

# CALVARY



# Christian School

A Ministry of Calvary Baptist Church

## 2019-2020

### CCS PARENT / STUDENT HANDBOOK

“But seek first the kingdom of God and His righteousness,  
and all these things shall be added to you.” Matt. 6:33

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Approved by the CCS School Board January 15, 2019

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## PHILOSOPHY OF **CALVARY CHRISTIAN SCHOOL**

We recognize that the first classroom is the family home. The family is the basic training ground for the education and development of the child. We believe that the home and the school, as they work together in God's design, are a solid working foundation for the teaching, developing, and maturing of each child.

The parents have primary responsibility for their child's education; therefore, a close home/school relationship is vital. Open channels of communication and involvement are extremely important for the total well-being of the student.

Calvary Christian School believes in:

### 1. Spiritual Salvation, Growth, and Development

- To lead each child to a personal acceptance of Jesus Christ as Savior
- To develop a well-balanced and Christ-like character
- To awaken the realization that God has a purpose for each life
- To develop, from Scripture, the ability to find help independently
- To give knowledge, love, and understanding of the Bible
- To instill a sense of responsibility for the lost that will lead to Biblical witnessing

"For all have sinned and fall short of the glory of God." Romans 3:23

We believe the only hope of salvation is through the sacrifice of Jesus Christ on the cross at Calvary – as indicated in the following scriptures:

"For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord." Romans 6:23

"But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us." Romans 5:8

"Therefore, having been justified by faith, we have peace with God through our Lord Jesus Christ." Romans 5:1

"For by grace you have been saved through faith and that not of yourselves; it is the gift of God, not of works, lest anyone should boast." Ephesians 2:8-9

## 2. Christ-centered Academic Development

- To offer a high standard of Christ-centered academics
- To encourage the student to think clearly, logically, and independently
- To equip the student for his life's ministry
- To stress wisdom, understanding, discernment, and knowledge of the Word of God

"And Jesus increased in wisdom and stature and in favor with God and men." Luke 2:52

## 3. Social Development

- To build Christian character into the life of the student
- To live uprightly with his fellow man
- To build a Christ-controlled personality
- To practice good citizenship
- To respect authority

"Be strong in the Lord and in the power of His might." Ephesians 6:10

## 4. Physical Development

- To develop a respect for the body as the temple of the Holy Spirit
- To teach intelligent care of the body
- To participate in wholesome forms of recreation
- To teach Biblical purity

"Do you not know that you are the temple of God and that the Spirit of God dwells in you?" I Corinthians 3:16

## **I. INTRODUCTION**

### **A. History of Calvary Christian School**

The congregation of Calvary Baptist Church had a vision of having a Christian day school long before they began one. In 1962, the present site of the church was chosen because it would be a good place for a church and school.

In the fall of 1975, Calvary Christian School began classes with 35 students in Junior and Senior Kindergarten. Each succeeding fall, the school added a grade until it reached the sixth grade in the fall of 1981. Enrollment in the early 1980s was around 240.

The first teachers developed their own curriculum. On April 27, 1978, the school board approved the use of the A Beka Science curriculum.

Calvary Christian School became accredited by the Texas Education Agency in 1982 and became a charter member of ACTABS in 1986.

In the early years of CCS the parent organization was established. It is currently called PTFA (Parents and Teachers for Awareness). PTFA helps promote the school in many ways. Parents and staff are always encouraged to be a part of PTFA.

In the spring of 1990, Calvary Baptist Church voted to open a seventh grade in the fall of 1990 and eighth grade was opened in the fall of 1991.

Seeing the need for a Christian high school, Calvary Baptist Church voted to open ninth and tenth grades in the fall of 2005. Eleventh grade was added in 2006 and twelfth grade in the fall of 2007. Due to enrollment not meeting expectations, the high school was closed at the end of the 2007-2008 school year.

Due to demand from our school families and community, the school board approved adding a full day Kindergarten class for the 2011-2012 year.

*Calvary Christian School is operated under a nine member school board that is interested in the operation and growth of the school. The school board administers the affairs of the school under the leadership of Calvary Baptist Church. Each school board member is a member of Calvary Baptist Church and serves for a term of three years. Any parent wishing to contact the school board may do so by making appropriate arrangements through the school office.*

## **B. Letter from Our Pastor**

Dear Parents,

Thank you so much for entrusting us with the education of your child. This is a responsibility that we at Calvary Christian School do not take lightly. We believe that children are a blessing from the Lord, and we believe that the Lord has truly blessed us in bringing your children to us. Our desire is to not only give them a firm academic foundation, but also to give them a solid spiritual foundation. Everything that we do here at Calvary Christian School is done under the banner of the Lordship of Jesus Christ, and it is the knowledge of His saving grace and love that we strive to impart to each and every student. With God's help, we pray that each student will leave Calvary with not only a quality education, but also with a firm confidence that God exists and that He loves them.

If you do not have a church home, we would love to invite you and your family to worship with us here at Calvary Baptist Church. We have Sunday school for all ages, children's church for ages 3-5, AWANA on Sunday evenings, and Ignite youth group on Sunday and Wednesday evenings. Our desire is to be a church that glorifies the Lord Jesus Christ in all that we do, and we would love for you and your family to be a part of what God is doing. If you have any comments or suggestions, please feel free to contact me.

In Christ,

Bill Perkins  
Senior Pastor  
Calvary Baptist Church

### **C. Letter from Our Principal**

Dear Calvary Christian School Parents,

On behalf of the staff and school board of Calvary Christian School, I welcome you to the 2019-2020 school year. CCS has been in existence since 1975 and God continues to bless. Our staff strives to develop a partnership with parents so we can “train up a child in the way he should go” (Proverbs 22:6). We offer an educational program that is both spiritually uplifting and academically challenging. Students at CCS will be taught the Biblical values and beliefs because we want to reinforce the values and beliefs that are taught in Christian homes.

The purpose of our handbook is to provide parents with complete information that will help you in understanding the policies and procedures of CCS. We want parents to be an important part of CCS, so we ask that parents become familiar with this handbook information.

We desire to see our students grow into Godly adults so that they can become leaders in our community and nation. I pray that all our CCS families have a blessed and successful year.

Serving Jesus,

Karen Zeissel  
CCS Principal



## II. ADMISSION REQUIREMENTS

Calvary Christian School and the Early Childhood Center do not discriminate on the basis of race, sex, color, national or ethnic origin in administration of educational policies, admission policy, scholarship programs, or athletic and other school administered programs.

The principal reserves the right to deny admission based on the admission policies that have been adopted by the school board. We do not require families to be affiliated with Calvary Baptist Church to be considered for admission.

