 <sup>th</sup> – 8 <sup>th</sup> grade students

**Tuition**

Tuition is payable in three ways:

- On a ten-month basis, August 1 – May 1
- On a twelve-month basis, July 1- June 1
- Payment in full on August 1

**Tuition:**

	<u>Credit/Debit</u>	<u>12 month</u>	<u>10 month</u>	<u>Cash/Check (discount)</u>	<u>12 month</u>	<u>10 month</u>
K4-K5	\$1855/year	\$155/mo.	\$186/mo	\$1800/year	\$150/mo.	\$180/mo.
Grades 1-5	\$2845/year	\$237/mo.	\$285/mo.	\$2760/year	\$230/mo.	\$276/mo.
Grades 6-8	\$2970/year	\$248/mo.	\$297/mo	\$2880/year	\$240/mo.	\$288/mo.

In multiple student families, full tuition is paid for the oldest student. Each additional student would get a \$200 discount on tuition per year. Parents can also earn \$50.00 credit for each family they refer to Calvary Christian. The referred family must successfully register and attend Calvary Christian.

Payments for tuition are due on the first business day of each month. Any payments not received by the 10<sup>th</sup> of the month will be considered past due. If it is not possible that payment be made at that time, parents please notify the school in writing and work out an agreeable arrangement. If your account becomes past due two (2) payments, we will allow you 10 days to clear your account. If the account is not cleared within these 10 days, your child(ren) will be suspended from school until balance owed is paid . Accounts that are 10-24 days overdue will be assessed a \$20.00 late fee. Any unpaid balance in tuition or other fees at the time of withdrawal or the end of the school year will preclude the release of report card(s) and cumulative records. There will be an added charge for all returned checks. Tuition accounts must be current and remain current (this includes any other school-related fees) in order to register your child the subsequent school year. Accounts must remain current through the spring and summer months to keep your child on the class list.

If for some unforeseen reason you will not be able to meet your monthly tuition payment by the 10<sup>th</sup>, please call the school and make arrangements.

### ***Parent Meetings***

An occasion may arise during the course of any school year calling for the need to take social, financial, or spiritual action. In the event of such needed action, it may be necessary to call a mandatory parent meeting to insure effective or smooth handling of such matters.

Such a meeting will be clearly communicated well in advance and would require the attendance of at least one spouse from each family.

### **General Information**

#### **Car Pools and Transportation**

The school, because of financial constraints, is unable to transport students to and from school. For those who wish help in car-pooling, there will be a time during Parent Orientation for you to meet those in your area and arrange a car pool. If you need to arrange a car pool after school has begun, you may check the office for names of those in your area, but we will not arrange your car pool, you must do that part.

#### **Riding Bikes/Walking to School**

Because we are on a very busy and heavily traveled road, we discourage parents from allowing students to walk or ride bicycles to school. If you are giving your children such permission, please notify our office so that the office personnel and the teachers are so informed. We must also have a signed permission slip on file for each student riding a bike to and/or from school. Skateboards are strictly prohibited on the school campus, for the courtesy and safety of others. **Please use the release form provided at the end of this section to notify the office that you give your child permission to walk or ride a bike to school.**

#### **Cold-Weather School Delays**

During cold weather months we ask that parents tune to radio station KONA 610 am for school delay and closure reports. Kindergarten classes will be canceled for the day. CCS follows the Kennewick School District in regard to closures/delays.

#### **School Pictures**

School pictures will be taken annually. Pictures that are ordered will be on a prepay basis only. Complete satisfaction is guaranteed or the picture will be retaken or the money refunded. A make-up day will be announced for those absent or needing a retake. We also offer a no obligation school picture program in the spring.

#### **Volunteer Work**

CCS has a great need for volunteer help of many kinds and the depth of school experience frequently hangs on the readiness of volunteer help. Volunteering is a requirement for enrollment of your children in CCS.

Therefore, we expect each family to commit to volunteer a minimum of nine (9) hours per trimester (3 hrs/mo.) in some area of service to the school. If you accumulate more than nine hours in one trimester, the hours may be carried over to the next trimester.

