

**CALVARY CHAPEL CHRISTIAN SCHOOL**  
**ELEMENTARY HANDBOOK**  
**2019-2020**

# **Elementary Student Handbook 2019-20**

## **TABLE OF CONTENTS**

	<b><u>Page</u></b>
<b><u>1</u></b>	
<b><u>School Philosophy</u></b>	<b><u>Page 2</u></b>
<b><u>Calvary Chapel Statement of Faith</u></b>	<b><u>Page 3</u></b>
<b><u>School Hours</u></b>	<b><u>Page 4</u></b>
<b><u>Chapel</u></b>	<b><u>Page 4</u></b>
<b><u>Absences</u></b>	<b><u>Pages 4-5</u></b>
<b><u>Snow Days</u></b>	<b><u>Page 5</u></b>
<b><u>Snow Packets</u></b>	<b><u>Page 5</u></b>
<b><u>Walkers</u></b>	<b><u>Pages 5</u></b>
<b><u>Bus riders &amp; Rules</u></b>	<b><u>Pages 6</u></b>
<b><u>Discipline</u></b>	<b><u>Pages 7</u></b>
<b><u>Safety Rules</u></b>	<b><u>Page 8-9</u></b>
<b><u>Hot Lunch</u></b>	<b><u>Page 9</u></b>
<b><u>Cafeteria Rules</u></b>	<b><u>Page 9</u></b>
<b><u>Recess</u></b>	<b><u>Page 9-10</u></b>
<b><u>Homework</u></b>	<b><u>Page 10</u></b>
<b><u>Parent/Teacher/School Communication</u></b>	<b><u>Page 10</u></b>
<b><u>Parent Conferences</u></b>	<b><u>Page 11</u></b>
<b><u>Grades</u></b>	<b><u>Page 11</u></b>
<b><u>Emergency Procedures/Sickness Policy</u></b>	<b><u>Page 11-12</u></b>
<b><u>Communicable Diseases &amp; Student Sickness Policy</u></b>	<b><u>Page 12</u></b>
<b><u>Holidays</u></b>	<b><u>Page 12</u></b>
<b><u>School Property</u></b>	<b><u>Page 12</u></b>
<b><u>Personal Belongings</u></b>	<b><u>Page 12</u></b>
<b><u>Dress Code</u></b>	<b><u>Page 12-13</u></b>
<b><u>Field Trips</u></b>	<b><u>Page 13</u></b>
<b><u>Cellular Phones/ Ipod Use</u></b>	<b><u>Page 13</u></b>
<b><u>Tuition Payment Schedule/Plans</u></b>	<b><u>Pages 14</u></b>
<b><u>Past Due Accounts</u></b>	<b><u>Page 14</u></b>
<b><u>Leaving During the School Year</u></b>	<b><u>Page 14</u></b>

**Calvary Chapel Christian School  
Our Philosophy**

***“And all thy children shall be taught of the Lord and great shall be the peace of thy children”  
Isaiah 54:13***

We believe that every child is a gift from God; each with their own interests and needs.

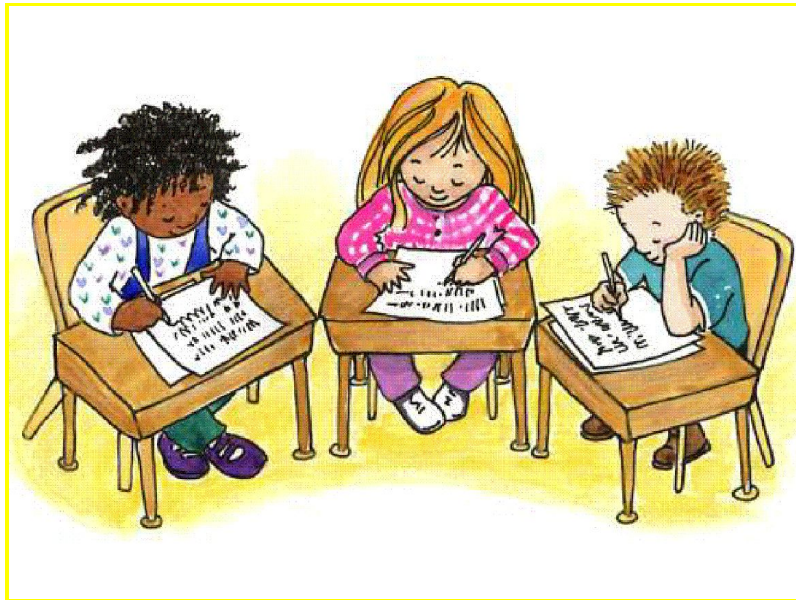
We believe that every child develops on his/her own level of growth. Therefore, we as partakers in this process need to develop a trusting and loving relationship with each child.

