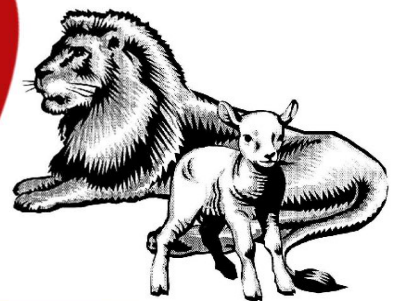


STUDENT & PARENT HANDBOOK

*For the Lord giveth wisdom: out of his mouth cometh knowledge and
understanding. Proverbs 2:6 KJV*

CALVARY
CHRISTIAN
SCHOOL





This handbook may be revised throughout the school year at the discretion of the Calvary Christian School administration. All families of the Calvary Christian School community are held accountable for knowing the policies contained within this book.

The version published on SchoolCues Family Portal is the version of record and supersedes all previous versions.

Unless otherwise noted, all Scripture quoted in this handbook is from the New King James Version.

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PARENT PORTAL

<https://portal.schoolcues.com/>

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Chapter 1: Welcome

Let us pursue the knowledge of the Lord.

Hosea 6:3

- ✓ Vision
- ✓ Statement of Faith
- ✓ Objectives for Our Students
- ✓ Professional Membership
- ✓ Non-Discriminatory Policy

Our Mission

The mission of Calvary Christian School is to establish a true partnership with Christian parents to provide their kindergarten, elementary, middle school, and high school students with an outstanding Christian education. The school endeavors to develop a Christian world view in the student through an integrated curriculum of Biblical truth providing the foundation for all academic instruction, extra-curricular activities, and social interaction. Emphasis is given to each student's total development, including their personal commitment and service to Jesus Christ, encouraging the students to allow their character to conform to the character of Christ, and helping the student achieve academic excellence. With this foundation, we hope each student will impact this world for the cause of Christ.

Statement of Faith

The basis of all areas of operation of Calvary Christian School is the Word of God as interpreted by the following statement of faith:

1. We believe the Bible to be inspired and the only infallible, authoritative, written Word of God.
2. We believe that there is one God, eternally existent in three Persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension

to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years.

4. We believe in the Blessed Hope - the rapture of the Church at Christ's coming.
5. We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
6. We believe that acceptance of Jesus Christ as Lord and Savior is absolutely essential for personal salvation.
7. We believe the redemptive work of Christ on the cross provides healing to the human body in answer to believing prayer.
8. We believe the baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
9. We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
10. We believe in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Goals and Objectives for Our Students

Spiritual Objectives

The following sets of objectives establish the ideal toward which we will work, allowing God to mold the students, faculty, and parents into His image. We will purpose to:

- Teach the Bible as God's inspired Word and as undeniably true.
- Win students to a saving knowledge of Christ as their Savior and Lord.
- Develop a respect for God's authority and the ordained authority of parents in students' lives.
- Develop a desire to know what the Bible teaches and to develop a spirit of obedience.
- Help each student to establish the habit of daily devotions.
- Assist students in beginning to integrate Biblical truth into each academic area and eventually into each area of their lives, so that they become sensitive to God's will for their lives and develop an eagerness to follow it.

Social-Personal Objectives

- Enable each student to see himself as a uniquely special creation of the Lord, with gifts and abilities which He desires to be developed and used to the fullest for His glory.

- Help students understand that God is at work in the lives of believers, to conform them to the image of His Son, and to develop Christ-like character.
- Develop the concept that we are one in the Spirit with other believers and to instill the desire to maintain that unity.
- Teach that our responsibility is to love others in word and deed because "God first loved us;" understanding that our lives are a witness to those around us.
- Develop proper attitudes toward siblings and parents, with a commitment to eventually establish God-centered homes of their own.
- Develop good habits of politeness and courtesy toward others, as this honors God.
- Teach the responsibilities of living in a democratic society, contributing to others with a servant-spirit, and being good stewards of all that God has given us.
- Encourage physical fitness, good health habits, and wise use of our bodies as temples of God.

Academic Objectives

- Tailor instruction realistically and practically to the academic level on which each student is functioning, and to help the students progress as far as their God-given abilities will carry them.
- Provide an environment conducive to learning and excellence.
- Give quality attention to language arts skills so that students can read and communicate well.
- Teach an appreciation of God's world, and for the wonder and care of His natural creation; growing a deep interest in and love for the people and different cultures of the world.
- Teach critical thinking skills so that students can evaluate, discern, problem solve, and make wise Biblical judgments.
- Develop creative abilities and appreciation of the fine arts.
- Develop disciplined study habits and a desire to continue learning all through life.
- Help students appreciate God's Word as their most basic "life textbook."

Professional Membership

Calvary Christian School is a member of the Association of Christian Schools International (ACSI).

Non-Discriminatory Policy

Calvary Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs, nor in the hiring of faculty or administrative staff. It does, however, screen applicants and personnel on the basis of Christian faith and lifestyle, character, and academic ability.

Chapter 2: Administrative Policies

But also for this very reason, giving all diligence, add to your faith virtue, to virtue knowledge, to knowledge self-control, to self-control perseverance, to perseverance godliness, to godliness brotherly kindness, and to brotherly kindness love. For if these things are yours and abound, you will be neither barren nor unfruitful in the knowledge of our Lord Jesus Christ.

2 Peter 1:5-8

- ✓ Admissions
- ✓ The Admissions Process
- ✓ Enrollment Priorities and Re-Admission
- ✓ Denial of Admissions
- ✓ Withdrawal
- ✓ Legal Requirements for Private Schools

Admissions

Calvary Christian School (CCS) is committed to entering into partnership with Christian parents who first and foremost desire a Christ-centered education for their student(s). Because of this, we believe that a large majority of students enrolled should represent homes in which at least one parent is a believer. Preference is given, therefore, to students from Christian homes and to brothers and sisters of student(s) already enrolled.

CCS does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs, nor in the hiring of faculty or administrative staff. It does, however, screen applicants and personnel on the basis of Christian faith and lifestyle, character, and academic ability.

Admission to CCS is open to students of any race, color, national, or ethnic origin who are in Pre-Kindergarten (Transition K4) through 12th grade. Students entering K4 should be four (4) years old by September 30. Students entering Transition K4 must turn four (4) between October 1 and March 31 of that school year. The student must also be "potty trained" and be able to maintain

proper behavior in the classroom. Generally, unless a special educational situation exists, the date of birth serves as the main qualifier for admission.

Students entering Kindergarten (K5) should be five (5) years old by September 30 (the Virginia State Standard). Exceptions may be made when the student has attended another preschool or has been formally home-schooled prior to attending CCS. No student, however, will be allowed in our five-year-old program who has their fifth birthday on or after October 1st of the school year of admittance. These students will find our K4 program a challenging experience.

All students entering the elementary and middle school program must demonstrate they are able to do the work at the grade level they are entering, as required by our school. They will also need to show they did not have discipline problems at their previous school, nor over the past three years.

Admission to the 9th through 12th grades is by invitation only at Calvary Christian School. Students who are currently enrolled in 8th through 11th grades at CCS will receive an invitation to return the following school year on or about February 1st of each year. Because this invitation will be issued after only two quarters of academic and citizenship grades, the invitation is issued based on continued satisfactory grades and behavior for the balance of the school year.

All other high school students seeking admission who are not currently enrolled at Calvary Christian School will be reviewed by the school's Senior Administrator. The standards for admission include a written letter from the student's pastor stating what he/she believes the student's current relationship with the Lord as it is expressed in the applicant's activity and attendance in church. An applicant must clearly demonstrate through current grades and/or test scores that they can do the work required by the advanced high school curriculum that is used by Calvary Christian School. Finally, an applicant must have had no disciplinary actions requiring administrative intervention at his or her previous school in the last three years.

It is the administration's goal to develop one of the finest, most disciplined and academically sound high schools in the area. Therefore, admission standards will be high, and recruitment goals will have little impact on admission to the high school. An excellent student body along with highly qualified, skilled teachers will be the cornerstone that rest on the foundation of Christ's teachings which will lead to Calvary Christian School reaching its desired goals for the high school.

The Admission Process

Admission to the elementary and middle school follows these criteria and processes:

1. Parents review the information provided on the school's website and in this handbook. Then, Parents submit an *Initial Interest* Form through the school website. If internet access is limited or not available, then the parent should contact the school office directly.