We realize that many parents contribute much more than the 9 hour minimum on a regular basis. We deeply appreciate this dedication, and still need their commitment of time and talents. Please be assured that it is not the school's intent to place a burden on any family. We simply must have everyone involved in our volunteer program to insure the best education possible for our students, and to provide the necessary services to which parents have meaningful way in the education of your child. Volunteering at the school is one way to reap these blessings. We encourage you to use your gifts and talents to bless the children, the school, and to receive a blessing in return.

If you are unable to volunteer the minimum number of hours per trimester, an additional \$45 will be added to your tuition payment (\$15/mo.).

### **School Fines**

Students are frequently issued school property for their use (locks, balls, books, Pianos etc.). Willful damage or unreasonable wear and tear may cause the student to incur fines equal to the replacement value of the property.

### **Discipline**

**INAPPROPRIATE SCHOOL ITEMS:** Gum, snowballs, water devises of any kind, skateboards, knives, playing cards, alcohol, drugs, tobacco and guns will not be allowed at school or school activities. Any such item that is brought to class will be confiscated. The school will not take responsibility for any loss or damage. Smart Phones, I pods etc. are allowed under the supervision of the teacher for emergencies but will be confiscated if used at inappropriate times.

We desire for the discipline at CCS to be characterized by three things: 1) genuine love for our students; 2) firm but fair enforcement of rules; and 3) good communication between home and school. Our proper handling of discipline is one of the chief ways God uses teachers and parents to minister effectively to students.

Although it is necessary to have school and classroom rules, our emphasis will not be upon the absolute obedience of the do's and don'ts of school rules but upon developing young Christians in the image of their Creator, Jesus Christ. Through a proper response to the authorities God has placed in their lives (parents, teachers and other adults), students will learn to gladly respond to Jesus Christ.

The individual classroom teacher carries the most responsibility for working closely with the students in matters of discipline. It is important that parents and teachers work closely together in correcting any behavior. Parents are expected to support the teacher and the school in discipline (Prov. 24:6).

It may be necessary to discipline a student through a detention or even through the use of the “rod”. In some cases a student may be sent to the office for discipline. This will result in counseling and a call to parents. If discipline is necessary the parents will be given the option of having the Principal administer a spanking, coming to school themselves to administer a spanking, or remove the child from school for the day. Used properly, a swat can be a positive tool for correcting behavior. God’s word supports the use of the “rod” in shaping and correcting children (Prov. 29:15-16, 23:13-14, 19:18, 22:15).

In some cases it will be evident that the school cannot properly handle the disciplinary challenges of a student. If the student does not respond positively to the discipline of CCS, the school reserves the right to have the parents withdraw the child. It will always be our first objective to work out with the parents and the student a change in the behavior of the student so that the family can continue to benefit from enrollment at CCS. Our highest goal is for students to know Jesus Christ personally and to grow and mature in their knowledge and experience of Him.

### **Behavior**

Our expectation of student’s behavior is that while things will be said and done on occasion that are not in accordance with God’s Word, this type of behavior would be an exception rather than the rule. Our anticipation is that all students would generally live their lives in accordance with Biblical principles like those taught in Romans 12-13:5; 1 Peter 1:13-17, as well as other places in God’s Word. Some examples of these principles are as follows:

1. Conform to God’s values rather than the world’s.
2. Recognize that God values each and every student and therefore every student has something valuable and positive to contribute to our school.
3. Hate things that are evil and cling to things that are good.
4. Be kind, respectful, and encouraging to all those around you, rather than rude and negative.
5. Be diligent rather than lazy and prepared to do your best.
6. Be friendly to all students, not just a select few.
7. Live peaceably with all students, not just a select few.
8. Solve your problems with others Biblically. Follow the guidelines in Matthew 5:23-24 and 18:15-20.
  - a. First try to settle it privately between you and those involved. Do not talk to those who are not involved in the problem. This only enlarges the problem.
  - b. If the problem is not solved, those involved should go to a teacher or the principal for help in solving the problem.
  - c. Do not repay evil for evil, but forgive those who sin against you.
9. Respect and obey all supervising adults.
10. Respect and properly care for all things – whether they belong to you or someone else.
11. All behavioral expectations are to be adhered to at all school sponsored activities.