We believe that we are instructed by God to teach the goodness and mercy of God’s unending love.

*Colossians 3: 12-14*

*“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love which binds them all together in perfect unity.”*

We believe that it is of vital importance that the first experience a child has with the school environment is to be a positive experience upon which to build.



**“May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.”**

**Romans 15:13**

## **Calvary Chapel Our Statement of Faith**

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 church, nor are we opposed to denominations as such, only their overemphasis of the doctrinal differences that have led to the division of the Body of Christ.

*WE BELIEVE* that there is one living and true God, eternally existing in three persons, the Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all.

*WE BELIEVE* that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and practice.

*WE BELIEVE IN GOD THE FATHER*, an infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He hears and answers prayers; and that He saves from sin and death all who come to Him through Jesus Christ.

*WE BELIEVE IN JESUS CHRIST*, God's only begotten son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, His substitutionary atoning death, bodily resurrection, ascension into Heaven, perpetual intercession for His people and personal, visible return to earth.

*WE BELIEVE IN THE HOLY SPIRIT*, who is one with the Father and the Son and is sent to convict the world of sin, righteousness, and judgment and to regenerate, sanctify and empower for ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that he is an abiding Helper, Teacher and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit.

### **School Hours**

K-5<sup>th</sup> 8:15 – 8:30 a.m. until 3:10 p.m.

### **School Colors & Mascot**

Our school colors are Red and White: Red for the Blood of Jesus and White for Purity. Our Mascot is the Lion, because the Bible tells us that Jesus is the Lion, the King of the Tribe of Judah! (Revelation 5:5)

### **Chapel**

Chapel happens daily for students in K- 5th. We start our day with chapel! Friday we will have extended chapel to include teaching chapel, which will replace their bible class that day.

### **Absences**

If a student has been absent, a written excuse MUST be received from the parent and/or Dr. office. This excuse is to be returned the same school day that the student returns. If the school does not receive an excuse the absence will be marked as unexcused. We will send home an “oops” reminder, but if not returned within 2 days, the unexcused absence will stand. Also please remember that if a student has received an unexcused absence, they will receive 0% on all missed work for that day.

Applicable absences are to be defined by the parents with a written excuse sent to the school the first day a student returns to school after an illness. Any absence, in which the student does not have a doctor's excuse, will be included in applicable absences; however, permission from the teacher and principal must be obtained before it will be considered an excused absence.

When a student reaches a total of ten (10) applicable absences, a letter will be mailed to you the parent/guardian informing you that any absences following will require a medical practitioner's excuse for any further absences. Absences after that day, which are not accompanied by a medical practitioner's excuse, will be considered unlawful/unexcused.

Following three (3) days of unlawful/unexcused absence, the school will send an Official Notice of Unlawful/Unexcused absence to the school district in which you reside. The school district then will decide what action to be taken, which may include reporting of illegal absences to the district magistrate. At this point the school district may also refer the student to the Youth Service for truancy intervention.

We realize that when a student is absent due to illness, it can directly affect their academic record. Therefore the school may require a parent conference once a student reaches a total of Ten (10) days absent. Once a student reaches a total of twenty (20) days absent, the school *reserves the right* to retain that student therefore they will have to repeat their grade level. Please remember that if you decide to sign your child out early from school after a field trip, they will be counted absent, according to the time you sign them out.

Please note that it is the student/parent's responsibility to be sure all past/missed work has been completed due to missed days. Please be sure your student has received their make up work from their teacher. The student will only have a limited amount of time to make up that work.

Please note that we track early dismissals/tardies.