2. Parents provide completed application documents, including immunizations, report cards and transcripts, and standardized test scores; and arrange a personal interview with the Administrator, including curriculum readiness testing for the student (as deemed necessary by the Administrator). A completed application for enrollment at CCS substantiates the parent(s) or guardian(s) and student agrees to adhere to policies of CCS.
3. Admission to CCS is based upon the interview, where the Administrator examines the student's conduct, spiritual life, academic ability, social behavior, and emotional stability. The Administrator must also see evidence that the parents agree with the school's goals.
4. If the student is accepted, it is the responsibility of the Administrator to place the student at the grade level that will provide the greatest opportunity for success.
5. Parents should pray about the decision to proceed with enrollment and count the financial cost of providing this education for their child.
6. Parents will complete the Initial Enrollment Form, ACH Form, and pay the book and registration fee.
7. Families will be notified in writing of the admissions decision. Parents demonstrate their acceptance of admission within five days by remitting the non-refundable registration and book fees, completing the online admissions form, and signing financial contract.
8. Customary school communication will bring the family into the CCS community by providing information and opportunities to get involved.
9. The school will mail a detailed packet of forms and information between July 1 and August 1. For enrollment to be complete, the full enrollment packet must be submitted prior to the start of school. This packet includes:
 - Admission Application (online through Family Portal)
 - Statement of Faith (online through Family Portal)
 - Complete Health History (online through Family Portal)
 - Emergency Forms (online through Family Portal)
 - Financial Agreement (Initial Registration Form)
 - Milk Program Request
 - Car Pool Release Form
 - Helping Hands Booklet
 - Church Information
 - Virginia School Physical Sheet
 - Birth Certificate
 - School Pledge Form
 - Student Standard of Conduct Pledge (6th through 12th grades only)
 - Authorization to Transport

Parents will be asked to complete the registration process in the Student Information System tool or our school app.

Enrollment Priorities and Readmission

The beginning of each enrollment period is reserved for our existing students. Current families therefore have the option of re-enrolling before new families are able to enroll. We call this process “protected registration,” and protected registration is offered for a limited time. The registration and book fee is due during this re-enrollment period to ensure placement in the school for the coming year. After current families are invited to enroll, CCS will then open enrollment to new families.

Because we seek to provide an excellent Christian education in an environment that honors the Lord, a student’s readmission to Calvary Christian School will be contingent on four factors:

1. Good Behavior - Repeated office visits may eliminate a student from being readmitted.
2. Academic Progress - If a student is unable or unwilling to make observable academic progress, this may be cause for elimination of readmission.
3. Financial Responsibility - If the parents or guardian are repeatedly unfaithful in finances with the school, it will result in denial of readmission.
4. Parental Support - We seek to work on a team basis with parents, thus it is important that the school elevates the home. It is also important that the parents/home uplift the school/teacher in the eyes of their students. In the event that this sensitive balance is compromised, a student may not be readmitted to Calvary Christian School.

Denial of Admissions

CCS reserves the right to deny admission or readmission to any student whose participation in the program would in any way compromise the expressed mission, goals, purpose, safety, or philosophy of Christian education of Calvary Christian School.

Withdrawal

Parents of any student who is transferring from CCS to another school should inform the Administrator at least one week prior to withdrawal. When a student withdraws prior to end of a grading period, the student will receive exit grades only, and will not receive quarter end or semester end grades. All materials owned by the school must be returned before grades and student records will be released.

Any outstanding balances relative to enrollment must be paid in full at the time of withdrawal for the process to be completed. The school reserves the right to withhold report cards and student records until all outstanding balances have been paid in full.

Financial Implications of Withdrawal

For those students who withdraw before July 1 of the new academic year, will not incur any penalties. All withdrawals must be provided in writing to the Administrator's office.

Any withdrawal occurring on or after July 1 for any reason other than a significant change in the student's status (e.g., documented relocation more than 35 miles out of area) will be assessed a two-month tuition withdrawal penalty.

All registration, enrollment, book/materials and assessment fees are generally non-refundable. In the event of a withdrawal, book fees are refundable until April 1 unless family shows evidence of a job transfer outside the geographic area. This notice must be received prior to June 1 and the family must request a refund in writing. After June 1, book fees are nonrefundable.

Legal Requirements for Private Schools

CCS, like all private Christian schools, operates independently from the Virginia Department of Education, but is still subject to certain legal requirements.

CCS adheres to school attendance law, health standards, and mandatory reporting of abuse, as well as those requirements outlined for all non-public schools as found in the Code of Virginia.

Mandatory Reporting

All school personnel are mandated reporters of child abuse or neglect, and have a legal and moral obligation to make a report if child abuse or neglect is reasonably suspected. If necessary, reports will be made in accordance with the statute; parents will not be notified if a report is made.

Per the Code of Virginia, attendance requirements must be met by all students. Students are required to attend school 175 days of the year. School districts and non-public schools are required to set their absence policies to ensure students receive necessary instruction for the school year. Excessive unexcused absences and/or tardiness are to be reviewed by the Administrator and may necessitate filing a report with the proper authorities.

In all cases, CCS seeks to work with families to help them with attendance problems, but the final responsibility for school attendance lies with parents/guardians.

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Chapter 3: Finances

*Let no debt remain outstanding except the continuing debt to love one another.
Romans 13:8 (NIV)*

- ✓ Tuition and Fees
- ✓ Notices Regarding Fees
- ✓ Difficulties in Payment of Tuition and Fees
- ✓ Financially Supporting Calvary Christian School

Tuition and Fees

It is our commitment to keep tuition rates affordable and operational costs as low as possible, yet reasonable enough to secure and retain quality teachers, staff, and educational materials, as well as a well-maintained and equipped environment. Because we are a "Not for Profit" school and accept no money from the federal or state government, the school's financial health is in your hands. Prompt payments enable our school to remain fiscally healthy.

The schedule of tuition and fees considers holidays, snow days, sick days, and vacation days; thus, no adjustment is made for any day that school is not held. No refund of tuition or daycare fees will be made once the school year commences.

Payment of Tuition and Fees

Tuition and daycare installment payments can be made two different ways:

Option 1

Parents may choose to pay on "Annual Advance Payment" by February 28. Under this method, Calvary Christian School discounts the normal tuition by the market interest rate at the time tuition rates are set (typically in January). We accept advance payments to provide cash flow for large projects and improvements, as well as summer operating expenses. Thus, this method of payment benefits both parents and Calvary Christian School.

Because tuition is discounted under this option, Calvary Christian School reserves the right to limit payments received on an advance basis in any given school year. This allocation is assigned

on a first come - first allowed basis; hence, early registration is recommended. Once the annual budget limit for this payment option has been met, parents will be assigned payment option 2.

Option 2

All families that do not pay an "Advance Payment" may pay on a monthly basis. The annual tuition/daycare may be paid on a ten-month or twelve-month basis by automated bank draft, through Calvary Christian School's vendor-partner, AdelFi Credit Union. Under this auto-draft program, the monthly tuition/daycare payment is withdrawn electronically from your checking account on the date you choose. Payment date choices include the 1st, 5th, 10th, 20th, or 23rd of each month. An ACH Authorization Form is included in the registration packet, and must be submitted with an Initial Registration Application. All monthly payments must be made using the ACH method; checks or cash will not be accepted.

Cash Payments

To provide accounting integrity, our faculty and staff are not authorized to accept cash for payment of any fees due Calvary Christian School. Please write a check, purchase a money order, or authorize an additional ACH withdraw as a means of paying fees and charges due the school.

Notices Regarding Fees

Administrative Charges

Any payment returned for any reason, including insufficient funds, may be subject to a \$50 returned item fee.

Any change in the draft date or draft amount may result in a \$5.00 change fee.

Daily Lunch Charges

Calvary Christian School offers a hot/cold lunch program and a milk program for a fee. The lunch program includes the option of an annual plan or a lunch card that allows for ten (10) lunches to be purchased. Day-to-day lunch purchases are not permitted. The milk program is available for an annual basis only, providing milk at lunch for any student enrolled in the program.

The rate for the lunch and milk program options are reflected in the current year's schedule of tuition and fees.

Teachers are not permitted to accept cash or checks when taking lunch orders in the morning. Recognizing a student may forget their lunch on any given day, CCS will provide a missed lunch. The first missed lunch charge will be added to a parent's lunch account at the cost of a current lunch ticket. After five missed lunches, lunch will not be provided until the family enrolls in a lunch program with an ACH payment.

Daycare Charges

Extended Care (daycare) is available to enrolled students in order to facilitate school attendance for working parents. The hours for these programs are as follows:

- Before School - 6:30 AM until 8:15 AM
- After School - 3:15 PM until 6:30 PM (two plans)

After School or PM Care has two options:

- Care Plan A: 3:15 PM to 4:45 PM
- Care Plan B: 3:15 PM to 6:30 PM

Prompt pick-up is expected as staffing requirements are determine based on enrollment in the daycare program.

Repeated late arrivals will result in removal of daycare services for the family.

Late Fees

Any account that is not current with all financial obligations on the 23rd of the month may be subject to a \$35 late fee. This late fee will be charged in addition to any returned payment or ACH fees.

Difficulties in Payment of Tuition and Fees

While we strongly believe in Christian education and believe we offer an excellent value to the families that we serve, we cannot allow a family to go into debt in order to provide a Christian education to their student. Families are asked to seek God and prayerfully examine the benefits of Christian education, while counting the costs involved.

