

# **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 government 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, however, he cannot, in this condition, know or honor God in his life. He can do this only by being born again through 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 the student into fellowship with God, to develop a Christian mind in him and to train him in godly living, so that he can fulfill God's total purpose for his life personally and vocationally. He must be taught the Bible so he may understand God as well as his own nature and role as God's image; he must be developed, and related to God as a whole person, spiritually, mentally, emotionally, physically and socially; he must learn to see all truth as God's truth and to integrate it with and interpret it by God's Word; he must be educated as an individual with his own unique abilities and personality who must learn to live and work with others at home, in the church and in a changing secular society; and he 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**

We believe worship of God should be Spiritual.

Therefore: We remain flexible and yielded to the leading of the Holy Spirit to direct our worship.

We believe worship of God should be Inspirational.

Therefore: We give great place to music in our worship.

We believe worship of God should be Intelligent.

Therefore: Our services are designed with great emphasis upon teaching the Word of God that He might instruct us how He would be worshipped.

We believe worship of God is Fruitful.

Therefore: We look for his love in our lives as the supreme manifestation that we have truly been worshipping Him.

Calvary Chapel Tri-Cities has been formed as a fellowship of believers in the Lordship of Jesus Christ. Our supreme desire is to know Christ and to be conformed into his image by the power of the Holy Spirit. We are not a denominational fellowship, nor are we opposed to denominations as such, only their over-emphasis of the doctrinal differences that have led to the division of the Body of Christ. We believe that the only true basis of Christian fellowship is His (Agape) love, which is greater than any differences we possess and without which we have no right to claim ourselves Christians.

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

### **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 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

## **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 student 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 both good and proper attitudes toward marriage and the family and 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 individual 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, and how they can learn most effectively within the parameters of their individual learning styles and to encourage extension of the parameters.
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 roll 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 and appreciation of the fine arts through the development of the student's understanding and personal expression.

## **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 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, chapels, 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. I 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 needed.

**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.

## ***Application Process***

1. The child must be the appropriate age for Kindergarten and First Grade:
    - Kindergarten: 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. Public school and Home-schooled children need to pass a placement exam for grade placement.
  3. Complete a New Student Application and return it to the school office.
  4. Return your completed application with the appropriate registration fee.
    - \$230 initially
    - \$25 Waiting List Fee
- \*Once class placement is guaranteed the registration fee is non-refundable.*
5. Upon receipt of your test results, you are required to turn in the following:
    - Emergency Information Sheet
    - Tuition Billing Information Sheet
    - Parent partnership agreement
    - Immunization Records (All Grades)
    - Certified Copy of Birth Certificate for Kindergarten and First Graders
    - Field trip permission slip

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 meets 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.

All new parents enrolling their children in the school will be interviewed. The purpose of this interview is to talk over the goals of the school and the parent's aspirations for their children.

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

**NOTE:**

*In order for a child to attend CCS, both parents must agree with our Statement of Faith, sign the parent partnership statement and tuition agreement form.*

***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. All students new to CCS are required to take an entrance test to assure proper grade placement.

## ***Fee and Tuition Schedule***

### **Registration Fees**

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

Grades K-8     \$230 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.

Kindergarten K4     \$170 per student

Kindergarten K5     \$210 per student

Grades 1-5             \$310 per student

Grades 6-8             \$325 per student

### **Tuition**

Tuition is payable in three ways:

- On a ten-month basis, August 1 – May 1
- On a 12 month basis, July 1 – June 1
- Payment in full on September 1

Kindergarten K-4 & K5     \$2410

Grades 1-5     \$3740

Grades 6-8     \$3920

In multiple student families, full tuition is paid for the oldest student. Each additional student would get a \$200 discount on tuition per year.

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 withdrawn from school. Accounts that are 10-24 days overdue will be assessed a \$25.00 late fee. Any accounts 25 or more days overdue will be assessed a \$50.00 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.

## ***AIDS policy***

### **Calvary Christian School policies for students diagnosed as being infected with Acquired Immuno-Deficiency Syndrome (AIDS)...**

#### **1.0 Introduction**

(1.1) Current medical information published by the U.S. Centers for Disease Control indicates that the human immuno-deficiency virus (HIV) is believed to be the agent causing the Acquired Immuno-Deficiency Syndrome (AIDS) in humans. The policies presented below apply to students known to be infected with HIV or testing positive for presence of antibodies to the AIDS virus.