***4 early dismissals/tardies between these times will equal a ½ day of absence.***

<u>Arrive Time</u>	<u>Attendance</u>		<u>Leave Time</u>	<u>Attendance</u>
<u>8:31 - 9:10</u>	<u>Tardy</u>		<u>8:31 - 9:10</u>	<u>Full Day Absent</u>
<u>9:11 - 10:10</u>	<u>3/4 of the Day Present</u>		<u>9:11 - 10:10</u>	<u>1/4 of the Day Present</u>
<u>10:11 - 11:50</u>	<u>Half Day Present</u>		<u>10:11 - 11:50</u>	<u>Half Day Present</u>
<u>11:51 - 1:30</u>	<u>1/4 of the Day Present</u>		<u>11:51 - 1:30</u>	<u>3/4 of the Day Present</u>
<u>1:31 or Later</u>	<u>Full Day Absent</u>		<u>1:31 - 2:30</u>	<u>Full Day Present</u>
			<u>1:32 - 3:05</u>	<u>Early Dismissal</u>

### **Attendance Table updated 10/29/2019**

#### **Snow Days**

In case of inclement weather, we may delay or even cancel school. You can also tune in to WTAE channel 4 or WPXI channel 11.. However, please note that if the school district you reside in has a two-hour delay and/or cancellation, your child will NOT be counted as absent and/or tardy if we are still having school.

**Snow Day Packet-** In an effort to have as few make up days as possible, we will be using snow packets this year for all students K-12th grade. Please note we will be sending home a snow packet for your child at the beginning of the year. If we call a snow day, have your child complete the WHOLE PACKET. If we receive a completed packet, then your child will be counted as present for that day. The packet MUST be sent to school the next school day. We will not allow ANY make-ups. If your child turns in a partially completed packet they will be marked absent.

#### **Walkers**

Any student who does not ride the school bus is considered a “walker.” Parents are asked to call the school or send in a written note requesting their child be put on the walker list for that day. Also please note that if you call the school after 3:00 and request that they be put on the walker list, we CANNOT guarantee that, at that late notice, they will not be sent on the bus. Walkers are dismissed at 3:10 p.m. Parents please DO NOT TEXT YOUR CHILD’S TEACHER OR A STAFF MEMBER, asking your child to be put on the walker list.

If someone other than the parent will be picking up the child, please send in a note in the morning with your child stating who will be picking up your child.

**Arrival-**If you are bringing your children to school, please get into the car/bus line. The principal and/or a teacher will be at the door to greet students. Please do not pull out of the line and pass busses/cars, but rather wait and go with the flow of traffic.

**Dismissal for Walkers** will be dismissed at 3:10 from the exit on the right side of building as our driving in. When picking up your child as a walker, we ask that you do the following:

The procedure for pick-up is for parents to park on the side of the building and walk up to the door and a teacher will dismiss your child to you. After you have picked up your child, you can then leave the school, carefully. Please remember to yield for the buses.

Students are dismissed at 3:10 or 12:00 on a half day. We realize that there are extenuating circumstances, and we will work with you during these times. However, please be aware that a teacher will be waiting with your child causing that teacher to remain at the school after hours. The school feels that the responsibility to look after your child is of great importance. Please note late pickup will be logged. Therefore a teacher will look after your child and a fee of \$15.00 per hour will be applied to your account. Walkers must be picked up at the Café door, not the upper lot. The first hour or part thereof will not be prorated and you will be responsible for the \$15.00. Pick up times are recorded for billing purposes. If an emergency arrives, please call the school before 3:10 and the rate will be based on a case-by-case basis.

## **Riders**

All students riding the bus home will also be dismissed by 3:10 p.m. unless otherwise stated. Please remind your children to be kind and considerate while on the bus. If a problem arises on the bus concerning your children or another student, please call the school as soon as possible. If your child causes a problem and it is not corrected, they may be removed from the bus and therefore considered a walker and will need to be brought to school and picked up daily by you. Please note our bus policy.

## **Student Bus Rules**

In order to promote the safety and welfare of our students, the school has adopted the following rules of conduct for students while they are being transported to and from school by bus and/or van. The terms “suspension” and “expulsion” as used below refer to school vehicle suspension and expulsion only. The penalties following each rule are for first violation, second violation, and third violation when applicable and shall be imposed in addition to the appropriate school discipline. Please remember that if a student’s actions cross both the bus rules of conduct and our school rules of conduct in the case of Major Infractions, the student will be held responsible.