Families who are experiencing financial difficulties should contact the school office, by sending a written note to the school Senior Administrator. This note should explain the problem, and your proposed solution. You will be contacted by the Administrator to discuss the situation. In all cases, CCS seeks to help families and to honor God by assisting in any way possible. We prefer to avoid interruptions to a student's full school year of education.

A family who is one month behind in any amounts due the school will receive a warning letter of the past due status. When an account is 40 days past due, a suspension notice will be given to the parents stating that services will end in five days from the date of the notice. If the account is later brought current, students may be re-enrolled as space is available. Re-enrollment is at the discretion of the Administrator.

Financially Supporting Calvary Christian School

Calvary Christian School develops a supplementary budget each year that includes items intended to improve the over-all quality of the programs offered by the school. This budget will include such items as building and grounds improvements, funding for retreats, the Thanksgiving Program, the year-end program, additional equipment and educational supplies. Funding for this supplementary budget comes from three sources - fundraising, the GAP Program, and one-time gifts. Expenditures are made only when funds are available from these three funding vehicles.

Fundraising

Three fundraisers are offered each school year. Fundraisers are always optional, and families can always choose to donate in place of participation of the fundraiser, as well as choose not to participate at all. Participation is needed and greatly appreciated.

During the Fall semester, two fundraisers are scheduled: "Fundraiser No. 1" and our Annual Fund Drive. During the Spring semester, a final fundraiser is scheduled, typically in February or March.

Certain student organizations may, from time to time, schedule a fundraiser to meet their program needs (i.e., sports, choir, missions teams, etc.).

The Gap Program

The GAP Program is a systematic way for families and friends of Calvary Christian School to make regular contributions to the school, in consideration of each family's individual financial means. This program allows those families who God has blessed abundantly to give according to how they have been blessed. Parents who struggle with meeting basic life needs should consider giving a modest monthly donation, which the Word says God will honor. No one should give money that is earmarked as their tithe to their church. This GAP monthly offering will pass directly into the supplementary budget.

Each year a target for this program is prayerfully decided. Each dollar given will be directly invested into programs that make Calvary Christian School a better place. Grandparents, alumni, and friends of the school are also encouraged to participate in the GAP Program.

One-Time Gifts and Contributions

For those interested in donating to the school in a general way, Calvary Educational Ministries is an official non-profit, tax-exempt, 501(c)(3) organization, and will provide a tax-deductible receipt in the name of the donor. For non-cash items, CCS will provide an official letter stating the item(s) received upon request. The IRS asks donors to be responsible for assessing the fair market value of the donated item(s).

Chapter 4: Attendance & Health Policies

*For though I am absent in the flesh, yet I am with you in spirit, rejoicing to see your good order and the steadfastness of your faith in Christ.
Colossians 2:5*

- ✓ Daily Schedule, Arrival and Dismissal
- ✓ Late Arrival (Tardiness)
- ✓ Inclement Weather
- ✓ Health Standards
- ✓ Control of Communicable Disease
- ✓ Medications and First Aid
- ✓ Immunizations

Daily Schedule, Arrival and Dismissal

School Hours

Transition Four Kindergarten (K4T) through Grade 12 attend class from 8:30 AM to 3:00 PM.

Extended Care (daycare) is available to enrolled students in order to facilitate school attendance for working parents. The hours for these programs are as follows:

- Before School - 6:30 AM until 8:15 AM
- After School - 3:15 PM until 6:30 PM

Families must enroll in a daycare program, and the fee for this service is included in the current year's financial rates sheet.

AM daycare enrolled students may be dropped off from 6:30 AM to 8:15 AM. All students may enter the building at 8:15AM and proceed directly to their assigned homeroom classroom. Students arriving prior to 8:15AM are required to be enrolled in the AM daycare plan.

Students will be dismissed to the dismissal area when the instruction period has ended. In consideration of transition time to the dismissal area, students will generally be available for pick-up between 3:00 PM and 3:15 PM daily. Students who remain after school past 3:15 PM are subject to after school daycare fees. Students who attend after school clubs do not accrue aftercare fees, and parents are asked to pick the student up promptly at the end of the club or event.

Half-day students enrolled in the K4T or K4 program are available for pickup at 11:55 AM.

School Calendar and Schedule

As with any school, there will be certain days when school will not be held. These include federal holidays, Christmas and Easter breaks, and inclement weather/snow days. School Administration will determine when the school will be closed, and the dates will be scheduled on the annual school calendar.

The school calendar is available in advance to all families via the school's website, as well as in the calendar and document sections of the parent portal.

Attendance

Classroom attendance is an integral part of the student's success in learning. Every effort should be made by the parent and student to avoid absenteeism. Should a student miss school for a reason other than illness, we ask that parents contact the teacher in advance. When possible, parents may arrange to collect schoolwork for their student. Due to the nature of certain classwork, some lessons cannot be completely made up outside the class or at a later date. Students who miss seventeen (17) school days or more risk not being promoted to the next grade.

When a student returns to school, a note should be sent explaining the reason for his/her absence.

Late Arrival (Tardiness)

Students are expected to be in their seats, ready to learn at the time class begins, and are marked tardy if they arrive after 8:30 AM. Students who are tardy must sign in at the office.

Late arrivals accumulated in each academic quarter are recorded in the student attendance records. Two tardies count as a full day of absence in the "17 Day Rule (see above)." Excessive, unexcused tardiness may result in disciplinary action, including the loss of participation in extra-curricular activities, field trips, and daily enrichment studies. Tardies will not be issued during obvious inclement weather, or interstate closures.

Inclement Weather

If the weather is bad enough to close school, either due to extreme temperatures, precipitation and road conditions, student safety issues or requests from public authorities, notification will be made using the following methods:

- Email notification to all parents.
- An announcement on the home page of SchoolCues Family Portal.
- SMS Text message to any parent who have signed up for the parent message service.
- Recording on the school telephone system (703.441.6868).
- Calvary Christian School does not follow a delayed start schedule. We want our families to use caution and be safe when traveling to and from school. If inclement weather causes your student to be late to school, the student will not be marked tardy.

Please visit the section of this school handbook related to emergency response and areas of responsibility of parents and the school. If you have questions regarding the Emergency Plan of Calvary Christian School, please contact the Senior Administrator.

Health Standards

Calvary Christian School must meet Virginia health standards as listed in the Code of Virginia

No child afflicted with any infectious or contagious disease shall be admitted to school. It is the duty of the child's parents, teacher, and the Administrator to exclude from school any child with a presumably communicable disease. At that same time, each case will be treated individually with love and care. If the attending physician finds upon examination that the child is not suffering from a communicable disease, he may submit a certificate to the school authority in the effort to re-admit the child. Any student who has completed a state-certified immunization exemption may be excluded from school at the discretion of the Administrator if concerns arise over the safety of the child and/or the student community.

Within the meaning of this rule, the teacher and Administrator shall exclude any child suffering from or exhibiting any of the following symptoms:

- A fever of 99° or more, taken orally.
- Diarrhea, nausea, or vomiting.
- Pink eye or other eye infections (characterized by any type of discharge or crust in and around the eye).
- Runny nose with colored discharge.

- Undiagnosed rashes, boils, or other skin conditions.
- Ongoing coughing or sneezing, even if attributed to allergies/hay fever.
- Head lice (child should be free of all nits).
- Signs of common childhood illness, such as German measles, chicken pox, mumps, influenza, and others.
- Any major or minor symptoms of the SARS-COV2 virus, also known as COVID-19.

In order to return to school, students should be:

1. Fever free for 24 hours without fever reducing medication, AND
2. Free from symptoms of illness.
3. In the case of a communicable disease, the student must be outside of the contagious of quarantine/isolation period.

Parents are asked to ensure their student(s) come to school well rested. CCS is unable to facilitate an area for napping at school due to limited facility space.

Control Measures of Common Communicable Diseases

There must be two-way communication on any outbreak of lice, mumps, chicken pox, measles, or other major/communicable disease for the safety of the student, faculty and staff. Following are the protocols CCS will follow with confirmed communicable diseases:

- Chicken pox: exclusion from school for one week following onset of eruptions. May return to school before scabs are gone.
- COVID-19: exclusion from school at the onset of symptoms, isolated for ten (10) days. A student exposed may end quarantine after five (5) days with a negative test result. These quarantine and isolation schedules may change as local health department requirements change.
- Impetigo (weeping crusted sores) or other staph infections: exclusion from school until receiving medical treatment.
- Measles (rubella): exclusion from school and isolated until at least 5 days after the rash appears.
- Mumps: exclusion from school until the swelling is completely gone, or at least 9-10 days after swelling first appears. An effective vaccine is available to prevent mumps.
- Pink eye: exclusions from school until discharge from the infected eyes ceases. This condition responds readily to antibiotic treatment.

- Ringworm (fungus infection of the scalp or body): exclusion from school until receiving medical treatment.
- Strep: exclusion from school until receiving treatment and on antibiotics for 24 hours or more.
- Whooping cough: exclusion from school and isolated for 14 days following onset of illness, or until 5 full days after the start of effective anti-microbial treatment.