The age requirements for admission are as follows:

|                 |                             |
|-----------------|-----------------------------|
| Infants         | 6 weeks                     |
| 2 yr. Preschool | 2 yrs. on or before Sept. 1 |
| 3 yr. Preschool | 3 yrs. on or before Sept. 1 |
| 4 yr. Preschool | 4 yrs. on or before Sept. 1 |
| Kindergarten    | 5 yrs. on or before Sept. 1 |
| First Grade     | 6 yrs. on or before Sept. 1 |

Steps for enrollment are as follows:

|   |           |
|---|-----------|
| _____ Application Completed/ Registration Paid    | (Sec. 1)  |
| _____ Up-to-date Immunization Record              | (Sec. 2)  |
| _____ Birth Certificate                           | (Sec. 3)  |
| _____ Health Statement Completed                  | (Sec. 4)  |
| _____ Discipline Policy Signed                    | (Sec. 5)  |
| _____ Website Release Policy Signed               | (Sec. 6)  |
| _____ Internet Acceptable Use Policy Signed       | (Sec. 7)  |
| _____ School Insurance Request/Denial Form        | (Sec. 8)  |
| _____ Previous School Transcript                  | (Sec. 9)  |
| _____ Testing (English & Math; Reading Readiness) | (Sec. 10) |
| _____ Interview may be required                   | (Sec. 11) |
| _____ Medication Authorization Form               | (Sec. 12) |
| _____ Tuition and fees paid                       | (Sec. 13) |

1. Before applications can be approved, parents, guardian(s), or the custodial parent must sign all processing papers and agreements. It is the parent's responsibility to keep contact information up-to-date in the school office. A non-refundable registration fee must accompany the application. This registration fee is the same for all new and continuing students.

2. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the school. The following immunizations are required: rubeola (measles), mumps, rubella (MMR), diphtheria, tetanus, pertussis (DTP), haemophilus influenza type B, hepatitis A, hepatitis B, varicella (chicken pox), poliomyelitis and meningococcal. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamped validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any family member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

3. A certified copy of the student's birth certificate is required.

4. A health statement, stating that the student has been seen by a physician within the last year and is able to participate in the school program, must be signed.

5. The discipline policy, stating that corporal punishment may be used when all other methods of discipline have failed, must be signed. Exemptions may be approved by the principal.

6. A website release form, allowing or declining permission to use your child's picture or school work, must be signed.

7. All students (4 yr.-8<sup>th</sup>) and their parents must sign the internet acceptable use policy agreement form.

8. Parents must complete and sign the school insurance request/denial form.

9. All new students must present a transcript before acceptance. Home-schooled students are required to submit grades. Standardized test scores, if available, should be submitted for permanent records.

10. All first grade students must pass a reading readiness test to be enrolled in first grade. This will be given prior to the opening of school to any student that was not enrolled in a CCS kindergarten class. All other new students will be given a language and math test prior to admittance.

11. An interview with the student and/or parents may be required. This is done at the administration's discretion.

12. A medication authorization form may be signed and returned by parents.

13. Tuition and other fees must be paid.

Calvary Christian School is not equipped to teach children with any of the following conditions:

- Mental or Physical Disabilities
- Emotional Disturbances
- Incurable Behavior
- Learning Disabilities

If a problem in any one of these areas develops, the school reserves the right to drop the student from the roll.

**All new students enter Calvary Christian School on a nine weeks probationary period. The principal and the teacher(s) will then evaluate the student's progress, and if the student is passing the probation period will end. If the student is not passing, parents will be notified of further probationary measures.**

### **III. FINANCIAL INFORMATION**

#### **A. Registration**

Every student must pay a **nonrefundable** registration fee. It must accompany a student's application for admission. Existing student accounts **must** be current in order to register.

#### **B. Tuition**

The Calvary Christian School Board calculates tuition and fee rates based upon the current and projected enrollment and operating costs for the school year. Tuition is the means by which CCS and the Early Childhood Center meet their financial obligations incurred during the year.

- Tuition payments are due on the first day of each month and are considered late on the 16<sup>th</sup>. A \$25.00 per month late fee is charged to accounts not paid by the 16<sup>th</sup> of each month.
- Monthly tuition or daycare payments may be made by cash, check, automatic bank draft\*, and credit or debit card (Discover, MasterCard, VISA, American Express). A 3% fee is charged on each credit/debit transaction. Credit card payments must be made in the CCS Financial Office or payer may request a secure link to be emailed. There are drop boxes for check payments located in the school office as well as the daycare office. *\*You must set up bank drafts directly with your banking institution.*
- At 45 days when a tuition payment is past due, the parent will be notified with

an official written notice sent by mail and also email. This will outline past due amounts, including a second late payment charge of \$25.00 per student, with instructions to contact the financial office of CCS immediately. This notice will also inform the parents of the following:

- When tuition is 45 days past due, FACTS access, progress reports, report cards and additional billable services (i.e. borrowing of lunch tickets, day care, study hall) will not be provided until balance has been paid.
- If parents do not meet with the financial office or become current on their past due tuition within the next 15 days (which will be 60 days past due) at this time CCS will regretfully be forced to notify the parents that their child(ren) will not be allowed to return to Calvary Christian School.
- When the student has been removed from the school, the account will be turned over to the CCS School Board President who will become the official contact for the account.
- The monthly tuition must be paid even if a child does NOT attend that month.
- Report cards will be held each nine weeks for all past due accounts and Edline will be blocked.
- If an account is not current, CCS will not release grades, diplomas, or transcripts.
- A \$35 fee will be charged for all returned checks. Checks will automatically be re-presented to our banking institution as allowed by the returned item policy. In the event that your account has two checks returned as unpaid by your financial institution, your account must be paid via either cash or credit card in the future. This will apply to all payments – tuition, lunch tickets, fundraisers, etc.
- Tuition will be prorated for students enrolling on or after the 16<sup>th</sup> of any month. No refunds will be made for early withdrawal.
- A 5% discount will be applied to the annual tuition amount paid in full by cash or check on or before June 16. A 2% discount will be applied to the annual tuition amount paid in full by credit card (Discover, MasterCard, VISA, American Express) on or before June 16. In case of early withdrawal, discount will be lost; any excess tuition will be refunded.
- The first month's tuition is due on June 1<sup>st</sup> for all students, including those who intend to pay in full. This payment must be received for all registered students. On June 16<sup>th</sup>, if this payment has not been received, a \$25 late fee will be charged. The student's name may also be removed from the class roster and the next applicant will fill his position. The first tuition payment is non-refundable unless a child is moving beyond commuting distance (100+ miles) from the school. Any request for refund must be made in writing to the financial secretary prior to July 16<sup>th</sup>. After that time, requests may not be honored.
- All tuition accounts are payable in 12 monthly installments. There are three payments due during the summer months – June 1, July 1, and August 1. If a student registers during the months of June, July or August, (before the first day of school), all summer payments due should be paid at the time of registration. If additional time is needed to "make-up" the missed June or July payments, arrangements may be made IN WRITING with the Financial Secretary. All payments must be made up by September 16. If registering any time after the first day of school, the annual tuition rate will be divided by 10 months, and that

payment will be due monthly.

- All tuition rates are based on an annual cost. Full monthly tuition is due each month, regardless of the number of days school is in session that month.
- Scholarship information will be available in the financial office beginning April 1st. Deadline for application is May 1. A second deadline MAY be set for a later date, at the discretion of the Scholarship Committee.

### **C. Sports Fees**

The athletic program covers its own expenses, therefore, fees for participation are charged to students participating in sports. Students must obtain physicals at their own expense. Purchase of a uniform may or may not be required.

### **D. Miscellaneous Fees**

Miscellaneous fees (field trips, art, special chapel, etc.) are intended to pay for special events and activities in which students participate that are not covered by tuition.