(1.2) These policies are based largely on the guidelines and recommendations published by the Centers for Disease Control (CDC), United States Public Health Services, in the August 30, 1985 issues of "Morbidity and Mortality Weekly Report." The CDC developed these guidelines after consultation with various organizations representing public health officials, educators, and concerned parents.

#### **2.0 Confidentiality**

(2.1) Persons involved in the education and care of HIV-infected students must respect the student's dignity by maintaining confidential records. Providing for the safety and good health of other students and teachers in the school is a primary focus, therefore the number of personnel who are aware of the child's condition will be kept at the minimum necessary to achieve this goal and provide proper care and supervision of the infected student.

(2.2) No information about an HIV-infected individual may be released publicly without prior approval from the board of directors of Calvary Chapel Tri-Cities. Informed consent will be on file prior to consideration of information release.

(2.3) The school administrator shall report absenteeism of an infected student to public authorities in accordance with the applicable provisions of state law, if any.

### **3.0 Admission**

(3.1) Each HIV infection case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the expected type of interaction with others in the school environment and the probability of contagion. Such factors as the child's behavior, neurologic involvement and physical condition will be considered.

(3.2) A student known to be infected with HIV shall be admitted to the school subsequent to the unanimous recommendation of a screening committee composed of the student's physician, a consultant chosen by the school administrator, the student's parents, and the school administrator. The screening committee's recommendation will then be referred to the Board of Directors of Calvary Chapel Tri-Cities for final decision after consultation with appropriate medical experts.

(3.3) The parents or guardians of an infected student who has been permitted to attend school are responsible for securing such regular medical evaluations, as determined by the school administrator, as to permit a reliable assessment of any change in their child's condition which might affect contagion. Parents or guardians must authorize the release of the results of these evaluations to the appropriate administrator. Their failure to secure such regular medical evaluations or to authorize the release of the results will allow for immediate termination of the child's enrollment.

(3.4) A student previously excluded from school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above, if there is sufficient improvement to warrant admission.

### **4.0 Placement**

(4.1) First consideration should be given to providing the infected student with appropriate educational instruction. Consistent with precautions needed to avoid infecting others, or the child becoming infected by diseases transmitted by fellow students, regular classroom setting is appropriate.

(4.2) An infected student unable to attend classes as determined by the screening committee shall be assisted by the school administrator in securing alternative instruction. Absenteeism or withdrawal from attendance at school shall be reported to the proper public authorities in accordance with any applicable provisions of state law.

## **5.0 Exclusions**

(5.1) Short-term exclusions may be used where, either, in the judgement of the screening committee there is need for additional medical diagnostic appraisals, or, in the judgement of the administrator there is a situation of such a serious and urgent nature that temporary removal of the infected person from the educational environment is in the best interest of all concerned.

(5.2) More extended exclusions may be necessary where the child, based on the best medical advice available, presents a risk of infection to others, or would himself/herself be subjected to serious risk of infection from others.

(5.3) Where either short-term or more extended exclusion is required, school administrators should do everything possible to maintain confidentiality in the entire procedure and to deal with the student and his or her parents or guardians in a way that exemplifies Christian compassion and concern.

(5.4) The recommendation for exclusion will be reviewed by the Board of Directors of Calvary Chapel Tri-Cities for final approval.

## **6.0 Education**

(6.1) Schools should strive to provide appropriate information to teaching staff, parents, and students regarding the nature of AIDS and its transmission. Information should reflect Christ's teaching regarding care and concern for the ill and the afflicted and should emphasize Christian responsibility for one's own health and for the health of others.

(6.2) Effective educational efforts and the development of a Christian outlook, well in advance of any possible crisis situation, are the best assurance that an actual crisis, if it occurs, will be dealt with rationally and without panic.

## **7.0 Evaluation**

(7.1) These policies will be reviewed regularly by the Board of Directors of Calvary Chapel Tri-Cities to seek to assure that they are based on the latest and most reliable medical information reasonably and generally available regarding management of AIDS cases. They may be modified at any time based on new findings and recommendations from medical and health agencies.