Remember, God wants us to be doers of His Word, not just hearers (James 1:22). Each day before you come to school, ask God to help you to be a “doer” of His Word.

### **Corporal Correction**

CCS is honored that you have asked our staff to assist you in training your child for Christian leadership. Our total program is designed to develop the spiritual and academic qualities that characterize your child. We appreciate your confidence in our program. To carry out your wishes for total character development, we believe it is necessary to follow Scriptural admonition to correct a child when their behavior is in violation of proper or reasonable rules and procedures. When warranted, corporal correction will be exercised under the following guidelines:

1. The offense will be clearly discussed with your child.
2. All attempts will be made to contact the parent before corporal correction is administered.
3. Once the parents have agreed to have corporal correction administered, a staff member will discuss Scriptural applications and will pray with your child.
4. A reasonable number of firm strokes will be administered by a staff member in the privacy of the Principal’s office, using a simple flat paddle.
5. A staff witness will be present.
6. Your child will not be physically restrained. (If the child refuses to submit to the paddling, you will be required to come and take your child home for the day. A conference with the principal and child’s teacher will be required for re-admittance to the school.)
7. After administration of the strokes, the staff member will pray with your child, assuring their love for the child.
8. A written record will be made of the date, offense, number of strokes, and name of correcting staff member and witness. A copy will be sent to you for your signature of approval for the discipline agreed upon.

### **Dress Code**

Our student dress code has been established with one goal in mind, to develop student attitudes and behaviors that bring glory to God and promote spiritual growth.

*1 Corinthians 10:31* “Therefore, whether you eat or drink, or whatever you do, do all to the glory of God.”

*Romans 14:19* “Therefore let us pursue the things which make for peace and the things by which one may edify another.”

As believers, it is our responsibility to conduct ourselves in ways that honor God, including the way we present ourselves to others. Therefore, at CCS we require each student to maintain an appearance in accordance to the following guidelines.

General guidelines for clothing and appearance of all students include modesty, neatness, cleanliness, and safety.

Guidelines for Girls:

Scripture makes it clear that girls are to dress modestly, not bringing any undue attention to themselves.

*1 Timothy 2:9-10 says, “in like manner also, that the women adorn themselves in modest apparel, with propriety and moderation, not with braided hair or gold or pearls or costly clothing, but, which is proper for women professing godliness, with good works.”*

*1 Peter 3:3-4 says concerning women, “Do not let your adornment be merely outward—arranging the hair, wearing gold, or putting on fine apparel—rather let it be the hidden person of the heart, with the incorruptible beauty of a gentle and quiet spirit, which is very precious in the sight of God.”*

Therefore, in consideration of these Biblical principles and safety issues, the following rules will be applied:

1. Jeans, pants and shorts must be appropriately proportioned. They must not be form fitting or excessively baggy.
2. Length of dresses, skirts should be no shorter than knee length; shorts must not be shorter than mid-thigh.
3. Dresses, tops and blouses are required to cover the top of the shoulders and the midriff. They must not be form fitting, low-cut, backless or have any slits. Shorts must be worn underneath dresses if the student is to play on the playground. Undergarments must never be visible above or below outer clothing.
4. Clothing with Christian symbols or messages printed on them is encouraged. Inappropriate types of symbols (including cartoon characters) or messages on clothing will not be allowed.
5. Shoes must be worn at all times. Open-toed/open heel shoes of any sort are not permitted.
6. The wearing of jewelry should be kept to a minimum. Dangling earrings are not permitted.
7. Extreme fashions, which call undue attention to the individual or any part of the anatomy in an unwholesome way, are not acceptable.
8. No Make- up in elementary school is permitted. Jr. High School make-up should not be excessive.