### **E. Payment Information**

**Monthly statements are not distributed.** Parents may sign up, in the registration packet, to receive monthly email statements reflecting their current balance. Parents may also request for a secure credit card link to be emailed automatically to them on a monthly basis. These selections can be made on the annual tuition election form in the registration packet. Tax statements are printed upon request (forms available in the day care office). When making payments, please follow the guidelines shown below:

#### **Payable to CCS**

CCS Registration Fee  
K-8<sup>th</sup> Tuition  
5<sup>th</sup> - 8<sup>th</sup> Study Hall Fees  
Lunch Tickets (all ages)  
Sports Fees (those participating)  
Art Fees  
Field Trip Fees  
Yearbook  
Fundraisers

#### **Payable to ECC**

ECC Registration Fee  
Daycare Registration Fee  
2 yr. – 4 yr. Tuition  
Early Morning Daycare  
Afternoon Daycare  
Drop-In/Late Fees  
Infant/Toddler Fees  
Summer Daycare Fees  
Holiday Drop-in Fees

## **IV. GENERAL INFORMATION & PROCEDURES**

### **A. Attendance (Kinder-8<sup>th</sup>)**

#### **1. Absences**

Regular attendance and promptness are required of all students. A student is to demonstrate responsibility and dependability through his attendance. Both attendance

and tardiness are recorded, and records of attendance are kept on file for reference. A student must be in his classroom in order to be counted as present. A secondary student's attendance will be recorded in each class period. If a student does not attend a field trip, he will be counted absent. **Four unexcused tardies equal one absence. A student may not have more than 18 days of absences for the school year as required by the State of Texas.** Any student exceeding 18 days of absences will not be promoted to the next grade. Parents are entitled to petition the school board for action at the end of the second semester. Parents will be notified if a student exceeds the limit.

## 2. Tardy Information

Students must arrive at school on time (8:30 a.m.) because coming into the class late interrupts the teacher and the entire class. A student is considered tardy if he is not in the classroom at the start of each class. Continued tardiness will necessitate a conference with parents and the principal. Any student arriving late for class must go to the office for a tardy slip. No late student will be received into the classroom without the proper tardy slip. **Four unexcused tardies equals one absence.** The school office determines excused or unexcused tardies. If a student arrives at school after 10:30 a.m. he will be counted a half day absent. If a student leaves before 2:00 p.m. he is counted a half day absent. If a student leaves before 10:30 a.m. he is absent a full day.

A student that has an unexcused tardy will not be able to make up the work he has missed by being late. In the event that a grade has been taken during this time, a grade of zero will be given to the tardy student.

## 3. Unexcused Tardy Fine Policy

- 5<sup>th</sup> Tardy – Parent is fined \$20.00.
- 10<sup>th</sup> Tardy – Parent is fined \$50.00.
- 15<sup>th</sup> Tardy – Parent is fined \$150.00 and meets with the principal.
- 20<sup>th</sup> Tardy – Parent is fined \$200.00 and student is not allowed to attend class until he, along with a parent, meets with the school board.

Tardy fines are calculated per semester. All fines are added to the student's tuition account. All money from fines will go to the scholarship fund.

**Only unexcused tardies count toward tardy fines.**

## 4. Make-Up Work

In all cases of absences, the student will be required to complete the necessary make-up work. The student will be given a zero for work that is not made up within a specific period of time. Parents should check FACTS (calvarywarriors.org) first. If not available, it is the responsibility of the student and parent, not the teacher, to get the make-up work. Arrangements for make-up work may be made by contacting the teacher(s) via

email or phone during their conference times at school. If a parent would like to request make-up work, call before noon to allow the teacher(s) time to prepare the work. Work may be picked up in the office between 3:30 – 4:00 p.m.

Parents are encouraged to request make-up work from teachers when their child is absent. If make-up work is not requested it will be assigned once a student returns, with a reasonable time for completion being allowed by the teacher. If the parents are aware that their student will be absent due to a reason other than illness, arrangements for make-up work need to be made at least one week BEFOREHAND with all teachers. Work will be due and any missed tests/quizzes taken on the day the student returns. The office must be given written notification one week ahead of time if the student will be absent due to a reason other than illness.

## **B. Chapel**

Chapel services are held each Wednesday at 9:15 a.m. for Preschool and kindergarten and at 10:10 a.m. for all other grades. Parents and friends are welcome and encouraged to attend. Special chapel services presented by preschool and elementary classes are conducted periodically throughout the year. Parents will be notified of special chapel dates and times. The times are also posted on FACTS.

## **C. Class Placement Policy**

The Class Placement Committee, made up of CCS administrators, office staff and faculty, will place students in classes. Students will be placed to ensure an equal boy to girl ratio. **REQUESTS WILL BE CONSIDERED BUT ARE NOT GUARANTEED.**

A student registering after the class rosters have been determined during the summer will be placed in a class by the principal and office staff as follows:

- Smallest class
- Ratio of boys to girls

The Class Placement Committee reserves the right for final class placement.

### **MAXIMUM CLASSROOM ENROLLMENT:**

|  |   |
|--|---|
| 9 students for infant room (2 workers)   | 16 students for kinder                                  |
| 12 students for toddler room (2 workers) | 18 students for 1 <sup>st</sup> grade                   |
| 11 students for 2 year olds              | 20 students for 2 <sup>nd</sup> – 3 <sup>rd</sup> grade |
| 15 students for 3 year olds              | 22 students for 4 <sup>th</sup> – 5 <sup>th</sup> grade |
| 16 students for 4 year olds              | 18 students for 6 <sup>th</sup> – 8 <sup>th</sup> grade |

## **D. Classroom Visits**

Parents will have two scheduled opportunities to visit the classrooms. A parent orientation is held a few days before school begins, and an open house is held in the

spring. Parents are encouraged to visit during these times. Parents wishing to visit the classroom at other times must make their request known to the principal. The visit will be allowed only at the convenience of the teacher, and at no time will there be more than one parent in the classroom. Parents will be allowed no more than two scheduled classroom visits in one year. Visits of this nature are distracting to the teacher and to the students. The teaching/learning atmosphere must be maintained at the highest level possible.

## **E. Complaint Procedures**

The steps for handling a complaint:

1. The parent, with a spirit of reconciliation, meets privately with the teacher to seek a resolution.
2. If reconciliation has not been achieved, the parent, teacher, and the principal meet with a spirit of reconciliation to seek a resolution.
3. If reconciliation has not been achieved, the problem will be turned over to the Executive Committee of the school board. This committee will call upon the parties involved as necessary. Reconciliation will be sought.
4. The problem, if not reconciled, will then be presented to the entire school board. The board will seek to bring about reconciliation. All complaints to the school board will be presented in written form.

- **EXPRESS IT ONLY TO THE INDIVIDUAL INVOLVED**

Solve each complaint with the persons directly involved at the lowest level possible.