Medications and First Aid

Calvary Christian School follows Commonwealth of Virginia standards for administration of medicine. We have MAT (Medication Administration Trained) faculty to administer medication. The following are needed from parents:

- The current Virginia Medication Administration form signed as requested. This may require a doctor's signature.
- Parents, not students, must turn in the actual medicine in the original, labeled container to the school office. Under no circumstances should a student have medicine on campus or transfer the medication to the office. This is a community safety issue.
- Please see the school office for an Asthma Treatment Plan form and Diabetes Treatment Plan form.
- It is the parent's responsibility to maintain medication supplies in the office for their student.

Immunization Requirements

Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements according to the Code of Virginia will be denied attendance.

Every student enrolling in a school shall provide documentary proof of adequate immunization with the prescribed number of doses of each of the vaccines and toxoids listed in the following subdivisions, as appropriate for the child's age according to the immunization schedules. Spacing, minimum ages, and minimum intervals shall be in accordance with the immunization schedules. A copy of every student's immunization record shall be on file in his school record.

Listed below are the required immunizations as of July, 2021:

1. Diphtheria, Tetanus, & Pertussis (DTaP, DTP, or Tdap). A minimum of 4 properly spaced doses. A child must have at least one dose of DTaP or DTP vaccine on or after the fourth birthday. DT (Diphtheria, Tetanus) vaccine is required for children who are medically exempt from the pertussis-containing vaccine (DTaP or DTP). Adult Td is required for children 7 years of age and older who do not meet the minimum requirements for tetanus

and diphtheria. Effective A booster dose of the Tdap vaccine is required for all children entering the 7th grade.

2. Haemophiles Influenzae Type b (Hib). This vaccine is required ONLY for children up to 60 months of age. A primary series consists of either 2 or 3 doses (depending on the manufacturer). However, the child's current age and not the number of prior doses received govern the number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.
3. Hepatitis A (HAV). Effective July 1, 2021, a minimum of 2 doses of Hepatitis A vaccine. The first dose should be administered at age 12 months or older.
4. Hepatitis B. A complete series of 3 properly spaced doses of hepatitis B vaccine is required for all children. However, the FDA has approved a 2-dose schedule ONLY for adolescents 11-15 years of age AND ONLY when the Merck Brand (RECOMBIVAX HB) Adult Formulation Hepatitis B Vaccine is used. If the 2-dose schedule is used for adolescents 11-15 years of age it must be clearly documented on the school form.
5. Human Papillomavirus (HPV). Effective July 1, 2021, a complete series of 2 doses of HPV vaccine is required. The first dose shall be administered before the child enters the 7th grade. After reviewing educational materials approved by the Board of Health, the parent or guardian, at the parent's or guardian's sole discretion, may elect for the child not to receive the HPV vaccine.
6. Measles, Mumps, & Rubella (MMR). A minimum of 2 measles, 2 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine usually administered is the combination vaccine MMR). The first dose must be administered at age 12 months or older. The second dose of vaccine must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.
7. Meningococcal Conjugate (MenACWY). Effective July 1, 2021, a minimum of 2 doses of MenACWY vaccine. The first dose should be administered prior to entering 7th grade. The final dose should be administered prior to entering 12th grade.
8. Pneumococcal (PCV). This vaccine is required ONLY for children less than 60 months of age. One to four doses, dependent on age at first dose, of the pneumococcal conjugate vaccine, are required.
9. Polio (IPV). A minimum of 4 doses of polio vaccine. One dose must be administered on or after the fourth birthday.
10. Rotavirus. This vaccine is required ONLY for children less than 8 months of age. Effective July 1, 2021, 2 or 3 doses of Rotavirus Vaccine (dependent upon the manufacturer) is required.
11. Varicella (Chickenpox). All children born on and after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older. Effective March 3, 2010, a second dose must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

Parents must ensure documentary proof of immunization is submitted to the school office prior to the opening of school. The immunization administration record must include dates in the month, day, and year format, not check marks.

If your child received any immunizations during the year, we ask you to send a note to school with the child as to the date and type of immunization or booster. This will enable us to keep the child's health records accurate and up-to-date.

In the event parents want to opt-out of any vaccination, please see the school office for an "opt-out" form to be signed.

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Chapter 5: Academic Policies

Train up a child in the way he should go; and when he is old, he will not depart from it.

Proverbs 22:6

- ✓ Philosophy of Teaching and Curriculum
- ✓ Academic Standards and Academic Probation
- ✓ Academic Evaluation
- ✓ Promotion and Retention
- ✓ Plagiarism Definition and Policy

Philosophy of Teaching and Curriculum

Calvary Christian School (CCS) provides a comprehensive curriculum that covers all traditional school subjects, including Bible, Language Arts, Math, Social Studies/History, and Science. Additionally, enrichment courses are offered on a rotational basis through the school year, and include Fine and Performing Arts, Information Technology, Foreign Language and Physical Education. The Bible, more than just another academic subject, is the authority on which all subjects are established and taught. Textbooks used are largely from Christian publishers and as such integrate Biblical principles in the texts.

Guidelines For Our Bible Teaching

Our goal, as we teach Bible, is to create a thirst for the Word of God - the Living Word, the Lord Jesus Christ, and the God's written Word, the Bible. The following guidelines will help us as we teach in our classrooms:

1. Present the indisputable Biblical doctrines boldly; e.g., sin, salvation, and the deity of Christ.
2. When subject questions arise on which born-again believers differ (such as modes of baptism, the spiritual gift of tongues, baptism of the Holy Spirit, healing, etc.), we are certain to explain that various views exist. Rather than presenting our own personal

convictions on the matter, we let the Scriptures speak for themselves, and encourage students to study what the Bible says about the matter. We pray that the Holy Spirit will give them understanding according to His perfect timing.

3. As we teach your student(s), we recognize it is the Holy Spirit's job to actually teach their minds and hearts. The Holy Spirit is truly at work when Jesus Christ is exalted (John 16:3, 14). Therefore, we want to center on the person, ministry, and work of Christ.
4. We thank God that during our first twenty-five years of operation, doctrine has not become a divisive issue. We wait under the Lordship of Christ, allowing His Spirit to lead us in the area of Bible teaching. With over twenty churches represented at Calvary Christian School, this is essential to show the unity of Christ's body of believers.

Curriculum

Early Childhood Education

Our K4T, K4, and K5 Kindergarten reading program is phonics-based. By learning the sound that each letter makes, students have a strong basis for reading by the end of their four-year-old Kindergarten year. Basic counting, number recognition, and math skills are also taught to the four-year-old students. The five-year-old program reinforces the material taught in the four's program and then extends it in both the phonics and numbers areas. Aspects of our kindergarten program are detailed in the curriculum guides, linked below. It is our goal to have each student reading by the time he or she leaves the four- or five-year-old program.

Elementary School

Our elementary curriculum (Grades 1-6) is very aggressive in the areas of math and language skills. We believe these two areas are extremely important for our students' future academic success, as well as for success after leaving school. Drill and detailed study are required in each subject area. The science and history books are oriented to the Word of God; something that is missing from secular textbooks. Features of our elementary curricular program are detailed in the curriculum guides, linked below.

Middle School

Our middle school (Grades 7-8) program is designed to provide our teachers with flexible class scheduling and to teach students the skills needed to be successful high school and college students. At this level, it is particularly important for the faculty and parents to help develop a very positive Spiritual environment on campus. It is from this foundation that strong social skills and academics will flow. These years of school serve to prepare the students as excellent readers with refined study skills and strong communicators, both through writing and verbal presentation. We also strive to develop strong overall math conceptualization understanding, accompanied by exceptional computational and problem-solving skills. Elements of our middle school program are detailed in the curriculum guides, linked below.

Students in Grade 8 may be recommended for high school level math (Algebra 1) and may earn high school course credit. Our Domestic or International Mission and Cultural Studies Courses (DMCS or IMCS) are available for Grade 8 students who participate in Calvary's Impact Mission Program and who meet the additional requirements of the course; requirements are established at the beginning of each trip preparation.

High School

Calvary Christian School High School represents a very special place of preparation for the student's life after high school. The curriculum is a college-preparatory program; courses offered and required for graduation are based on the Prince William County Schools guidelines for graduation, plus up to five additional credits. The level of expectation in high school is greater than the student's experience in middle school. Students are expected to take personal responsibility for their engagement in the learning process, with diligent study and class preparation. While academic study is important to post-high school success, a direct focus on spiritual and social growth is equally important. This means that these areas are equally addressed as part of the high school process and program.

An individual high school program of study will be developed with the parents and student upon admission to Calvary Christian School. The program will outline the classes that must be completed each year prior to graduation (generally following Prince William County requirements), and also includes four years of Bible credits. This plan may also include additional "resume builders" that college and university admission officers are seeking from incoming candidates. These may include church leadership, volunteer work, scouting, and missions work, internships, summer camp work, employment, sports, church work, and college summer attendance.