## **8.0 Appendix – Background Information**

The following information has been reported by the Centers for Disease Control of the United States Department of Health and Human Services:

(8.1) As of August 20, 1985, 183 of the 12,599 of AIDS reported in the U.S. were children less than 18 years of age. The number of reported AIDS cases in the U.S. continues to increase and is expected to double in the next year. HIV infection does not always result in the severe disease known as AIDS and many infected children may have milder illnesses or be asymptomatic. Infectivity (contagiousness) of these HIV positive children is unknown.

(8.2) HIV has been isolated from body fluids including blood, saliva, semen, and tears of patients with this infection. In adults, transmission is primarily through sexual contact (homosexual or heterosexual) or exposure to blood or blood products (intravenous drug abuse, transfusions, or hemophilia). Most infected children acquired the virus from their mothers before birth. Others became infected from exposure to contaminated blood or blood products.

(8.3) 70% of pediatric AIDS cases occurred among children whose parents had AIDS or was a member of a group at increased risk of AIDS; 20% of cases were in children who had received transfusions or blood products used to treat hemophilia or other condition; investigations are incomplete for the remaining 10%. None of the identified cases of AIDS or HIV infections in the U.S. are known to have been transmitted in the school or through casual contact. Several studies of family members of AIDS patients failed to demonstrate transmission of HIV to other children. One study incriminated biting as a cause of infection.

(8.4) However, it may be necessary to exclude from school infected preschool age children, neurologically handicapped children who display aggressive behaviors such as biting, those children who have uncoverable oozing lesions, and any other child whose behavior or symptoms may indicate a risk of transmitting the virus, or being infected with serious diseases through contact with others.

## **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 carpooling, 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. To make carpooling run more smoothly, we offer the following suggestions:

#### ***Guidelines for Drivers***

1. You are responsible for the children in your car! All children must wear seat belts.
2. Carry adequate insurance.
3. **Be on time!**
4. Be fair in what you charge others and in sharing of the responsibilities of carpooling. Don't allow one person in the pool to get stuck with the bulk of the work without adequate remuneration.
5. Be extremely careful and alert in the parking lot where there is congestion.
6. Report to parents any continuous misbehavior from a student...you have the right to refuse to car pool a student who causes you trouble.
7. Do your best to provide a cheerful atmosphere for your passengers.
8. Details for car pool procedures will be explained on Orientation night.

#### ***Guidelines for Students***

1. Always wear a seat belt. Refuse a ride if there is not seat belt in the car.
2. Be courteous and well-behaved in the car. Loud talking or trouble could distract the driver the cause an accident.
3. Keep your arms and hands in the car and don't roll the windows up and down without the permission of the driver.
4. The car radio should be operated only by the driver.
5. During rainy weather, be sure your feet are clean before entering the car.
6. Be ready when your ride comes...at school or at home.
7. At school, be standing at the edge of the parking lot waiting for your ride. When your ride stops, walk carefully to the car and get in. Any horse play or running at this time could be dangerous.
8. Remember to thank the driver for taking you.
9. **IMPORTANT NOTE:** If your ride is not here by 3:10 pm (when the teachers come down from car pool) you are to wait **INSIDE** the sanctuary building, right outside the office, until your ride arrives. You are **NOT** to be outside, playing in the halls, in the Sanctuary, bathroom, or roaming around. If you are not outside the office, waiting where you are supposed to be, the office staff assumes you have already gone home and you could get left at school indefinitely. The Principal will discipline any student not adhering to this policy.

10. CCS will not be responsible for the welfare of students who remain on campus after 3:15 pm.

### **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 or start 2 hrs. late.

CCS follows the Kennewick school districts 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 three (3) hours per month in some area of service to the school. If you accumulate more than 3 hours in one month, the hours may be carried over to the next month. However, if you have less than 3 hours in a month, you are asked to pay the \$15.00 fee. The hours you have accumulated may be used the next month to meet your requirement. Hours/fees will not be pro-rated. If you feel that your time structure is such that you are unable to be involved, or if something comes up and you are unable to be here for your scheduled time, there are two alternatives available to you:

A. You may ask a grandparent, friend, or some other relative to fill-in for you when you are unable to be here. Many grandparents, aunts, or uncles would love the opportunity to get involved.

B. If Option A is not possible, then the second alternative is to pay a \$120.00 volunteer fee for the year.

We realize that many parents contribute much more than the 3-hour minimum on a regular basis. We deeply appreciate this dedication, and still need their commitment of time and talents. For these parents, CCS's Volunteer Policy will not be a problem.