Guidelines for the Boys:

*1 Timothy 4:12 says, “Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.”* In keeping with this Biblical standard and safety issues, the following rules will be enforced for boys:

1. Jeans, pants and shorts must be appropriately proportioned. They must not be too tight or excessively baggy. All pants or shorts must be worn at the waist. Undergarments must never be visible above or below outer clothing.
2. Length of shorts must be no shorter than mid-thigh.
3. Clothing with Christian symbols or messages printed on them is encouraged. Inappropriate types of symbols (including cartoon characters) or messages on clothing will not be allowed.

4. Clothing must be complete, seams must be sewn, and rips and tears must be patched.
5. Shoes must be worn at all times. Open-toed/ open heel shoes of any sort are not permitted.
6. Extreme fashions, which call undue attention to the individual or any part of the anatomy in an unwholesome way, are not acceptable.

*The Administration may determine some manner of appearance not mentioned in this Dress Code to be inappropriate and thus will not be permitted.*

Students who are not dressed in compliance with this Dress Code will be removed from school activities and parents will be contacted and asked to provide a change of clothes. Students will be allowed to return to school functions when they are dressed in compliance with the dress code.

### **Money Sent to School**

Avoid sending cash to school with your students! Please send checks if the amount exceeds \$1.00, especially if you have elementary students. Use your best judgment. Ask the teacher whom the check should be made out to.

### **OFFICE PROCEDURES**

#### **School Hours**

School hours are from 8:30 a.m. to 3:00 p.m. for 1<sup>st</sup> grade through 5<sup>th</sup> grade and 8:15 a.m. to 3:00 p.m. for 6<sup>th</sup> grade through 8<sup>th</sup> grade. Kindergarten (K4 and K5) class starts at 8:30 a.m. and dismisses at 11:15 a.m. K-4 & K-5 Afternoon starts at 12:15a.m.-3:00p.m.

School **office** hours are from 8:00 a.m. to 3:00 p.m.

**Students ARE NOT to be on the school grounds prior to 8:20 a.m. for 1<sup>st</sup> grade through 5<sup>th</sup> grade and 8:00 a.m. for 6<sup>th</sup> grade through 8<sup>th</sup> grade and all students must be picked up by 3:10 p.m.** CCS will not be responsible for the safety of any student remaining on campus past 3:10 p.m.

Early dismissal hours:

Grades 1-5:	8:30 am – 11:15 am
Grades 6-7:	8:15 am – 11:15 am
Kindergarten:	8:30 am – 11:15 am

No P.M. Kindergarten on early dismissal days

Parents will be notified several times before an early dismissal day in order to give you adequate time to arrange for transportation after school. All students must be picked up by 11:30 a.m. CCS will not be responsible for children left on school grounds after 11:30 a.m., so please keep posted on early dismissals. See school calendar for dates.

#### **Late Policy**

**Drop Off:** Parents are allowed 5 late tardies per year before a Tardy Fee of \$10 is assessed for every tardy after. This tardy fee only applies to parental drop offs.

**Pick Up:** If Parents are more than 10 minutes late picking up their children from school they will be assessed a \$10 Late Fee.

### **Campus Policies – Leaving early & visitors**

CCS is a “closed campus” school. Students are not permitted to leave the school grounds during the day without being accompanied by a parent or guardian. **Students must be signed out in the office by their parent or guardian, before leaving.** Students returning before school is dismissed, must report to the office before returning to their class.

Visitors may accompany students to classrooms if they have followed proper procedures:

1. Each teacher must agree to have the visitor in class on the date of visitation.
2. The main office **MUST** be notified of the intended visitation.
3. Visitor must sign in at the school office before proceeding to class.

### **Permanent Records**

Parents of currently enrolled or former pupils have the right to see any and all pupil records related to their children, which are maintained by private schools. Therefore, any parent or legal guardian should notify their child’s teacher four days in advance and the teacher will pull the permanent record folder and have the parent sit down in the classroom or office to go through the materials. This way, if there are any questions, the teacher will be able to answer them.