### **Bus Rules of Conduct**

#### ***Minor Infractions:***

The following infractions are punishable by

**First Offense** - three-day suspension

**Second Offense**- one-week suspension

**Third Offense**- two-week suspension.

- a. Loud or boisterous noise.
- b. Spitting
- c. Use or possession of hazardous or disagreeable objects.
- d. Refusal to sit and/or remain in assigned seat.
- e. Pushing or rushing to the school vehicle exit door.
- f. Use, possession, or distribution of unspiritual content.
- g. Placing arms or other parts of the body out of the windows.
- h. Boisterous and annoying yells to passing public.

#### ***Major Infractions:***

The following infractions are punishable by

**First Offense** -three-day suspension

**Second Offense**- two-week suspension

**Third Offense**- possible expulsion.

- a. Use of foul language and/or indecent gestures, name calling/Intimidation.
- b. Fighting
- c. Marking and/or destroying any part of the school vehicle
- d. Throwing objects within or from the school vehicle.

All of the infractions are subject to damage costs and possible expulsion for repeated violations. For second and third violations, the parents must come to the school and conference with the principal, before the student’s bus privileges are resumes.

NOTE: THE BUS DRIVER HAS THE AUTHORITY TO SUPERVISE AND MAINTAIN ORDER ON THE SCHOOL BUS. THE BUS DRIVER ALSO HAS THE AUTHORITY AND THE RESPONSIBILITY TO IDENTIFY ANY AND ALL STUDENTS IN VIOLATION OF THE RULES OF CONDUCT AND TO TAKE THOSE STUDENTS TO THE PRINCIPAL FOR THE IMPLEMENTATION OF THE APPROPRIATE PENALTY.

## **Discipline**

The purpose of the classroom rules is to provide principles for godly behavior in an academic setting that establishes healthy limits for children and provides a framework in which biblical teaching and learning may take place. At Calvary Chapel Christian School the emphasis in discipline will always be on love. More than anything else, we want each child to know that he or she is loved. However, love does not necessitate a tolerance of disobedience, but real Godly love sets the highest standard for people, and then provokes them to love and good works. This is the goal of all discipline of Calvary Chapel Christian School.

We use the card system for grades K-5 in the elementary. Please note that students in Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> grade are always given a warning with a purple card between the white and blue cards. The classroom rules are posted in each classroom, large enough to be seen from any place in the room. They are taught and reviewed with students in an ongoing and inspiring manner. Please note that the card system is NOT used outside the classroom, in the lunchroom or recess setting. Only your child's classroom/subject teacher will be using the card system.

Also, once a student has pulled their green and/or yellow cards 8 times, the school will require a parent meeting and the students will be put on a behavior plan specifically designed for them.

If a student fails to return their green card the next school day, they will be required to do their lines that next day in school.

If a student hits/kicks/pushes/uses aggressive behavior toward another student or uses foul language they immediately pull their red card. Also, if a student is blatantly disrespectful to a teacher, lies to a teacher this as well can be a red card.

Please note that the beginning of the 3rd Nine week grading period, the student begins with a clean office record.

## **Elementary School Standards (K -5<sup>th</sup> Grade)**

1. Follow all directions/procedures "Let all things be done decently and in order." I Corinthians 14:40
2. No talking without permission/Raise your hand to speak. "He that keepeth his mouth keepeth his life; but he that open wide his lips shall have destruction." Proverbs 13:3
3. Raise your hand to get out of your seat. "Servants, be obedient to them that are your masters according to the flesh, with fear and trembling, in singleness of your heart, as unto Christ; Not with eyeservice, as men pleasers, but as the servants of Christ, doing the will of God from the heart;" Ephesians 6:5 & 6
4. Respect Others. Use kind words and keep your hands and feet to yourself. "Put on therefore, as the elect of God, holy and beloved, bowels of mercies, kindness, humbleness of mind, meekness, longsuffering; forbearing one another, and forgiving one another, if any man have a quarrel against any: even as Christ forgave you, so also do ye." Colossians 3:12 & 13



### Elementary School Consequence's (The card system)

<u>Card Pulled</u>		<u>Consequences</u>
White Card		Warning #1
Purple Card		Warning #2 (Kind. 1st & 2nd Grades only)
Blue Card		Counsel & Prayer with teacher and 5 - 10 minutes off of recess or next scheduled free time/game time. If pulled in the pm of the day, students must write lines before the end of the day.
Green Card		1 set of lines and note/email sent to parents
Yellow Card		2 sets of lines and note/email sent to parents
Red Card		3 sets of lines and child sent home (Kindergarten) or sits in office (1st-6th) for the remainder of the day. Parent meeting required.