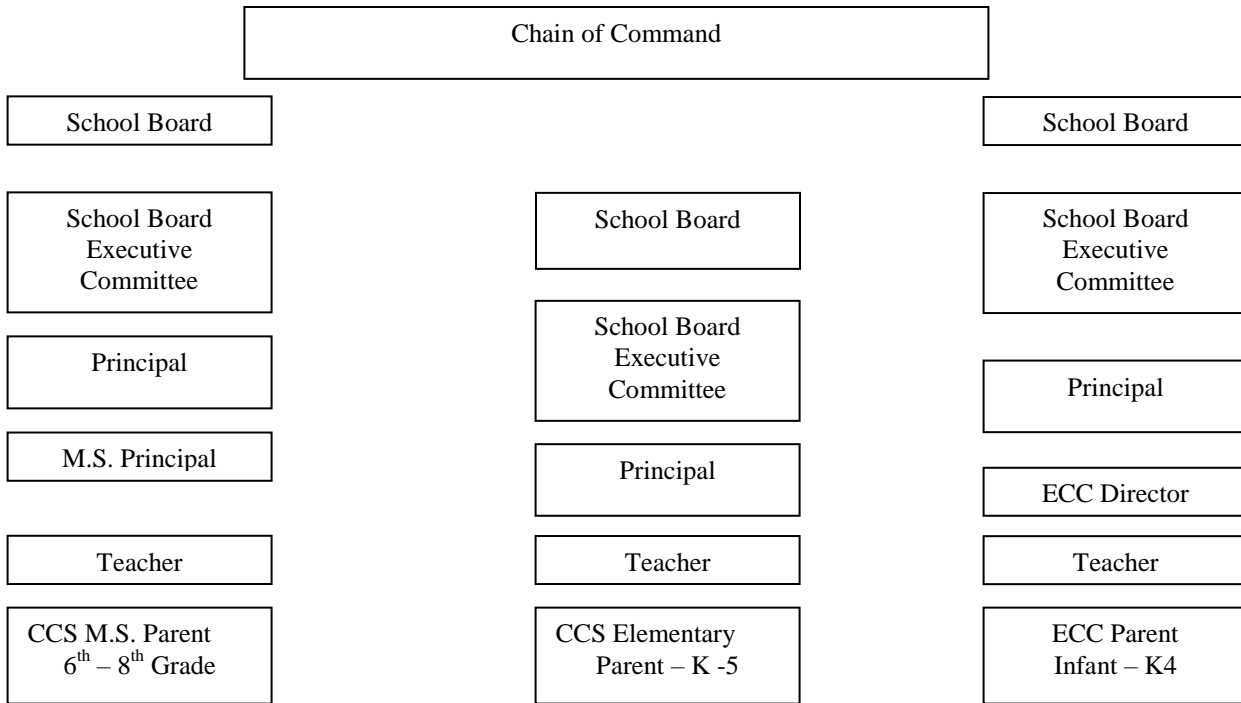
- **EXPRESS IT CLEARLY AND IN LOVE**

- **DON'T SHARE A BAD REPORT**

Parents who refuse to follow these complaint procedures will be called for a conference with the principal of the school. Should problems continue following the called conference, the matter will be brought to the attention of the school board. If the parent fails to cooperate with the principal, the lack of cooperation may lead to the dismissal of the student by the school board based upon the recommendation of the principal.

(See Chain of Command flow sheet on next page.)





## F. Conduct, Discipline, and Bullying

### 1. Conduct

Calvary Christian School sets high standards for Christian conduct.

This handbook does not define all types and aspects of student behavior; however, the school board has the responsibility to set forth policies, rules, and regulations to help each student. The classroom teachers may establish certain rules and policies consistent with those established by the school board.

The following list shows desirable character qualities each student should pursue and gives examples of undesirable traits for which disciplinary action will be taken:

- Orderliness – Whispering, talking, passing of notes, leaving seat without permission, improper lunchroom conduct. I Corinthians 14:40
- Respectfulness – Failure to follow directions, talking back, vandalizing (students may be charged for damage).  
Romans 13:1-5
- Dependability – Not being prepared for class with books, papers, supplies, etc. I Timothy 4:12
- Honesty – Lying, cheating, stealing, plagiarism. II Corinthians 8:21
- Loyalty – Gripping or complaining about rules, slander. Philippians 2:14
- Courtesy – Discourtesy to classmates (name-calling, gossip, etc.), bullying, intimidation, exploitation and sexual harassment. Ephesians 4:32
- Self-Control – Temper, anger, fighting, sulking, running in building, physical contact, horseplay, use of harmful or intoxicating substances. Galatians 5:22-24

- Punctuality – Late to class, late to chapel. Ephesians 5:16
- Purity – Indecent or impure words, indecent actions, sexual immorality, public display of affection. Ephesians 4:29
- Responsibility – No homework, failure to return notices sent home. Philippians 4:13-14
- Neatness – Shirttail out, out of uniform, cluttered desk. I Corinthians 10:31
- Reverence – Irreverence during prayer, pledges, or chapel. Habakkuk 2:20
- Cooperation – Failure to uphold standards of conduct, failure to adhere to uniform policy. I Thessalonians 5:22
- Obedience – Chewing gum, bringing questionable and/or distracting books or objects to school, toys, weapons, disobeying teacher or staff member. Ephesians 6:5-7

Students at Calvary Christian School are expected to maintain the highest standards of personal conduct.

## 2. Discipline

Calvary Christian School is committed to maintaining an academic environment in which every individual treats others with dignity and respect. The following steps will be taken when disciplinary action is needed:

- First conference will be held between the teacher and the student concerning student's behavior.
- Should repeated behavior occur, step two will be a conference between the student and the principal. The student will be informed of the consequences of any further behavior.
- Repeated behavior problems will result in a conference with the principal, the parent, the teacher, and the student. Students will be given a probationary period of two weeks to allow the teacher and principal to observe the conduct.
- **If serious disciplinary problems continue, the student will receive up to a three-day suspension. He will not be allowed to return until the parent has had a conference with the principal and the student shows definite steps toward improvement of his behavior. The student will receive zeros for all work missed.**
- If the student returns to school and still cannot show improvement in his conduct, he will be subject to expulsion by the school board. **No fees will be refunded.**
- **A serious disciplinary problem may lead to an immediate suspension or expulsion.**

## 3. Bullying

CCS staff will make every effort to prevent bullying in our school. Bullying issues are not anticipated. However, should problems arise; the result may include any of the following:

- notification of parents
- parent conference with student and an administrator
- in-school suspension – 70 highest grade on all work
- out-of-school suspension – zeros on all work
- **A serious disciplinary problem may lead to an immediate suspension or expulsion.**

We rely upon our parents to uphold the intent and the spirit of our discipline policy. **A lack of cooperation between parents of a student and the principal may lead to the dismissal of the student by the school board upon the recommendation of the principal.**

### **G. Conferences**

There will be one scheduled conference during the school year. Parents will receive written notification of the conference before the scheduled date. Parents wishing to have a special conference with the teacher or principal must make arrangements ahead of time by calling the school office to schedule an appointment. Parents coming to the school before 8:15 a.m. or after 3:30 p.m. for a conference or meeting are asked to make arrangements for their children. If children must be brought to the school campus, they will need to go to the Early Childhood Center or study hall depending on grade level and a fee will be charged. We cannot allow children to be unattended at any time on our campus.

### **H. Disasters**

In case of a hurricane or any natural disaster, our school will operate on the same schedule as the Harlingen Consolidated Independent School District. Parents need to follow instructions on television and radio that pertain to the Harlingen school district.

Fire drills are conducted every month. Other drills are performed occasionally, including lock down drills.

### **I. Distribution of Materials**

Any outside information must be approved by the principal before distribution.