### **Health Records**

Student health records are kept in each student’s cumulative file. Immunization shots need to be reported to the school office when they take place.

Our school parents volunteer to take care of the health records, weights and measurements of students, and other health related responsibilities.

### **Attendance**

The school office keeps the official attendance of the school. Attendance is taken first thing each morning.

Should a student be tardy (6<sup>th</sup> grade and 8<sup>th</sup> grade after 8:20 / 1<sup>st</sup> grade through 5<sup>th</sup> grade after 8:30), he/she must report to the office before he will be admitted to the classroom. A tardy student disrupts the class and misses valuable time in class at the beginning of the day. Continued tardiness by the student will result in a parent-teacher or parent-administrator conference.

It is the position of CCS that no student can be absent from his or her studies without running the risk of damaging academic progress. Absences for reasons of illness or family emergency are unavoidable;

however, even these “excused absences” put the child behind and force the teacher to construct an individualized program to help the child catch up. This creates a problem for the child, especially if he or she is of average ability or in need to special attention, and it creates a problem for the teacher, who must take time away from class to meet the needs of that child who had been absent.

Children returning to school after an absence must bring a written note from the parents. This excuse is to be given to the teacher. Please call the school office any time your child is absent from school.

\*\*\*Students are responsible for work missed due to absences.

### **Change of Address**

Please notify the school office as soon as possible if you have a change of address, phone or cell number or E-mail address. **In case of emergency, we must have current information on your child.**

### **Telephone Usage**

Students may use the office telephone when it is absolutely necessary. Students need a telephone permission slip from their teacher when making a call during school hours from either phone.

### **Complaint Procedures**

Any person having a disagreement with another person should attempt to settle that problem without involving others. Should it not be settled there, the two should go to the next in line of authority to arbitrate the difficulty. Christians are to use Christian methods in solving their problems (Mt 18:15; Gal 6:1-2; I Pet 1:22-23; James 5:16).

### **Health Policy**

Medications must be turned in to the office at the beginning of the school day and are to be administered under supervision of the teaching or office staff. No student medications will be kept in the classrooms without prior approval.

**Due to changes in state & federal law, school officials/staff are NOT allowed to administer ANY medications (prescription drugs, or over-the-counter medicines, including aspirin and cough drops) without “written, current, and un-expired requests and instructions for the administration of medications at school” from parent/guardian AND the child’s physician or dentist. The authorization form at the back of the Parent Packet must be completed for EACH medication that is to be administered at school. Should you have any questions regarding this policy, or need additional forms, please contact the school office.**

In the event of an outbreak of lice, conjunctivitis (pink-eye) or other infectious disease in a classroom, each child shall be observed and/or examined to determine if the infestation has spread. A notice will be sent home with the children in affected classes explaining correct measures to combat the outbreak and NO child will be allowed to return to class without office approval. For children afflicted by lice, all nits must be gone before permission will be granted to re-enter class.

## ACADEMICS

### Grading Scale

Kindergarten – First Grade:

Achievement in the lower primary grades will be quantified on daily work as the following; “+”, “check mark”, “-”. Report card grades will be:

Outstanding	O
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U

Second –Eighth Grade:

A = 95-100%	B- = 80-83%	D+ = 65-69%
A- = 90-94%	C+ = 77-79%	D = 60-64%
B+ = 87-89%	C = 74-76%	F = 0-59%
B = 84-86%	C- = 70-73%	

Teachers are encouraged to use their best professional judgment in applying the grading system as a learning experience and not as a punishment or empty scholastic enterprise.

### Report Cards

Report cards will be issued to each enrolled student at the end of each Trimester. A copy of the report card will be signed by the parent at the Parent-Teacher conference with a final, hard copy retained for the student’s cumulative folder.

**Any unpaid balance in fees (tuition, fines, volunteer fees, etc.) will preclude the release of report cards and/or cumulative records.**

### Parent-Teacher Conferences

Parent-Teacher conferences are scheduled at the end of the first grading period. We encourage BOTH parents to attend these conferences. Each teacher will have a schedule for his/her room. We encourage informal conferences as needed and very open communication between the home and school.