Calvary Christian School is pleased to work with Northern Virginia Community College, as well as other well-known universities, to provide joint high school/college credit to our juniors and seniors when classes are taken at the NOVA or online. For juniors and seniors who have successfully met admission screening and who are approved by the Calvary Christian School's administration and their chosen school of higher learning, Calvary Christian School will pay \$200 per course for up to two courses in the junior year and four courses the senior year of high school. This program is intended to meet the needs of the most outstanding students at Calvary Christian School. Using this program will help transition our high school students from a high school environment to a college environment. While the program is optional, students who use the full program will graduate from Calvary Christian School with their first full semester of college completed. Parents are responsible for all book fees and tuition above the amount that is reimbursed for college courses. Transportation will be coordinated on a case-by-case basis.

Quarterly Life Skills (Enrichment) Classes

All K4, K5 and 1st to 12th grade students attend “Life Skill” classes. These include the enrichment subjects of Art, Physical Education, Music, and Information Technology (Robotics and Drone Program). Our goal in the Life Skills classes is to help parents identify “gifted” areas that their child may have. Parents may then consider additional ways to develop these gifts.

Academic Standards and Academic Probation

For students to continue their enrollment at CCS, they must exhibit diligence in their academic work. In scripture, we read in the parable of the talents that the master’s response to the diligent was, “Well done, good and faithful servant; you were faithful over a few things, I will make you ruler over many things” (Matthew 25:21).

It is our heart at CCS that every student develops a work ethic as unto the Lord and achieves their maximum potential. Students are responsible to put forth adequate effort in their classes. We believe that any student who truly desires to succeed will do so if he is willing to work diligently. Any student in grades 4 and above who receives at least two failing grades (F) or three near failing grades (D) at the quarterly progress report or report card is placed on academic probation for the following quarterly period, pending administrative review. If a student in grades 4 and above continues with at least two failing grades (F) or three near failing grades (D) for three consecutive quarterly periods, the student’s enrollment is subject to termination.

A student under academic probation is subject to the following restrictions:

- Student may not participate in any school related activities outside of the regular school day (e.g., clubs, student council, athletics, fine arts productions).
- Student may not attend school-related trips during the school day, with the possible exceptions of mission trips and grade level retreats.

**Academic criteria may be waived at the discretion of CCS in the event that a student has documented exceptional student educational needs, and if it is determined that CCS resources are well matched to that student’s needs.*

Academic Evaluation

The purpose of academic evaluation is not to inflate or destroy a child’s esteem. Grades provide feedback to teachers, parents, students, and the larger academic community about a student’s progress. Grades may not necessarily reflect a child’s intelligence or potential. Grades are earned.

- The grade should reflect the actual work. Informal accommodations should not be used. Only documented accommodations are allowed, and these need to be expressly documented on the grade report with the prior approval of the administration.
- The grades will be computed using daily assignments, assessments such as quizzes and tests, mid-term and final examinations.
- Grades are based on communicated criteria. A simple letter grade given without communicated criteria in advance should not occur. Parents can ask teachers for grade clarification.
- Subject matter assessment and procedural assessment should be balanced. Teachers will vary the method of assessment to ensure that the subject matter is the main focus of assessment rather than assessing the student’s ability to follow procedures.

Grading Scale

Grades are issued quarterly and are designated as A, B, C, D, F, and I. Grading in grades K5-8 is based on the following scale:

100 - 99 % A +	76 - 75 % D +
98 - 95 % A	74 - 71 % D
94 - 93 % A -	70 - 69 % D -
92 - 91 % B +	68% and Below F
90 - 87 % B	
86 - 85 % B -	Incomplete I
84 - 83 % C +	
82 - 79 % C	
78 - 77 % C -	

Incomplete Grade (I):

A grade of Incomplete (I) is given when a student has received excused absences from school for an extended period of time just prior to the issuance of report cards. Incompletes are converted to a failing grade (F) if work is not completed on (or before) two weeks after the end of the quarter.

Report Cards and Interim Reports

Report Cards will be sent home at the end of each grading period. Students' work in each subject is evaluated with both an academic grade and an effort grade. Parents are contacted when their student begins having extraordinary difficulty in a subject, allowing the school and parents to work together to provide needed help.

Interim Reports are sent home for 1st through 12th Grade students at the end of the fifth week of each quarter. These reports are intended to inform parents and students of any weak academic areas for that academic quarter.

Honor Roll

Students who maintain an "A" or "B" average in all subjects for a quarter meet the requirements for quarterly Honor Roll. Year-end Honor Roll is earned by students who successfully earn two quarterly honor rolls and earn all "As" and "Bs" as final course grades.

Student Assessment

In addition to entrance tests, Calvary Christian School administers yearly standardized achievement tests (Stanford Achievement Test). Occasionally, other types of educational tests are used. We are always happy to share those results with you once they become available.

Every spring, Calvary Christian School administers standardized testing, either the Stanford Achievement Test (SAT) or the Iowa Test of Basic Skills (ITBS) for all students. The SAT and ITBS are a nationally recognized achievement test used by many schools. The tests can be used to measure growth in fundamental areas of school achievement: vocabulary, reading comprehension, language, mathematics, social studies, science, and other sources of information. The achievement standards represented by the tests are crucial in educational development because they can determine the extent to which students will benefit from future instruction.

Testing results are placed in the student's cumulative records. The test is required by the administration for all students in grades 3-12; recommended for all students in grades K5-12.

Homework

Homework is an essential element in the learning process. It should be a time of reinforcement of things that have been taught in class. It also serves as "study time" for subjects that require memory work such as spelling. Finally, it is a method for teaching students personal responsibility.

Following is a general outline of time Grade 1-12 students will spend on their daily homework (exclusive of long-term projects). As the school year progresses, K4 and K5 student homework will include a short, 15 minutes reading time with their parents; a fun and valuable time for both student and parent.

Grade 1: 20-25 minutes
Grade 2: 20-30 minutes
Grade 3: 30-35 minutes
Grade 4: 35-40 minutes

Grade 5: 50-55 minutes
Grade 6: 55-60 minutes
Grade 7-8: 60-75 minutes
Grade 9-12: 75-90 minutes

Most students will require less time than the amount noted. Parents whose student consistently average more than this amount of time over a two-week period or longer should contact their student's teacher. Ongoing parental support in this area is very important to each student's success at Calvary Christian School.

Promotion and Retention

Students may be required to repeat the year if they earn two or more final (year-end) failing grades (F) in major subjects (Bible, Reading/Writing, Math, Science, and History) in their grade level. A student who fails one course may be required to attend a summer program approved by the administration and/or receive tutoring to strengthen skills prior to being promoted to the next grade.

Retention is used only in certain cases, when necessary and appropriate. Factors for consideration include social, emotional, behavioral, and academic development. If, after careful observation and documentation during the first semester, a teacher feels retention may be a possibility, he/she will consult with the administration and will then schedule a conference with the parent to discuss the child's developmental needs and develop an appropriate plan for remediation.

Requirements for Graduation

Calvary Christian School offers advanced, standard, and modified standard diplomas. Generally, a decision is made initially upon enrollment on which type of diploma is being sought based on student and parent goals, past academic achievements, and other circumstances. Students entering Calvary Christian School in 10th grade and beyond may have his or her choice of degree type more limited based upon the credits being transferred. The administration of Calvary Christian School will assist students who have documented learning disabilities to develop a diploma plan, knowing that the Lord has a specific plan for each person.

All educational work taken outside of Calvary Christian School must be approved in advance by the school administrator. This includes work done locally through NOVA, online through various universities, and home school credits. Advance approval will avoid disappointment should the classes not be needed or not meet the curriculum and academic standards required by the school.

The courses offered and required for graduation are based on the Prince William County Schools guidelines for graduation, plus up to five additional credits.

Graduation Requirements	Advanced	Standard	Special Notes
Bible	1-4 Credits	1-4 Credits	1 Credit per Year at CCS
English	4 Credits	4 Credits	
Mathematics	4 Credits	3 Credits	Adv. – Algebra I, II, Geometry
Science	4 Credits	3 Credits	
Social Studies	4 Credits	3 Credits	
Foreign Language	$\frac{3}{4}$ Credits	0 Credits	3 Years of 1 or 2 Years of 2
Physical Education & Health	2 Credits	2 Credits	
Fine or Practical Arts	1 Credit	1 Credit	
<u>Electives, Life Skills, IMCS</u>	$\frac{1}{2}$ Credit	6 Credits	<u>Senior Seminar Required (1 CH)</u>
Total Credits Required	24 Credits	22 Credits	

Variations, including course increases and reductions, may occur depending on the individual student. If Northern Virginia Community College or another school of higher learning, the joint credit may replace the high school credit. Two years of two different foreign languages may be taken to meet the advance Foreign Language requirement. For example: two years of Spanish may be taken at CCS and two years of Latin may be taken at NOVA. Students who do not have English as their first language may test out of the Foreign Language requirements, but may be required to take ESL in their place.