### \*Kindergarten students do not write lines.

<u>Office Visit</u>		<u>Consequences</u>
1st Visit		After School Detention/Parent Conference
2nd Visit		Suspension and/or probation
3rd Visit		Expelled for the remainder of the year.

### Safety Rules for Inside and Outside the School

These rules were created to make our school as safe as possible. Please encourage your children to follow these guidelines set by their school.

1. When walking through the school, be as quiet as possible to not disturb any of the classes by talking or making loud noises.
2. Absolutely no running in the school.
3. Do not go outside the playground area.
4. Allow everyone to play, no "locking" of games.
5. No climbing on objects not designed for that activity.
6. No tackling or wrestling. No playing karate.
7. No throwing objects of any kind. ***(Unless instructed differently by a teacher)***
8. Hands must be kept to self at all times.
9. All snacks and lunches are to be eaten in the lunchroom. ***(Unless instructed differently by teacher)***
10. No gum in the school.
11. Lollipops/Candy may only be eaten at lunch in the Cafeteria.
12. Students will follow all cafeteria rules posted in the Cafeteria.
13. No Cell Phones are to be used AT ALL or AT ANY TIME.
14. All Cell Phones/devices/ must be kept in your student's backpack and turned OFF.
15. No Toys or Toy Purses are to be brought to school.
16. No hats to be worn inside.
17. Regarding recess, please follow the guidelines sent home by the teachers.

**“Calvary Chapel Give me 5”**- When as a school/class or group we travel together or at school, we use the “Calvary Chapel Give me 5” to get students attention. When the teacher calls out “Calvary Chapel give me 5” we ask the students to do the following;

*1. Eyes on speaker 2. Lips closed 3. Ears Listening 4. Sit up Straight or stand still 5. Hands and feet quiet*

### **Food Service**

The students may bring their lunches from home. Food/Drinks are to be eaten at lunch time only unless otherwise instructed. The school offers hot lunch. You may order lunch for your child weekly or monthly through Sycamore. Please be sure you have submitted payment by Friday of each week in order to receive their hot lunch. WE ask that all lunch accounts be paid in full by the end of each month. Unfortunately we will not be able to take “last” minute orders as food is pre-planned/ordered. Menus can be found on Sycamore.

**Forgotten Lunch-** Please note that if your child forgets their lunch box/lunch, you have 2 options:

1- They can have a forgotten lunch provided by the cafeteria. Please note, they may not be served the same entree as hot lunch. Lunches will include an entree, chips, fruit and a drink.

2- You can be called, to bring a lunch for your child. PLEASE NOTE: If we are unable to reach you by 10:00 am, we will serve your child a lunch. We would never allow a child to not have lunch!

### **Cafeteria Rules:**

These rules were created to make the Cafeteria safe and enjoyable for all students. Please encourage your children to follow these guidelines set by their school.

1. Stay in your seat, unless given permission from a teacher.
2. Use good manners, eat over your table.
3. Use your inside voice to talk to students at your table.
4. Please send in ONLY DISPOSABLE dinnerware for your student.
5. No sharing of food.
6. “Calvary Chapel give me 5” for instructions on throwing away trash, etc.
7. Students will be called up by their table for trash disposal.

### **Outside Recess**

Please dress your child appropriately during the winter months because the students do play outside, with hat, gloves, scarves, etc. If they are not dressed appropriately, they will have to sit in the office and will not have recess. Our guidelines are if the temperature is above or at 32 degrees the students do play outside, of course for only 20 minutes.

### **Outside Recess Rules**

1. Follow “Calvary Chapel give me 5” for lining up before and after recess.
2. No student is allowed to leave the playground area.
3. Students are permitted to sit on the swings in the correct position, no “twirling”.
4. Good sportsmanship attitude and manners for all games/activities.
5. Allow everyone to play, no “locking” of games.
6. No climbing on objects not designed for that activity.
7. No climbing up the slide.
8. Slide down feet first, one at a time.
9. No tackling or wrestling. No playing karate.
10. No throwing or kicking objects of any kind. ***(Unless instructed differently by a teacher)***
11. Please follow the guidelines set up by the recess teachers regarding bringing items.