### **J. Field Trips**

From time to time classes may go on educational field trips. Parents will be informed of the times, places, and cost, in advance. All field trips are to be approved by the principal. If a parent would like to transport students on a field trip, the parent must complete a Volunteer Registration form, at least two weeks prior to the field trip, and have a copy of driver's license and proof of insurance on file in the school office. A background check will be run by the office. Field trip chaperones/drivers may not bring extra children on field trips. State seat belt and car seat laws must be followed.

Elementary students should wear red shirts while on field trips. In the event a parent does not allow a student to attend a scheduled field trip, the parent is responsible for keeping the student at home during the time of the field trip, and the student will receive an excused absence.

In order for a child to attend a field trip, a parent/guardian must fill out and sign a field trip permission form. This form includes information for the teacher, such as the child's physician and emergency contact numbers. Should a child not have the form, they **WILL NOT** be permitted to attend the trip. Permission **MAY NOT** be acquired over the phone. Field trip expenses are not covered by tuition and are non-refundable.

The eighth grade trip is not a field trip. The students must be passing Bible, math, language arts, history, science, and Spanish for the year in order to attend.

### **K. Head Lice**

Whenever a case of head lice is discovered, the infected child is immediately removed from the classroom. All other students in that classroom are checked and also the infected student's siblings. Parents of the infected child are contacted and a notice is sent home with other students in the infested student's classroom alerting parents that a case of lice has been discovered. A child may return to school only after being treated with the special shampoo from the Health Department or local pharmacy. The Health Department is also able to instruct on how to rid a home and car of lice to avoid re-infestation. To return to school, the student must be lice free and must be accompanied by a parent to the school nurse's office to be cleared before returning to the classroom.

### **L. Health Screenings**

The school will annually screen the age levels and grades as required by the state of Texas for visual and hearing acuity. An annual scoliosis test is given to 5th and 7th grade girls and 8<sup>th</sup> grade boys. All testing is done in accordance with Texas laws. Parents may opt out of school screenings by presenting a signed screening from a licensed physician for the current screening period.

### **M. Hours of Operation**

- Kinder, 1<sup>st</sup> and 2<sup>nd</sup> grade 8:30 – 3:00, picked up no later than 3:15
- 3<sup>rd</sup> – 8<sup>th</sup> grade 8:30 – 3:30, picked up no later than 3:45

Teachers will be on duty at 8:15 a.m., and students arriving prior to that time will need to make arrangements with the Early Childhood Center.

Kinder – 4<sup>th</sup> grade students not picked up by the proper time will be taken to the Early Childhood Center and parents will be charged accordingly.

5<sup>th</sup> – 8<sup>th</sup> grade students not picked up by the proper time will be taken to the after-school study hall and parents will be charged accordingly.

## **N. Insurance**

Calvary Christian School does not carry medical insurance for students. The school does offer voluntary student accident insurance. Parents are given the opportunity to request student accident insurance applications from the school office. Calvary Christian School cannot be responsible for injuries incurred on school property or during school-related functions.

## **O. Leaving Campus**

A student is not permitted to leave campus during school hours except by parental arrangement. Students will not be called to the office to leave until parents arrive in the office. A note may be sent to the teacher so that student will be prepared and packed up. If a student is to leave campus with anyone other than a parent or designated person, special notice must be sent to the school office. Parents may take their child off campus for lunch during the regular lunch period. Their child should be returned to school before the afternoon class begins. The parent needs to sign his child out when he leaves and back in when he returns. The tardy policy will apply. A student that walks or rides a bike to school must have written permission from his parent on file in the school office.

## **P. Library**

The library is open for student use and a schedule will be posted at the beginning of the school year. Library account numbers are issued to each student. These numbers are used for checking out books. Books and other materials checked out from the library must be returned in good condition within the designated time limit. The student must pay for lost or damaged library books. Report cards and/or records may be held until the student is clear in the library. Late fees are 10 cents a day.

## **Q. Loading and Unloading**

### **1. Loading**

- 2, 3, and 4 year olds will be picked up by the covered area on Williamson Street.
- K, 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade will be picked up in the front parking lot drive thru.
- 2<sup>nd</sup> grade and sixth grade through eighth grade will be picked up on the north side of the gymnasium along Williamson Street.

### **2. Unloading**

- Preschool and elementary should be unloaded in the front parking lot.
- Kinder can be dropped off in front of the playground in the horseshoe circle.
- Middle school students are to be dropped off on the north side of the gym.
- The back parking lot is for church, school staff, and ECC drop-off parking only. We have these areas designated for the safety of all our students.

There are two fifteen minute parking spaces located in the back parking lot that can be used for parents during the school year.

*Please see the maps at the back of this handbook for loading details.*

## **R. Lockers**

Each middle school student will be assigned a locker. The privacy of one's locker will depend on the student's ability to keep his lock combination confidential. Each student must supply his own combination lock and provide his homeroom teacher with the lock combination.

A student may have locker shelves to organize his supplies. The school asks each student to respect all property of the school. Listed below are some of the rules for caring for the lockers.

Locker Rules:

- Do not write or scratch on the lockers with any items.
- No stickers in or outside of the lockers.
- No adhesive items (ex. mirrors, bumper stickers, hooks, etc.).
- Doors should be shut gently.
- Do not kick the locker doors.
- Do not put locks on any locker other than your own.
- Do not block neighbor's access to his locker. Demonstrate respect for others.

Any infraction of the above rules or any disrespectful display to property will result in the temporary suspension of a student's locker privilege. That student will need to carry all items around with him from class to class. Repeated infractions will result in a permanent removal of locker privileges.

Staff may search lockers and, if necessary, locks may be cut.

Calvary Christian School is not responsible for the loss or damage to personal belongings. All personal belongings are to be kept by each student at his own risk.

## **S. Lost and Found**

The school maintains a lost and found area. Every student should check periodically to retrieve lost clothing, books, lunchboxes, etc. Items not claimed by the end of each grading period may be donated to a local charity. *Labeling clothing and supplies with the child's first and last name will help facilitate the return of items.*

## **T. Lunch Program**

- Each student will need to bring his own lunch or purchase a lunch through the

hot lunch program. Please label lunches AND lunch tickets with their first and last names.

- Students are not permitted to purchase sodas or snacks from the vending machines during school hours.
- Students are not to bring drinks in glass containers.
- If a student forgets to bring a lunch, the student may borrow a ticket from the office. Tickets should be repaid promptly.
- Students are to eat in the lunch room and must clean up after they eat.
- Many students have food restrictions, some with the potential for serious medical repercussions. Therefore, food should not be shared. A peanut/nut-free table will be provided for students with food allergies if requested by a parent.
- If a parent wants to bring food for the whole class on special occasions, please let the teacher know in advance so that they can notify the cafeteria not to prepare food for them on that day. Please don't forget to provide drinks, plates, and tableware.

If you are having prepaid food delivered from a vendor, please do not forget to include the tip.

## **U. Medication and Illness**

All prescription medication will be dispensed through the school office, ECC office or school nurse. Students are not allowed to have prescription or over-the-counter medications in their possession (exception is an asthma inhaler). Over-the-counter medication must be provided by the parents with completed medical authorization form. Any unused medication left at CCS at the end of the school year will be discarded. Medication from Mexico will NOT be administered by any school staff unless there are U. S. physician's orders on file approving for the substitution of medication from Mexico. The medication must be labeled by the pharmacy in English.