### Student Tests

Students shall be annually tested using a nationally normed Achievement Test. Review of the results shall take place with each parent. These trimester tests shall be given 3 times a year and parents may pick up the results as soon as possible thereafter.

### **Learning Problems**

In cases where students have diagnosed learning disabilities which exceed the ability of CCS to develop an adequate academic program, the students will either not be enrolled or if diagnosed during the school year Dis-enrolled. However, it is our policy to do all we can to accommodate all students.

### **Academic Probation**

Students who are struggling to pass a class earning a D or F:

1. Parents will be contacted and given a period of time to work with their student to raise their grades.
2. If students grades are not raised in given time period the student will be assigned to work with our resource teacher or placed in our after school program at a cost of \$75/month.
3. If the student fails a class at the trimester, the student will be required to take and pass an online course from Alpha Omega Academy during the next trimester.
4. If all steps fail the student will be withdrawn from school.

### **Make-Up Work**

Parents are required to contact the teacher by E-mail or in person for make-up work. Every effort should be made to give the teacher advance notice of such make-up work so that they can adequately prepare materials.

### **Homework**

It is sometimes the case that students will be required to do work at home. In every case, homework should follow these guidelines:

1. Homework is to be used as reinforcement and practice. It is never to be used to teach new concepts.
2. Homework may be assigned each day, with a minimum on weekends. In some cases, long-term projects may require students to work a greater amount of time, but teachers will keep parents well informed of such projects and due dates so that parents can monitor student progress.
3. Homework should take no more than 1 to 1-1/2 hours. Parents are responsible to monitor the time needed to finish the work and if it is significantly and continually over 1-1/2 hours, parents are to contact the teacher.
4. Students are required to turn in homework, as it will normally be used as part of their grade.

## **CLASSROOM INFORMATION & POLICIES**

**Field Trips**

All field trips should be planned well in advance. Consequently, when desiring to take a field trip, teachers should follow, or have their Room Mother/Father (or other parent volunteer) follow the guidelines outlined in the Field Trip Packets, which are available in the school office. All field trip forms are to be routed to the Principal through the school secretary.

All costs of field trips are borne by the class, including bus fees and gas as described in the following section.

TRANSPORTATION – Parents helping with transportation for any school-sponsored activity must have seat belts or safety restraining devices for each person riding in their vehicle. Students must use their safety-restraining device for the length of time they are in the car. Parents are responsible for providing their own liability insurance when agreeing to transport students in their private vehicles.

**Classroom Maximum Policy**

Classes at CCS are restricted to a specific maximum student enrollment. In the event a student desires to enroll in a class, which has reached its maximum class size, that student will be put on a waiting list and placed into the class in chronological order of their placement on the waiting list. The Administration reserves the right to admit additional students under extenuating circumstances

**Should you have any questions regarding any of the policies in this handbook, please do not hesitate to contact the school office.**

**THANK YOU!**

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**BIKE/WALKING TRANSPORTATION RELEASE**

STUDENT NAME: \_\_\_\_\_

I hereby authorize my child \_\_\_\_\_  
(Student name)

to ride a bike and/or walk to Calvary Christian School.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

By signing this form I understand that Calvary Christian School discourages this mode of transportation because of the risk involved due to heavy traffic surrounding the school campus. We



prescription or doctor's instructions for the period beginning the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ through the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (not to exceed one school year).

Medication shall be supplied to the school in the original container.

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

Date of Signature

Print or type above name: \_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_/(Work) \_\_\_\_\_.

Please sign and return the following page to the office before the start of the school year.

Date \_\_\_\_\_

### Parental Agreement:

We the parents/guardians of:

<u>Name</u>	<u>Grade</u>
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

Have read and agree to comply with the guidelines and rules outlined in the parent packet of Calvary Christian School.

Signed \_\_\_\_\_  
Parents/Guardians Signature