We also realize that many parents work full-time and are unable to come in during the day. Nonetheless, your help is needed as well. There are many evening functions where volunteers are desperately needed, and a few jobs can even be done at home during your off hours.

In the event you elect to pay the Volunteer Fee rather than volunteer, this fee will be payable at the end of each quarter and will be treated the same as all other fees and tuition, in that student report cards and cumulative records will be held until it is paid.

All hours and/or fees must be reconciled one week prior to the end of each quarter in order for your student to receive his/her report card from the teacher. If you turn in payments and/or volunteer hours later than the one-week deadline, the report card will be held, and you will receive it by mail when your account is reconciled.

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.

### **School Fines**

Students are frequently issued school property for their use (locks, balls, books, 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 devise of any kind, skateboards, radios, tape players, iPods, knives, bicycles, playing cards, CD players, 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.

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 may result in counseling, a call to parents or in the use of the "rod". 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). The "rod" will not be used without the parents' consent.

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 ask the parents to 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 and prepared to do your best rather than lazy.
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. A staff member will discuss Scriptural applications and will pray with your child.
4. A reasonable number of firm strokes, not to exceed 3, 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 readmittance 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.

## **Dress Code**

Our student dress code has been established with one goal in mind, to develop student attitudes and behaviors that brings 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 is clear that girls are to dress modestly, not bringing any undue attention to the student.

*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—4 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, 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 and shorts must be not 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 are encouraged. No other types of symbols (including cartoon characters) or messages on clothing will be allowed.

5. Clothing must be complete, seams must be sewn, rips and tears must be patched.
6. Shoes must be worn at all times. Open-toed shoes of any sort are not permitted.
7. Hats are not to be worn on school campus at any time.
8. The wearing of jewelry should be kept to a minimum. Dangling earrings are not permitted.
9. Extreme fashions which call undue attention to the individual or any part of the anatomy in an unwholesome way are not acceptable.

#### 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, 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 are encouraged. No other types of symbols (including cartoon characters) or messages on clothing will be allowed.
4. Clothing must be complete, seams must be sewn, rips and tears must be patched.
5. Shoes must be worn at all times. Open-toed shoes of any sort are not permitted.
6. Hats are not to be worn on the school campus at any time.
7. 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 judgement. Ask the teacher who the check should be made out to.

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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 agree to hold harmless Calvary Christian School or any of its employees in the event of any harm that may come to my child because of walking or riding his/her bike to and from school.

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## **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.

8:15am-3:00pm for 6<sup>th</sup>-8<sup>th</sup> grade

AM Kindergarten class starts at 8:30 a.m. and dismisses at 11:15 a.m.

PM Kindergarten class starts at 12:15pm and dismisses at 3:00pm

School **office** hours are from 8:00 a.m. to 3:30 p.m.

**Students ARE NOT to be on the school grounds prior to 8:00 a.m. 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 6-8	8:15am-11:15am
	Kindergarten:	No Kindergarten

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 11:15 a.m. CCS will not be responsible for children left on school grounds after 11:20 a.m., so please keep yourself posted on early dismissals. See school calendar for dates.

## **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. A completely signed permission slip (available in the school office) must be filled out **three (3) days prior to** the date of visitation.
2. Each teacher must agree to have the student in class on the date of visitation. **Any one teacher** who does not grant permission will disqualify the student from attending any class.
3. Signed permission slips **MUST** be turned in to the homeroom teacher of the enrolled student.
4. It is the responsibility of the student to assure that the preceding procedures are completed.
5. The main office **MUST** be notified of the intended visitation in writing.

## **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 secretaries 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 (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. Three unexcused tardies will be treated as an unexcused absence.

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 of 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. We strongly urge you not to remove your child from school for reasons of family convenience (vacations, trips, etc.).

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 or phone number. **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.

**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 unexpired requests and instructions for the administration of medications at school” from parent/guardian AND the child’s physician or dentist. The authorization form on the following page 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.