The school has personnel trained in first aid available during school hours. Parents may not send their child(ren) to school when they have a fever. According to state regulations, a child must be "fever free" for at least **24 hours**, and cannot remain in school with a fever of **100.4** degrees or over. In case of an emergency, if parents cannot be reached, the school has the authority to contact the hospital or doctor of choice or may call 911 for an ambulance.

## **V. Parents and Teachers For Awareness**

PTFA holds various fundraisers throughout the year to raise money for school improvements and teachers' needs. Parents are encouraged to participate in these activities. There is an annual family membership fee for those who choose to join.

## **W. Pest Control**

Once a month a pest control company sprays for insects. If a child has any sensitivity to certain chemicals used for pest control, parents need to advise the school office.

## **X. Room Mother/Father and Parties**

Each class needs a room mother/father. This parent will help with parties, field trips, and other events. There will be parties for Christmas, Valentine's Day, Easter, and at the end of the school year. Others may be announced. CCS does not celebrate Halloween. No Halloween clothing or costumes may be worn. Parents planning parties should be aware that there are students enrolled with food allergies and should plan accordingly. Private party invitations can only be passed out if the **entire** class is invited, or **all** the boys only, or **all** the girls only.

## **Y. Snacks**

Kindergarten will be served snacks each morning. A student's parent will furnish healthy snacks, including milk, juice, or water.

## **Z. Telephone/Cell Phones**

A student may not receive/make telephone calls in the office during school hours unless it is an emergency. Parents may leave messages for their child(ren). The school staff reserves the right to discern whether the matter is important enough for the student to make a telephone call.

A CCS student may carry a cell phone on campus. Phones should be used for the purpose of after-school contact. The phone MUST remain in the "OFF" position from 8:15 am – 3:30 pm. A student who violates this policy will have his phone confiscated, turned in to the main office and returned only to a parent. Student may lose the privilege of carrying a phone.

## **AA. Toys**

Toys are not to be brought to school unless the teacher gives permission or it is show and tell. Sports balls are allowed.

## **BB. Visitors**

All visitors must check in with the school office and will be issued a visitor's pass to wear while on campus.

## **CC. Withdrawal of Student**

The school office must be contacted to withdraw a student. The student must be cleared with teachers, library, athletics, and the school office. A withdrawal form will be issued by the office for completion. No refunds will be given to a student withdrawing, and all fees and tuition must be paid in full before any records will be released. One week notice prior to the withdrawal date is requested.



## **V. ACADEMICS**

### **A. Accelerated Reading Program**

Accelerated Reader (AR) is a required reading program for first through eighth grades. Each student will be issued a confidential AR password by the librarian. During the first weeks of school, 2<sup>nd</sup> through 8<sup>th</sup> will take a timed STAR Reading Test to establish beginning reading levels. These students will be re-tested in December for improvement. First graders will take their first timed STAR Reading Test in December. During the first week of each new nine weeks, the student will be assigned an attainable, yet challenging, point goal. Point goals are set using standardized charts from Reading Renaissance. Point goals will not be adjusted. It will be clearly explained to the student that the percentage of this goal that he reaches, averaged with their percent correct achieved, will be a substantial portion of his reading or language arts grade, subject to his grade level.

If a student is absent for the day, he cannot take AR quizzes that day. Students may not miss any class to read for AR. AR quizzes can only be taken between 8:15 a.m. and 3:45 p.m., Monday through Friday. Notification will be given to each student as to the last testing day for each nine week grading period. It is not our policy to delete failed quizzes.

Any student caught cheating on AR will receive a discipline report and a zero for AR for that grading period. A second offense will have the same result plus a one-day suspension.

E-Readers may be used on campus for AR reading as long as a book has been previously downloaded from home. CCS students are allowed to bring personally owned computing devices, with teacher permission, for instructional use. Each student and parent must sign the Personally Owned Device permission form.

### **B. Athletic/Extracurricular Eligibility**

A student who receives a grade below 70 in any class at the end of any six week evaluation period or a nine week reporting period may not participate in any CCS extracurricular activities for at least three school weeks. Classes include: Bible, math, history, science, health, P.E., conduct, music, computers, language arts, and middle school Spanish. An ineligible student may not participate or practice in any extracurricular activity or suit out for a game during this period. The student may regain eligibility at any three/six week evaluation period or report card time when the Athletic Director and/or the teacher determine that the student has earned a passing grade of 70 or above in all classes. The student must be in class at least one-half of the day in order to participate in an event that day.

Extracurricular activity absences are excused. Students must turn in a form to the office from the organization.

## **C. Curriculum**

Calvary Christian School uses a treasury of textbooks and teaching materials that reflects the very best in scholarship, design, practicality, and spiritual fidelity. We strive to provide a scriptural foundation for academic excellence and good character training. Bible will be taught at each grade level along with the core subjects and electives. The Abeka curriculum is used in grades preschool-middle school for the majority of subjects.

## **D. Dismissal**

Students who violate the policies of Calvary Christian School will be subject to dismissal. Reasons for such action include, but are not limited to the following:

- Violations of the student code of conduct. (p. 15)
- Contributing to the spiritual or moral decline of students
- Falsifying information during the application process
- Failure to maintain financial commitment
- For the good of the school

Any dismissed student will not be permitted to re-enroll.

## **E. Grade Reports (K-8)**

### **1. Report Cards**

Report cards will be issued to a student to present to his parents after each nine week grading period. The report card must have the signature of a parent and should be returned the next day to the classroom teacher.

### **2. Progress Reports**

Progress reports are issued to the student to present to his parents on the fourth and seventh Wednesday of each nine week period. The report is to be signed by a parent and returned to the teacher the following day. Progress reports are mandatory for each student in first through eighth grades for the first three weeks grading period. After that time, teachers will send progress reports only when there has been a change that warrants parental attention or upon written request by a parent. If the student is failing a subject at a three/six week grading period, he will receive a progress report.

### **3. FACTS**

Grades are posted to FACTS at 3, 6, and 9 weeks. FACTS may be blocked if account is not current.

## F. Grade Scale

- 90 – 100     A
- 80 – 89     B
- 70 – 79     C
- Grades below 70 are failing.
- 100 is the highest report card grade.

## G. Homework

Homework assignments must be turned in on time. Assignments turned in one day late will automatically be penalized by the deduction of **15 points** in grades 1-5. In middle school, **30 points** will be deducted. Additional points for errors and incorrect answers will further be deducted. Assignments turned in two days late will not be accepted, and a **zero** will be given.

## H. Honor Roll/Principal's List

A student must be passing all classes, including conduct, and earn an overall grade average of 90-94 in the following subjects: Bible, math, language arts subjects, history, science, and Spanish (secondary only) to be recognized for the Honor Roll. A student must be passing all classes, including conduct, and earn an overall average of 95 or above to be recognized for the Principal's List. This average will be calculated using the same method as for Honor Roll.

## I. National Junior Honor Society

Middle School students have an opportunity to become a part of our National Junior Honor Society chapter. The NJHS faculty council will select students who demonstrate outstanding performance in all five criteria of NJHS- scholarship, leadership, service, citizenship, and character. The students will be considered based on the following academic criteria:

- Students will be selected no sooner than the second semester of their 7<sup>th</sup> grade year.
- Students must have at least one full semester (2 quarters) of Calvary Christian School grades (no mid-semester transfers will be considered)
- The cumulative GPA of ALL Calvary Christian Middle School classes taken (6<sup>th</sup> grade and up) must be a 90 or above. (89.5 will round up, 89.49 will not).