Plagiarism Definition and Policy

Plagiarism is a very serious issue in the academic world. Sometimes labeled as “literary theft,” plagiarism is defined as follows:

“In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.”

This definition applies to texts published in print or online, to manuscripts, and to the work of other student writers.

As Christians, we are called to a high standard of living. “Be holy, because I am holy,” our Heavenly Father commands us; and Proverbs 11:3, NIV, states, “The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity.”

This high standard of living should carry over into all that we do, including academic work. Avoiding plagiarism is an essential part of maintaining academic integrity. Students at CCA are expected to refrain from plagiarism. The above definition of plagiarism is binding on any and all writing assignments students may complete for any class, whether it is formal or informal.

Written work should reflect the individual student's ideas; if ideas are shared between students, those ideas should be cited in an individual's papers. Written assignments should be completed on an individual basis unless otherwise noted by the teacher.

Cheating

CCS realizes that students sometimes place undue stress upon themselves over grades. While academic performance is important, this can never be accomplished at the expense of a virtuous and Christian character. CCS expects all school students to simply do their best, performing all school work in an honorable and honest fashion. Any instance of cheating will result in an automatic zero for all parties actively involved.

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Chapter 6: Conduct & Discipline Policies

Be kindly affectionate to one another with brotherly love, in honor giving preference to one another.
Romans 12:10

- ✓ Standards of Conduct
- ✓ Discipline Policy

Standards of Conduct

Jesus had a very simple behavior policy: *“Love your neighbor as yourself”* (Matthew 22:39). As an institution, we recognize it would be impossible to make rules to govern every type of infraction. The School works to avoid an atmosphere where children believe that performance leads to acceptance by God, but one instead where the students understand that *God demonstrates His own love toward us, in that while we were still sinners, Christ died for us* (Romans 5:8). We encourage honesty over pretending, and encourage right behavior in an atmosphere of love.

Right behavior must come from the heart in love and obedience to Jesus Christ and should not be merely conformity to man-made regulations. However, the following are to be strictly observed:

1. Honor God in all that you do.
2. Yield to the authority God has allowed in your lives (at school this means faculty and staff, pastors, your parents and other parent volunteers).
3. Be courteous to others.

Discipline Policy

The discipline policy of Calvary Christian School is an outgrowth and extension of the following principles:

- **LOVE** - The Christ of Calvary showed His love for each one of us by dying on the cross to redeem our sins. This ultimate example of love serves as the type of selfless love we should show one another. Therefore, all discipline at Calvary Christian School will be rooted in love.
- **BOUNDARIES** - The administration believes that before a student can be expected to obey rules that serve as school and classroom boundaries, the rules must be explained and clearly understood by the student.
- **CONSISTENCY** - We believe that classroom and school rules need to be consistent throughout each class and the school as a whole. Additionally, these guidelines need to be implemented in a consistent manner in order to be effective.
- **THE PARENTS' AUTHORITY** - Because each student is the responsibility of their own parents, and Calvary Christian School is sharing in this responsibility through the education of its student, we will look to parents to help support maintaining an atmosphere conducive to learning.
- **POSITIVE REINFORCEMENT** - We have found that rewarding desired behavior is one of the best ways to maintain the desired behavior.

Early Childhood Education and Elementary School (K4T-Grade 6)

Based on the five principles above, Calvary Christian School will operate with the following two discipline systems to provide an orderly school and elementary classroom environment and achieve maximized learning.

Reward System

Each classroom teacher will develop and implement a system that rewards positive behavior within the classroom. The rewards should come at an interval that is age appropriate. An example of this is a "good day" badge which would be awarded on daily to four-year-old students. This is a reward that is achievable in the mind of a four-year-old. A longer time-frame will be used as well as more substantial reward given as the students become older.

Tally System

The Tally System has been used in many Christian schools with a large degree of success. This system is based on a pre-described set of classroom rules. These rules are consistent throughout all classrooms, and therefore can be implemented by any staff member. The acronym "**HOW I ACT**" describes the basis for behavior.

- H** Hullabaloo - Unruliness and rowdiness.
- O** Out Of Order - Out of the seat at the wrong time, pushing in line, or some sort of other behavior that is known by the student to be unacceptable.
- W** Work Not In - No homework or class work turned in.
- I** Intentional Disobedience - Purposely and knowingly not obeying a staff member in authority with a spirit of rebellion.
- A** Attitude Lacking - Verbalizing or showing an attitude that leads to poor performance or disrespect.
- C** Courtesy Lacking - Calling names, unmannerly conduct.
- T** Talking - Talking at a time that is known to be unacceptable, such as when a teacher is teaching a lesson.

During the first few weeks of each school year, all teachers will review this system with their students in order to be sure each student is aware of class rules. After this time, warnings will be given prior to a tally being given to a student. The physical tally is simply a piece of construction paper placed by the student's name. (Example: A worm in an apple that has the student's name on it.) Tally reports will be sent home each week to parents along with tests, quizzes, and class work. This is also a means of continued communication between the teachers and parents.

The administration at Calvary Christian School highly recommends our parents respond to tallies in the following manner:

- 0-1 Tallies in a Week - Verbal praise with a possible reward system at home. We are working with students, and perfection (i.e., zero tallies) should not be expected.
- 2-3 Tallies in a Week - Encourage your student to pay closer attention to their behavior, but we recommend no disciplinary action at home.
- 4 Tallies in a Week - A problem exists. Your attention to this situation is needed. Minor discipline from you, as well as encouragement is needed.
- 5+ Tallies in a Week - Students that receive 5+ Tallies in a week or 2+ Tallies in a day receive an office visit. Parents will be called for a conference. Repeated occurrences may result in suspension or expulsion.

The school also recommends that Tallies be addressed on a weekly basis (hence the weekly report), and not a daily basis.

Warnings are given to a student in order to allow the student an opportunity to correct his or her behavior. This system exists to allow us to teach your student. It is **NOT** meant to be stringent or become rigid. Instead, it is meant to be an orderly way to allow a teacher to control a class, thereby achieving academic goals. The system is further intended to develop character qualities that will help students grow into caring, responsible, and loving individuals.

Partnership between the school and parents is so vital. The school relies greatly on parental support. It is through a loving and caring team effort, each of our shared goals for the student will be reached.

Middle and High School (Grades 7 through 12)

Based on the same five principles noted above, Calvary Christian School will operate with the following two discipline systems in order to provide an orderly school, and middle school and high school classroom environment, and to achieve maximized learning.

Reward System and Positive School/Class Culture

Each teacher will seek to reward students who behave, achieve academic success, and/or how improvement with positive reinforcement. This reward may include special privileges, special reward or relief from some limited amount of homework. Through positive reinforcement, we seek to perpetuate good behavior and academic improvement.

The faculty of Calvary Christian School will work to develop a positive school and class culture. Peer influence in upper elementary, middle, and high school is a very powerful influence. As a result, the faculty must create a set of circumstances that elevates students who show improvement as role models for fellow students. This will be done by contracting with each student. The contract will detail each area of a student's life (i.e., spiritual, social, physical, and academics), and goals for those areas. Positive achievement with the pledges on the behavior contract will result in the student being permitted to participate in special year-end events or trips.

Derogatory Reports (DRs)/Detention

A Derogatory Report (DR) will be given to a student who violates certain school standards. DRs will be counted in weekly cycles. If a student receives more than the number of DRs permitted for his or her grade, after-school detention will be served the Wednesday of the following week. The following chart shows the number of DRs permitted as "grace" by grade:

Grades 7-8: 2 DRs

Grades 9-12: 1DR

For each DR received over the "grace" threshold, a student will serve a 15-minute detention. Thus 3 DRs above the grace threshold will equal a 45-minutes detention. Detention can be effective in reminding students that maintaining behavior standards at Calvary Christian School is not an option. Parents will receive the DR Report one day before the scheduled detention date for the

student. This notice must be signed and returned to the office before a student can return to school.

The following general rules will apply for middle and high school classrooms. Students will receive a detailed explanation the first week of school regarding these rules:

- Be prepared for class.
- Obey classroom rules.
- Be respectful of others and property.
- Be in seat when bell rings.
- Take care of your stuff on your time.
- Negative comments will not be tolerated.

The following actions will result in suspension:

- Rebellious Actions (Intentional Disobedience).
- Cheating.
- Cursing.
- Fighting with others.
- Excessive DRs beyond “grace” or repeated detentions.

It is our goal to create quality middle and high school programs, built upon an environment of respect and obedience. We believe positive reinforcement, positive class culture, and our DR program will provide the framework by which to achieve this goal.

Middle and High School Student Pledge

All Grade 6 through 12 students that attend the school will sign a conduct pledge. The student will affirm that they take this pledge as their own, and that it currently is or is in the process of becoming, a guide for their life. Alternatively, the student will sign that they understand the pledge and will respect it as the standard of conduct at Calvary Christian School.