### **Inside Recess Rules**

1. Follow “Calvary Chapel give me 5” for lining up before and after recess.
2. Indoor recess will involve games/sit down activities.
3. Group games can be played if directed by a teacher.
4. No student is allowed to leave the inside play area.
5. Good sportsmanship attitude and manners for all games/activities.
6. Allow everyone to play, no “locking” of games.
7. No tackling or wrestling. No playing karate.
8. No throwing objects of any kind. ***(Unless instructed differently by a teacher)***
9. Please follow the guidelines set up by the recess teachers regarding bringing items.

### **Homework**

Homework is an integral part of the learning process, thus each teacher assigns homework to assist the students in their studies. Each student is required to complete homework assignments on time. Homework is given for several reasons: reinforcement, practice, remedial activity, and to develop good study habits. Parent’s full cooperation is expected in seeing that assignments are completed. Failure to complete homework will affect the student’s grade. Also please remember all make-up work and homework will have a time limit to be turned in for a grade.

#### **Grade Level**

Kindergarten	0 – 20 minutes
1 <sup>st</sup> Grade	15 - 20 minutes
2 <sup>nd</sup> Grade	20 – 30 minutes
3 <sup>rd</sup> Grade	30 – 40 minutes
4 <sup>th</sup> – 5 <sup>th</sup> Grade	40 – 60 minutes

Obviously, these are approximations, and we understand that different children work at a different pace. However, if on a regular basis, the time it takes your child to diligently complete the homework differs significantly from the times indicated above; please feel free to discuss this issue with your child’s teacher.

Please note that unfinished class work/seatwork/homework will be sent home daily and we encourage you to finish it with your student, however, any unfinished/unreturned work not given to the teacher by Friday of each week will result in a loss of points and possible lower grade for students in 3<sup>rd</sup> grade and up. However, the school will not give a loss of points to a student if class work/seatwork is unfinished due to not having enough time in that subject or a school event.

### **Parent/Teacher/School Communication**

C.C.C.S. desires to provide easy and convenient ways for our families to have access to their child’s grades, homework, school announcements, etc. We offer an online website, where the parents can log in daily if they so choose, and check on their student’s progress. We currently use Sycamore, as our school management web system.

In regards to orders being placed for fundraisers, or school gear or field trips, or any communication deadlines that the school needs from you the parent, please submit all forms **ON TIME**. If we do not receive your order/permission slip on time, your student will not be able to participate in the event and/or your items will not be ordered.

### **Wednesday/Weekly Email**

Each week we send home a weekly email on Wednesdays. It is very important you check that email weekly. Important information/forms will be sent home in this email. All the forms you need to submit will be sent home in the weekly email.

## **Parent Conferences**

Parents are encouraged to visit the classroom and the teacher. Appointments can be made, by contacting your child's teacher, anytime you feel a conference would be helpful. In some cases, the principal may sit in during conferences when necessary.

Parents are encouraged when experiencing a problem with your child, another student or staff member to contact your child's teacher immediately. Our desire as a school is to be one in love, and when problems arise, it is best to address the issue immediately. If the issue is still unresolved, please contact the principal right away. We all have one goal and that is what is best for the children.

- Step 1- Contact your child's teacher via phone, email or note.  
If the issue has not been resolved please refer to step 2.
- Step 2- Contact the Principal for a conference via phone, email or note.  
If the issue has not been resolved please refer to step 3.
- Step 3 -Contact the Pastor for a conference via phone, email or note.  
If the issue has not been resolved please refer to step 4.
- Step 4 – Contact the church council by calling the school office and ask to be put on the agenda for the next meeting.

## **Grades**

Please note that grades will be recorded as percentages throughout the quarter. Each grade level will receive one report card per student even if that student has multiple teachers. The classroom teacher will record all grades for that student.

Kindergarten and Handwriting in the Elementary will use the Letter Grading format, which is listed on the following page. We do not give grades for Bible in the Elementary. Gym class will be graded with a P for pass or F for fail.