A final membership decision will be determined by the faculty council.

## J. Promotion and Retention Policy

To be promoted to the next grade level, a student must have a 70 or above yearly average in each of the following subjects or successfully complete summer school as described below: Bible, math, science, social studies/history, and language arts. The

language arts yearly average will be calculated by averaging grammar, reading/literature, spelling, and phonics as recorded on report cards at each grade level. For grades 1-5, the yearly average will be calculated by averaging the grade in each subject from each nine week grading period. For middle school, the yearly average will be calculated by averaging the first semester average in each subject with the second semester average. If a student fails two or more of the subjects mentioned above, he is automatically retained.

Students who are not passing may enroll in a summer school program using the ABeka curriculum under the supervision of a certified teacher at the parent's expense. CCS will not be responsible for locating or making arrangements with the certified teacher. The certified teacher will be required to turn in a notebook for the student with dividers containing: 1) a copy of the teacher's certification if employed somewhere other than CCS. 2) lesson plans 3) all graded papers 4) grade book 5) copy of final report card. These items must be on file in the school office by August 1<sup>st</sup>. Middle school students may also transfer a credit from any accredited public or private school. The students required to take summer school will be enrolled on probation. If at the end of the first nine weeks the student is not passing the same subject(s), the student will be moved back to a lower grade or dropped from CCS. Students who plan to fulfill promotion requirements through summer school must notify the school office in writing before the end of the school year so that the student's slot in the next grade level will be saved. Any student who fails the summer school program will be required to repeat his current grade level.

## **K. Testing**

All students K – 8<sup>th</sup> grade will take the Iowa Assessments (IA) test. The cost of this test is covered through tuition fees. Students not enrolled at CCS but desire to take the IA or PSAT test with CCS students, will be charged a fee. Outside students may test only if space and materials are available. All 8<sup>th</sup> grade students will take the PSAT test. Fees for this test will be collected by the school office from each student, and the test will be administered on campus.

## **L. Transfer Grades Guidelines**

Student transfer grades from an accredited school will be accepted for the period of time the student was enrolled in the previous school. Student transfer grades from an unaccredited setting will be verified using a variety of methods to ensure the grades comply with state guidelines before credit is awarded.

## **M. Transfer of Records**

The Accreditation Commission of Texas Association of Baptist Schools (CCS's accrediting commission) requires the school to inform parents what would happen to student files in the event CCS should cease to exist. If this should occur, all student files will be released to and maintained by the leadership of Calvary Baptist Church.

## **VI. GENERAL POLICIES**

### **A. Asbestos Hazardous Response Act 40 CPR 763**

CCS is maintaining compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan, a copy of the plan is available in the Principal's office.

### **B. Physical Education (K-8)**

P.E. is a required course mandated by the state of Texas. If a student misses P.E. class, he will be required to do make-up work. If the absence is unexcused, he will be penalized. Tennis shoes are a requirement in P.E. class; therefore, students will be penalized if they are not wearing tennis shoes for P.E. class. Girls must wear shorts under their skirts or dresses for P.E.

If a student cannot participate because of a temporary illness or injury, the parent must write a note which will excuse him/her for that day only. A note must be written for each day of non-participation. After the third day, a doctor's excuse will be required.

### **C. Uniform Policy (K-8)**

Uniforms may be purchased at any store, but it is very important that they are purchased in the uniform department only. Junior and adult sizes are available at J.C. Penney's, Lands' End catalogs, and Academy. If junior and adult sizes are purchased outside the uniform departments, they must strictly conform to the uniform policy. Please review the policy carefully.

All polo shirts, oxfords, sweaters, or jackets may have the school monogram on them.

#### Pants – Khaki or Navy

- Pleated or not pleated
- With belt loops (a belt must be worn through the belt loops) or without belt loops (it may have an elastic waistband or plain waistband; no belt needed)
- No holes, or frayed hems
- Pants must fit properly

#### Shorts – Khaki or Navy

- All of the above apply
- No more than 3 inches above the knee, measured from the top of the kneecap

#### Shirts – Polo pullover (with buttons only, long or short sleeve)

- Shirts must be tucked in
- Approved solid colors: White, or any shade of blue, red, green, yellow, pink, purple, and orange
- White undershirts only
- No contrasting plackets or collars

#### Oxford Button-down (long sleeve or short sleeve)

- Approved solid colors: white, blue, pink

#### Turtleneck/Crewneck

- Approved solid colors: White, or any shade of blue, red, green, yellow, pink, purple, and orange

#### Sweater Vest

- Solid navy only – sleeveless pullover, no buttons

#### Sweater

- Solid navy or white only – long sleeve cardigan, crew-neck, V-neck

#### Coats and other outerwear

- Outside of the school buildings – any kind of coat, sweater, or windbreaker
- Inside of all school buildings – solid navy or white sweater; solid red or navy crew-neck sweatshirts.
- CCS zipper hoodies – hoods off in class
- Plain navy zipper jackets with or without hoodies – hoods off in class

#### Shoes

- No flip flops; tennis shoes are required for P.E. classes
- No Heelys or Crocs

#### Girls Only

- Capri pants, culottes, jumpers, dresses, skirts, skorts – navy or khaki
- Peter Pan collar blouse – white, blue, pink
- No halter-tops, tube tops, spaghetti straps or tank tops
- Tops should not be too low, too tight, expose midriff, or be see-through
- Tops must be long enough to stay tucked in
- Polo-shirt dresses in approved shirt colors

## Jean Day

- Each Friday will be jean day for all students
- Students will still be required to wear a uniform shirt or any Calvary t-shirt (except sleeveless track shirts)
- Jeans/shorts may be blue or black
- With belt loops (a belt must be worn through the belt loops) or without belt loops (it may have an elastic waistband or plain waistband; no belt needed)
- No holes or frayed hems
- Pants must fit properly
- No more than 3 inches above the knee, measured from the top of the kneecap
- Girls may wear capri pants, culottes, jumpers, skirts, skorts, or dresses

## General Appearance Rules

- No clothing, backpacks, or accessories with improper logos.
- Hair must be neat, clean, and out of the eyes. No unnatural hair colors.
- Boys' hair should not touch collar.
- Hoods and caps may not be worn in class or chapel.
- Body piercings are not permitted.
- Earrings for boys are not permitted.
- No more than two earrings per ear are permitted for girls.
- Boys must be clean shaven.
- No visible tattoos are allowed.
- Boys may not wear nail polish.