**AUTHORIZATION FOR ADMINISTRATION OF ORAL MEDICATION AT SCHOOL**

Student's Name: \_\_\_\_\_ Birthdate \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

**This portion to be completed by the Physician**

NAME OF MEDICATION	DOSAGE	METHODS OF ADMINISTRATION	TIME OF DAY TO BE TAKEN

Reason for medication to be given during school hours: \_\_\_\_\_

\_\_\_\_\_

Anticipated action:

- \_\_\_\_\_

Possible side effects of medication:

\_\_\_\_\_

Emergency procedure in case of serious side effects:

\_\_\_\_\_

\_\_\_\_\_

I request and authorize that the above named student be administered the above identified medication in accordance with the instructions indicated above for the period commencing with the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ through the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ as there exists a valid health reason which makes administration of the medication advisable during school hours or during such time that the student is under the supervision of school officials. Such medication may be administered by medically untrained school personnel.

\_\_\_\_\_  
DATE OF SIGNATURE

\_\_\_\_\_  
PHYSICIAN'S/DENTISTS'

\_\_\_\_\_  
SIGNATURE

(We recommend that PA orders be countersigned by the supervising physician.)

Telephone Number: \_\_\_\_\_ Print or type name signed above.

\_\_\_\_\_

Address: \_\_\_\_\_

**This portion of the form is to be completed by the parent/guardian**

I certify that I am the parent, legal guardian, or other person in legal control of the above identified student and request and authorize the school to administer the above identified medication to the above identified student in accordance with the 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.

\_\_\_\_\_  
DATE OF SIGNATURE

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

Telephone Number (Home / Work):

\_\_\_\_\_ / \_\_\_\_\_

Print or type name signed above.

\_\_\_\_\_

## **ACADEMICS**

### **Grading Scale**

Kindergarten:

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

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 quarter. 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 annual tests shall be given in the spring of the year and parents may pick up the results as soon as possible thereafter.

## Test Scores

All new students must have current standardized test scores available for both reading comprehension and math computation. If a test score falls below the 4<sup>th</sup> stanine, the student should:

1. Be required to be tutored to bring the score up and be retested before admittance;  
or
2. Be refused admittance; or
3. Be more closely examined to see if he/she is capable of the work.

Achievement test scores for all students will be examined by the teacher before the year begins to see special individual areas of need, general strengths and weaknesses of the class.

## 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 not be enrolled. However, it is our policy to do all we can to accommodate all students.

## Retentions and Promotions

Promotion and retention of students will be decided by CCS teachers and administrators. Promotion is to be viewed and determined on two levels: academic performance and emotional and social readiness.

Students who show decided and documented lacks in both academic and social areas should be considered as prime candidates for retention. Retention decisions will be based upon:

1. Teacher documented academic information.
2. Light's Retention Scale test scores.
3. Parent anecdotal information.

If a teacher is considering a retention, the parents and school administrator should be informed as soon as possible – but in any case, not later than the end of the third quarter. Notification should be made in writing as well as verbally during conferences. **The school reserves the right to determine final placement of any student.**

Students who maintain academic work consistent with their talents and age level will be promoted so long as their social and emotional behavior patterns are in norm with others of that class.

## **Make-Up Work**

Parents are required to contact the teacher 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**

### **5 School Rules**

1. Keep all communications honoring to the Lord.
2. Keep your hands and feet to yourselves.
3. Respect and obey all supervising adults.
4. Be a good steward of all things.
5. Always be prepared.

### **Classroom Management**

**COURTESY AND RESPECT:** Children are expected to behave respectfully to both adults and peers in words and in actions.

**NOISE:** Generally, a quiet, orderly room should be maintained with exception of planned activities which require livelier student interaction.

**RAISE HANDS:** In most classroom situations, students are expected to raise their hands and be recognized by the teacher in order to speak or leave their seats. Students are not to call out to teachers and administrators visiting their rooms.

**ENTER AND EXIT:** Children should enter and leave the classroom in a quiet, orderly manner, taking care not to disturb others. Teacher's must escort students to and from recess, Library, gym, lunchroom, computer room, other classes, etc. Students are to be supervised at all times.

**DISMISSAL:** All elementary classes will be dismissed by 3:00 p.m. Students will be accompanied by their teachers to the car pool area and will remain with them until 3:10.

At 3:10 all students are to go to the Day Care area and wait for pick up. A Fee will be assessed and paid by parents.

After 2 late pick-ups parents will need to register their students with day care and pay fees.

### **Gum Chewing**

Gum chewing by students is NOT allowed at any time on campus. This includes all school-sponsored activities.

### **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 students, 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 a copy of their own liability insurance and driver's license 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!**