Our grading scale is listed below:

### **Grading Scale Honor Roll**

A = 93 – 100	Highest Honor 4.0
B = 85 – 92	High Honor Roll = 3.5 – 3.9
C = 76 – 84	Honor Roll = 3.0 – 3.49
D = 67 – 75	
F = 0 – 66	

### **Letter Grading**

O = Outstanding (100 – 93)
S = Satisfactory (92 – 76)
N = Needs Improvement (75 – 0)

### **GPA/Honor Roll Calculation-      A=4    B=3    C=2    D=1    F=0**

Add Grade points, then divide the total points by number of subjects.  
(This will equal your GPA).

## **Emergency Procedures/Sickness Policy**

The school will not give **any** student prescription medication without a slip from their doctor. This includes allergy medication, asthma sprays, and so on. We will administer over the counter medications i.e., cough syrup, Tylenol etc. with a **signed permission slip** sent to school with your child stating exactly what medicine they are to be given and what dosage. Please note that you must give brand, dosage amount, how often, Etc. We will not give any over the counter medication without the Parent permission form turned in.

In the event of an "emergency sickness" with a student the school will first contact the student's parents or emergency contact located in the student file. If unable to reach any of the above parties, the school will then decide if an ambulance is necessary for the safety and health of the student. If need be, the school will dial 911. In this event, the principal or a staff member will accompany the student to the hospital. The school will continue to try to contact the parent until they are reached.

### **Student Sickness**

It is school policy that if your child has a fever, is/has thrown up *in the last 12 hours*, persistent cough, or diarrhea that you please keep your child home from school. Thank you for your cooperation.

### **Communicable Diseases**

From time to time students may enter school not realizing they may have a contagious condition that may affect other students. Conditions such as pink eye, lice, impetigo, chicken pox, measles, to name a few, are in this category. (This is not a complete listing)

If any contagious condition is noted or observed, the student will be isolated from other students. Parents will be notified to come to the school and pick up their child and it is recommended that medical attention be sought when necessary.

The child will be readmitted to school upon receipt of a written report from a medical doctor when necessary ensuring that the condition has been corrected and safe for other children in school. It is also standard policy for the child to be brought to school by the parent for the student to be cleared for re-admittance. Once the student has been cleared, they will receive all services including transportation.

The school will send home a parent note school wide to inform parents about any contagious condition.

### **Holidays**

Please note we are a Christian School therefore we do not participate in “secular themes” for holidays. **We certainly CELEBRATE holidays!** However, when it comes to secular themes, some families choose not to do Santa for example, and others do. Therefore, we believe it is up to the parent to make that decision for your family. Therefore we do not discuss Santa, Easter Bunny etc. but rather focus on the spiritual aspect of the holiday.

Please note we do not celebrate Halloween at the school, however we do offer a harvest fest. We do ask that any/all holiday themed accessories be refrained from school for holiday parties/gifts and snack time. I.e. Santa Claus, Easter Bunny, etc.

We do not in anyway feel it is wrong to participate in these things, however, we as a school has chosen not to address them and focus more on the spiritual aspects of the holiday. If you have any questions, please contact the school office.

### **School Property**

The materials and facilities at C.C.C.S. are dedicated to God in his service. Basically, each student is responsible for what he or she is issued. Lost/damaged books or school materials must be paid for. Any vandalism to the buildings or property must also be paid for.

### **Personal Belongings**

C.C.C.S. reserves the right to confiscate any personal belongings that are not appropriate for the school environment. The safekeeping of any personal items is the responsibility of the student.

### **Dress Code**

Calvary Chapel Christian School wishes to maintain a consistent Christian testimony. Our goal and desire is that school dress be appropriate and modest and safe for the school environment. However, in case of secular, questionable or immodest dress; i.e., tank tops, belly shirts, “short” shorts, violent or unspiritual content on t-shirts, the school reserves the right to detain a child in the office and contact you in order to bring in different clothes. Please see the guidelines below. Students are not permitted to wear skate shoes to school. We also do not allow students to wear hats (including hoods on hoodies) inside the buildings.

## **Dress Code Cont'd**

### **Girls:**

Shorts must be below fingertip length.

Dresses/Skirts are to be no shorter than 2 inches above the knee.

Leggings are to be worn with a long shirt (below fingertip length) or skirt (no shorter than 2 inches above knee)

Spaghetti straps/Tank tops are not to be worn alone or to be seen.