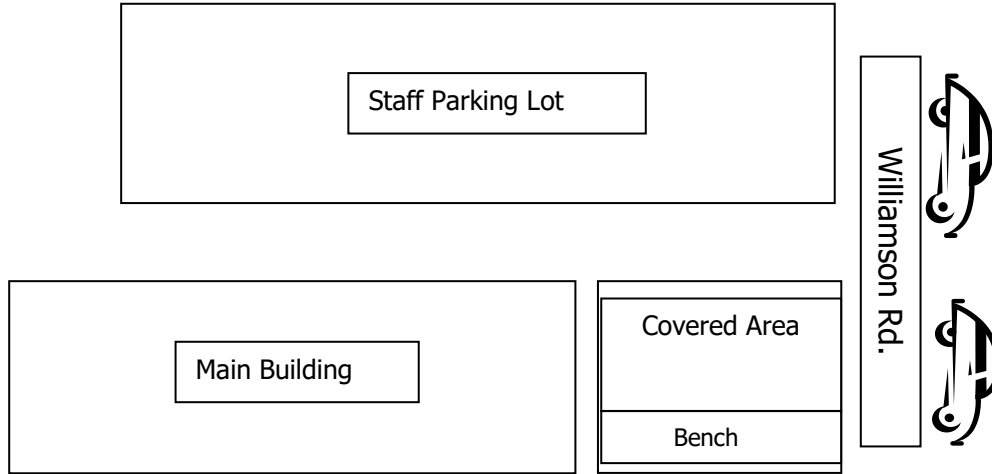
## Uniform Free Passes

When students use uniform free passes they must still follow uniform policies.

**The uniform policy is at the discretion of the teachers and principal.**

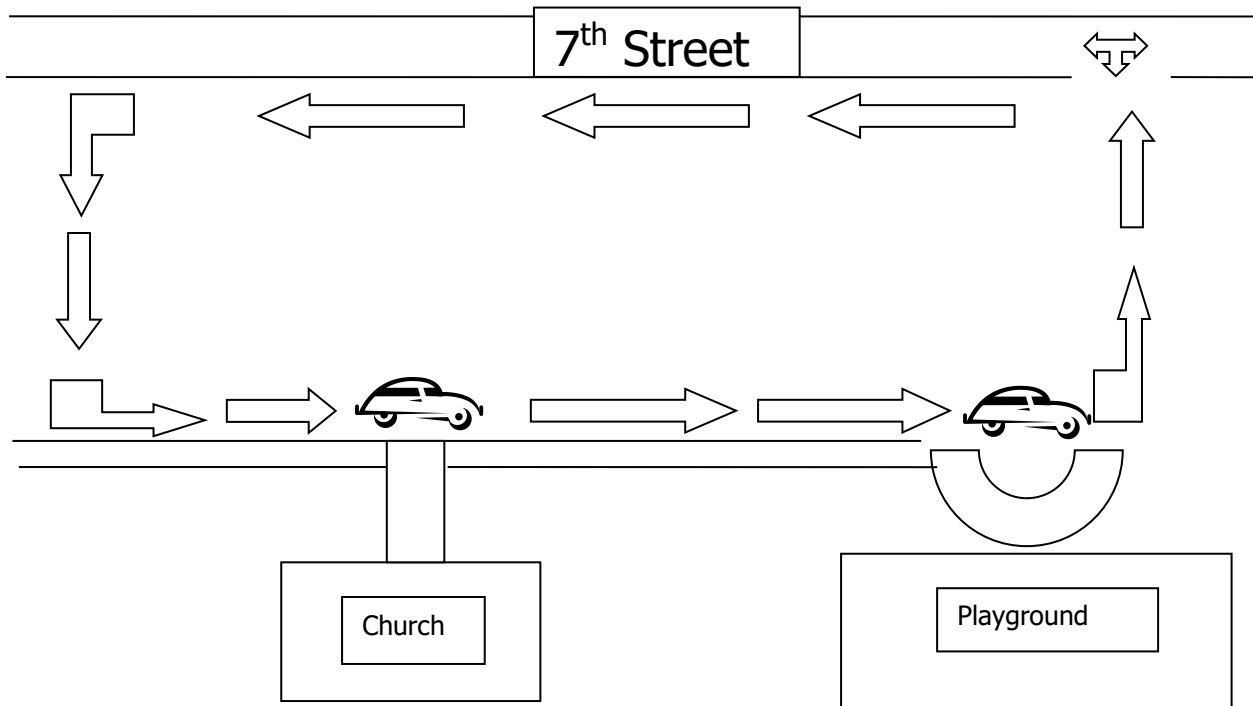
***Calvary Christian School reserves the right to change any of the rules and regulations at any time, including those relating to admission, instruction, policy, and calendar events.***

### Preschool Loading



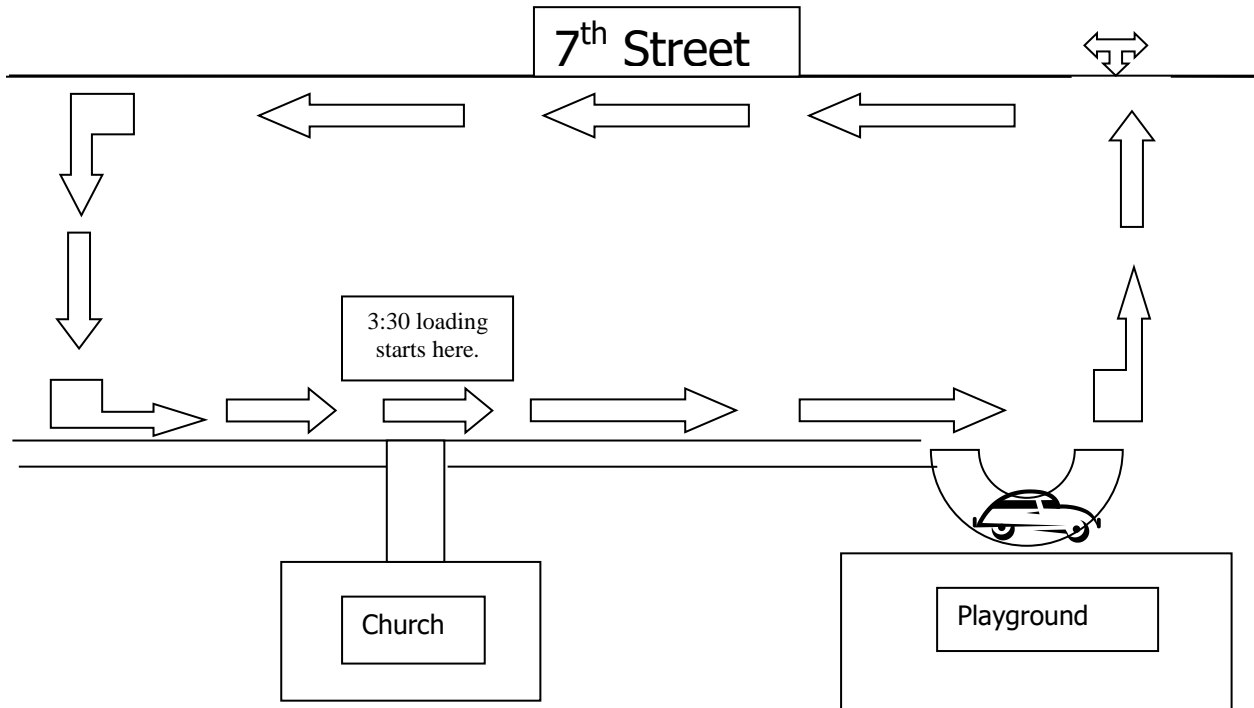
There should be no parking on Williamson Street from the covered area and bench to 7<sup>th</sup> Street during the hours of 11:30 – 12:30.

### Preschool - 5<sup>th</sup> Unloading





**Kinder, 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Loading**



**2<sup>nd</sup> Grade Loading / Middle School Loading and Unloading**