Tenets of the pledge state:

I understand that Calvary Christian School exists for the purpose of honoring the Lord and educating young people to be first-class workers and representatives for His glory. I have read the school’s statement of faith and mission statement and understand the vision of the school to provide an atmosphere of spiritual growth, academic learning, true friendships, and Godly love.

Therefore, I acknowledge that attending Calvary Christian School is a privilege that brings with it responsibility. I understand the importance of conducting myself in a manner consistent with the goals of Calvary Christian School and the Biblical guidelines for a Christian.

I pledge to honor, support, and promote the vision and mission of Calvary Christian School. I realize that I am not perfect, and that I can only fulfill my pledge through God's help, strength, and wisdom.

I pledge to accept God's order of authority with an obedient and submissive heart. I will show thankfulness and appreciation to my parents for their sacrifice of love in allowing me to attend a Christian school. I will do my best to honor and obey them with the right attitude. I will show respect to my teachers and submit to their God-given authority, knowing that God is using them in my life for good. If I have disagreements or problems, I will handle them in a way that is based on the principles of God's Word and that shows proper respect for leadership.

I pledge to accept Calvary Christian School as God's present plan for my life. I will do my best to obey the rules, guidelines, and dress code of the school with a cooperative spirit, knowing that I am part of a team. I will honor the Lord by giving my all in each class to the best of my ability, including: finishing homework completely and on time, studying diligently, and being honest in my work. I will show my appreciation for what God has given me by taking care of my books, classroom, school equipment and building.

I pledge to be actively involved in creating a positive and unified school atmosphere. I will get involved in praise and worship, Bible study, field trips, retreats and extra activities as often as possible. I will seek a testimony which promotes honesty, purity and integrity. Therefore, I will avoid talk that does not honor the Lord, such as gossip, inappropriate language, negative criticism, and questionable conversations. I will seek to encourage and support my fellow-students in their growth and walk in the Lord.

I pledge to be open to God's leadership and will for my life. I understand the importance of having personal daily devotions, serving in my local church, and living a consistent Christ-honoring life wherever I am. I know that God wants to help me develop a set of standards and principles that will help me live for Him, and that He wants to help me discover and use my spiritual gifts and talents for His honor and glory.

I understand that this pledge is based on God's plan for me as described in the Bible:

1. *His Gift of Salvation – Ephesians 2:8-9*

2. *His Promise of a New Life – II Corinthians 5:17*
3. *His Command – Matthew 6:33*
4. *His Challenge – Matthew 5:16*
5. *His Assurance – Philippians 4:13*

Anti-Harassment and Non-Violence Policy

Calvary Christian School expressly prohibits any form of sexual, racial, or other harassment, whether in or out of school, directed towards others. If a student believes another individual has harassed them, they should report the alleged harassment to a teacher or administrator.

In addition to any required mandatory reporting of an incident, the school will initiate an investigation into any matter and based upon the investigation, will contact parents, and/or initiate disciplinary action.

The following provides additional information concerning some of the types of behavior that would constitute improper harassment:

- Verbal harassment includes offensive comments, jokes or slurs, graphic verbal comments about an individual's body, and graphic verbal comments of a sexual or racist nature.
- Visual harassment includes the creation of and/or displaying of offensive posters, cards, cartoons, graffiti, drawings, objects, or gestures.
- Physical harassment includes unwelcome or offensive touching or impeding or blocking of movement, bullying or intimidating others with name calling or threats to physically harm or destroy another's property.
- In today's age of technology, it is important that students also respect others and refrain from any cyber-bullying tactics, messaging inappropriate photos or derogatory messages.

CCS also expressly prohibits, both in and out of school, any violence, threats of violence (even if joking), fighting, or the use, possession, or bringing to school of any weapon. The school takes all threats or potential threats of violence seriously. Accordingly, threats of harm to others or the school, even if in jest or joking, will be considered a violation of this policy. Any violation of this policy is grounds for immediate disciplinary action, including, but not limited to suspension or expulsion and reporting to law enforcement authorities. Students who overhear or otherwise become aware of any violation of this policy should report the violation to a teacher or administrator.

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Chapter 7: Standardized Dress Code

Do not look at his appearance or at his physical stature, because I have refused him. For the LORD does not see as man sees; for man looks at the outward appearance, but the LORD looks at the heart.

1 Samuel 16:7

- ✓ Manner of Dress
- ✓ Uniforms
- ✓ Dress Codes – Lower and Upper Schools

Manner of Dress

Our dress code reflects a desire to focus in on the heart of the students rather than their image, particularly in a culture where image seems to be all important. Please understand that the school's administration knows that the Lord looks on the heart of a man rather than his outside; the exterior standards are not a condition of God's love for a person. We hold these attitudes as well. We wish to provide an environment that reduces pressure to fit into a particular style considered acceptable to one's peers. We believe there is a solid relationship between good dress habits, good work habits and proper school behavior. Therefore, we have adopted a uniform dress code for our students. Our uniform code exists to add to personal discipline, a spirit of unity, and to provide a positive witness for the Lord.

Uniforms

CCS will use a designated school uniform company as a guideline of school uniforms. Students may wear any item included in our adopted dress code, currently via Flynn & O'Hara Uniform Company, Dress Code VA060. You may visit their website at www.flynnohara.com/school/va060 or visit a local retail location. The Flynn & O'Hara online store is secure and offers convenient shop-at-home service. Alternatively, Flynn & O'Hara's customer service representatives can assist you with your order by calling toll-free to 800-441-4122.

This uniform code will be strictly enforced. Parents are asked to help us maintain high standards regarding uniforms. Only uniforms provided by Flynn and O'Hare may be worn by students to avoid variations in color, cut and style.

Students are expected to come to school clean and in proper uniform each school day. Uniforms that are damaged or have holes must be replaced.

In the event a student comes to school out of uniform, in a partial uniform, or in a nonconforming uniform, an "Out of Uniform" notice will be sent home with the student at the end of the day. In the event the student repeatedly comes to school out of uniform, the parents will be called to bring the appropriate clothing or pick up the student. Please help your student follow the uniform dress code.

Hairstyles, Makeup and Jewelry

Hair must be kept neat and have a combed appearance. Boys must have neat collar-length hair or shorter. Girls may wear their own plain, color-coordinated hair accessories in addition to those available from the uniform company. Hair must be of natural color. Irregular coloring of hair or outlandish or exotic hairstyles will be considered inappropriate.

No makeup, including press-on nails may be worn in grades K4T-6; and in grades 7 through 12 makeup must not be excessive. Any make-up must be simple and neat (no outlandish colors are allowed).

Girls may wear small post earrings; no dangling or hoop-style earrings are allowed. Rings, necklaces, and bracelets, if worn, must be simple in appearance. Watches are allowed, but any wrist device should not be distracting. No other items of jewelry or adornment are allowed. Boys will not be allowed to wear any jewelry except a watch.

Footwear

All shoes should be conservative in style. Students in K4T through Grade 1 may wear tennis shoes at all times. Students in Grades 2 through 12 should wear black dress shoes; and tennis shoes may be worn only during outdoor time. These students should keep his or her tennis shoes in the book bag at other times. Alternatively, girls may also wear black/white saddle shoes in lieu of dress shoes.

All shoes should be free of lights, 'characters' (e.g., Spiderman, Barbie, etc.), brightly colored soles, shoelaces, and/or glaring logos. Sandals, flip flops, and shoes without a back are not permitted. Snow boots are not acceptable footwear inside the classroom.

Dress Code for Kindergarten & Elementary Students (K4T-Grade 5)

Calvary Christian School Kindergarten and Elementary students will wear a uniform based on the following code. All jumpers must be purchased through our uniform company. Items not purchased through our uniform company may not be acceptable and will not be permitted to be worn at school.

ARTICLE	BOYS	GIRLS
Tops	Powder blue short-sleeved polo shirt with school logo	Powder blue short-sleeved polo shirt with school logo
Bottoms	Navy blue cotton slacks	Navy uniform skirt or navy uniform slacks
Socks	Navy blue socks	White or Navy knee socks
Shoes	See Footwear above	See Footwear above
Outerwear	School jackets with a school logo and are optional	School jackets with a school logo and are optional

Dress Code for Middle School and High School Students (Grades 6-12)

Calvary Christian Middle School and High School students will wear a uniform based on the following code. Items purchased through vendors other than our uniform company may not be acceptable and will not be permitted to be worn at school.

ARTICLE	BOYS	GIRLS
Tops	Maroon short sleeve polo shirt with school logo	Maroon short sleeve polo shirt with school logo
Bottoms	Gray knit slacks	Gray knit slacks OR Maroon, yellow, white and gray uniform Kilt
Socks	Black or gray socks	Black or gray socks
Shoes	See Footwear above	See Footwear above
Outerwear	Maroon School jackets with a school logo and are optional	Maroon School jackets with a school logo and are optional

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Chapter 8: Daily Student Life

*For the Lord gives wisdom, from His mouth come knowledge and understanding.
Proverbs 2:6*

- ✓ Daily Student Life (topics arranged alphabetically)

Daily Student Life

Announcements

The latest school news and announcements are posted daily on the homepage of SchoolCues under “Communications.” Please view this information regularly.