The belly-button must be covered up, no midriff shirts.

Modest necklines, an undershirt must be worn under v-neck shirt, when needed.

No inappropriate T-shirts, i.e. secular bands, derogatory messages.

No Skulls permitted on clothing.

No undergarments are to be seen.

Blue Jeans & Pants must fit and sit at the waist, if baggy belt is required.

### **Boys:**

Blue Jeans & Pants must fit and sit at the waist, if baggy belt is required.

No undergarments are to be seen.

No inappropriate T-shirts, i.e. secular bands, derogatory messages.

No Skulls permitted on clothing.

No Tank tops. (Sleeveless shirts are permitted)

*Please note that for both the girls and the guys, that their clothing needs to fit properly, not too baggy and not too tight.*

### **Cellular Phones/Ipod touch**

If a cell phone or ipod/electronic is used/visible or on from 8:15 a.m. – 3:15 p.m., they will be confiscated and turned into the office. Cell phones must be turned off and stored during school hours.

If a student needs to call home for a non-emergency purpose, they may come to the school office.

### **Ipad/Kindles**

Students are NOT permitted to play games, use social media, go online during school hours. Also please note that anytime a student brings a device to school, it is at your child's own risk/responsibility. If the item is broken the school is not responsible.

### **Field Trips**

Each class will go on field trips during the year. For each trip, every child must have a permission slip signed by the parent. Transportation is usually carpools. The child's teacher will notify parents in advance of any extra field trip expenses. Remember if we do not receive your child's permission slip/money by the due date your child will NOT be permitted to attend the field trip.

Some of our field trips will be parent-required field trips; in order for your child to participate, an adult will need to be with your child. We will have no more than 2 parent-required field trips per year. There may be more field trips, but you will not be required to go for your child to participate.

Many times a family may want to just take their students home at the end of a field trip. In order to do this, you must sign your child out on the early dismissal sheet, located with your child's teacher. Also please note, when taking your child early, they will still be subject to follow our attendance guidelines and will be applied accordingly.

No cellphones/tablets/mp3 players/ipods are permitted on field trips unless otherwise indicated by overseeing teacher.

### **Tuition & Tuition Payments**

Calvary Chapel Christian School is a self-supporting ministry. All utilities, basic needs, and other necessary expenses are provided for through utilization of fees and tuition.

Payments are due the first Monday of each month.

Tuition Payment Schedule / Plans

Tuition can be paid in three ways:

1. MAIL - You may mail your statement and check to the School Financial Office at the following address:

**Address: Calvary Chapel Christian School, 112 Thornton Road Brownsville PA 15417**

2. IN PERSON – You may pay tuition at the school office on the following days and times:

**Office Hours: Monday thru Friday 8:30 a.m. to 3:00 p.m.**

3. AUTOMATIC PAYMENT PLAN ENROLLMENT – For your convenience we are now offering an automatic debit payment plan. This is the required method for all new enrollments, as well as for those with a past due balance and/or history of payment problems (See payment schedule below).

Those wishing to participate in the automatic debit payment plan must enroll at the beginning of each school year.

### **Past Due Accounts**

1. If a problem arises that will result in a missed tuition payment, it is your responsibility to contact the school office before the payment due date. This will allow you to resolve the matter so as not to jeopardize your child's enrollment in school.
2. In any event, if your account is not paid in full by the 15<sup>th</sup> of the month, your child will be withdrawn from the school.

### **Disenrollment**

If disenrolled for non-payment of tuition and mandatory fees, all charges are still due and payable and must be received before grades, transcripts, or diplomas are issued.

Please note that any student with an outstanding account will not be re-enrolled for the following school term.

***Please note that no report cards or student records will be issued if you have a balance.***

### **Leaving During the School Year**

1. If you are leaving during the school year, the month that your child leaves, you will be expected to pay for the full tuition amount for that month regardless of the day of the month. You also will be refunded any tuition paid in advance thereafter. For example, if your child is removed from the school on November 3<sup>rd</sup> you will be responsible for the entire month of November. If you have paid through December, you will be refunded for the month of December.
2. Make sure that you notify the school office immediately. If you fail to notify us, it will be assumed that your child is enrolled and you will be billed accordingly.