Cell Phones and Electronics Usage

The use of cell phones and other electronic entertainment devices, such as MP3 players, wrist devices, or electronic readers, are not permitted during school hours or in before/after school care without prior permission. Items that are seen or heard will be sent to the office and available for pickup by the parent.

Chapel

Chapel is an extension of the student’s Christian training. Local Pastors, the school leadership team, teachers and occasional guest speakers will conduct the weekly chapel service. Attentive, courteous conduct that is honoring to the Lord should be observed during chapel and Biblical teachings. Chapel attendance is required for all students.

Communications (Parent-School)

The administration of Calvary Christian School communicates with parents using the following methods:

- SchoolCues app
- Text and Email Notification
- Interim Reports (1st -12th Grades, 4 times per year)

- Report Cards (K4-12th Grades, 4 times per year)
- Progress Reports (K4T only, 4 times per year)
- Tally Reports (K4-6th Grades, weekly)
- DR Reports (7th-12th Grades, weekly)
- School Website at www.calvary-christianschool.com
- Regular email newsletter
- Regular flyers going home with each student
- Flyers and Posters which can be seen upon entering the campus
- This Student•Parent Handbook

Computer Technology

Students receive focused instruction for “Technology” classes as scheduled. Teaching faculty use the computer lab for class projects and teaching. Students are never to be in the lab unattended. Damage to any computer equipment may require students or parents to pay for damages and result in the loss of computer lab privileges for the student. Students, parents, and faculty are never to bring in their own software for use in the Media Center.

CCS uses Internet filtering software and teaches responsible Internet usage for all grades. Even so, no student is to be on the Internet unless under direct adult supervision. Any student who does not stay on task and attempts to tamper with computer information will lose computer privileges and may face further disciplinary action.

Daily Pledges of Loyalty

Each day our students start school by saying the Pledge of Allegiance, the Pledge to the Bible, and the Pledge to the Christian flag. While at some level critics may consider these pledges old-fashioned, we at Calvary Christian School believe that they are an important part of the school day for our students. The pledges are listed below:

“I pledge allegiance to the flag of the United States of America. And to the republic, for which it stands, one nation under God, indivisible, with liberty and justice for all.”

“I pledge allegiance, to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, for life and liberty, for all who believe.”

“I pledge allegiance, to the Bible, God’s holy Word. I will make it a lamp unto my feet and a light unto my path. Its words will I hide in my heart, that I might not sin against God.”

Field Trips

Each class will take field trips for fun and education. We encourage parents to attend whenever possible. Parents will sign a form prior to each field trip releasing liability, and authorizing medical

treatment if needed. While every effort will be made to help a student obtain a signed form, students who do not have a signed form may not attend the field trip. On occasion students that attend a field trip may be permitted to wear clothing other than the school uniform. Modesty and neatness in dress that honors the Lord is expected. Students who wear clothing that is not modest and neat will not participate in the field trip. If doubt persists about what is appropriate field trip attire, please contact the school office.

Fire Drills

As required by law and by school policy, fire drills and other emergency preparedness drills will be conducted at regular intervals throughout the school year. Students and teachers are to walk quickly and quietly to their designated areas.

Graduation

CCS will annually host a Kindergarten continuation ceremony; high school graduation will be scheduled as appropriate.

Inclement Weather

If the weather is bad enough to close school, schedule a late opening or early closing, either due to extreme temperatures, precipitation and road conditions, student safety issues or requests from public authorities, notification will be made using the following methods:

- Note found at the top of the website homepage at calvry-christianschool.com.
- SMS Text (via SchoolCues) sent to any parent who has provided contact information.
- Email (via SchoolCues) to any parent who has provided contact information.
- Recording on the school telephone system (703.441.6868).

Lost and Found

Students are encouraged to mark all of their belongings with their name. Lost and found items are stored in the office. Because we have very limited space for storage, Calvary Christian School sends all unclaimed items to an approved charity as necessary.

Lunch and Fruit Break

Each morning the students have "fruit break." Each student needs to bring a piece of fruit daily. Please do not send fruit roll-ups or candy. Single serving canned fruit is acceptable, provided the student brings appropriate utensils.

Each student has a choice of bringing lunch or purchasing meals through our catering services. A monthly menu is provided to parents through the SchoolCues system. Lunches may be purchased by enrolling in our annual lunch contract or by purchasing books of tickets. Books of ten tickets may be purchased in the school office; see the schedule of fees for the current cost of the lunch program. Individual lunch tickets may not be sold, and teachers are not authorized to accept cash or checks when taking lunch orders in the morning. Lunch ticket books may be purchased in the school office.

Parents may choose to allow their student(s) to have milk each day at lunch by enrolling at the beginning of the year in the school's milk program. Refer to the schedule of fees for the current cost of the milk program.

All meals served at Calvary Christian School on full school days are provided through partnership with local family and fast-food restaurants. A variety of meals include hamburgers, subs, chicken with mashed potatoes, pasta dishes, BBQ, and more. For full school days on Friday, pizza is served. Meals include fruit slices and juice.

Missions Trips (Middle and High School Domestic and International Mission Trips)

Each year, when possible, Calvary Christian School sponsors mission trips for interested Grade 7-12 students who meet spiritual, discipline and academic standards. These trips provide a powerful tool that promotes personal spiritual, social, and academic growth. These trips represent a cornerstone of our middle and high school programs. Students raise most of the funds for the trip through personal efforts and school-wide fundraisers.

Parent-Teacher Conferences

We strongly believe our parents and teachers are partners in the educational process. Formal parent-teacher conferences are not generally scheduled; however, special conferences may be called by the teacher and also may be requested by parents. Parents are always welcome to visit in the classroom, and we appreciate and encourage when a parent or teacher takes the initiative to arrange a conference. It is best that both parents attend parent- teacher conferences, if possible, to assure complete communication. Please note our teachers at Calvary Christian School work in pairs with parent conferences. This means that the teacher plus one other faculty member will be in a meeting with parents.

Parents and teachers are asked to avoid having informal conferences during the school day when the teacher should be directing his/her attention to the class. Each teacher utilizes email, voice mail, notes homes, and SchoolCues to facilitate the vital communication between parent and teacher.

School Pictures

In the fall, individual student (in uniform) and teacher pictures are taken. All students take an individual picture for his or her school record. Dress-up and Class pictures may be taken in the spring. Information will be posted on SchoolCues and flyers sent home.

Supplies

A list of supplies needed for the school year is sent to each family in mid-July of each school year. This list includes items to bring at the beginning of the school year, preferably on “Back-to-School Saturday.” Items that are consumed throughout the year, such as pencils and paper, will be replenished as needed. Teachers will send reminders home from time to time.

Transportation

Some Calvary Christian School parents use car pools with other families. When requested, the office can help you locate a car pool in your area. We are extremely cautious about allowing students to ride home with anyone other than their usual car pool driver, and ask that parents always send in written permission when this is necessary.

Without written permission, the student will not be released to another driver.

Chapter 9: Parent Involvement & School Service

*Let them do good, that they be rich in good works, ready to give, willing to share.
1 Timothy 6:18*

- ✓ Parent Volunteers
- ✓ Ways to Get Involved
- ✓ Volunteer Policy and Code of Conduct

Parent Volunteers

Calvary Christian School depends greatly upon parent volunteers to enhance and facilitate our students' education. Please prayerfully consider volunteering for any one or more of the many activities communicated throughout the school year. Some of the activities are one-time commitments of time and others are ongoing. You decide where you have a gift, aptitude, or are simply available to serve. We know you'll be blessed as you contribute to God's work in this ministry to your student and others in our school community.

It is the parents' responsibility to initiate and seek out volunteer opportunities. CCS will endeavor to provide regular SchoolCues communications about service opportunities.

Prayer Ministry

Each week, a group of parents gather at the school to pray for the needs of the students, families, staff, and churches of Calvary Christian School. The ministry of this group is vital to the school as they place our needs before the Lord. These consistent, earnest prayers will be honored by the Lord and answered according to His Perfect Will. Please contact the school office for more information, as well as the contact details of the parent who leads this ministry. Please strongly consider becoming involved in this ministry.

Service Opportunities

Our volunteer program is critical to the success of the school. Volunteers work daily in a variety of capacities alongside teaching staff. CCS families serve with the school by accompanying field trips, assisting with classroom activities, lunchroom/recess duty, crossing guards, facility maintenance, presentations, and more. Opportunities will be communicated via the SchoolCues system, in an announcement, a scheduled calendar event, a classroom newsletter, or other message. More information is available in the Volunteer Handbook.

Important Ways to Get Involved

We wish to work with parents who desire to be partners with the school and who want to become involved in the life of the school. We trust that our families will commit themselves to attending our Parent-Teacher Night in the fall and other special programs throughout the year. You'll be encouraged and blessed as you participate, and the fellowship with other parents and our teachers will be fulfilling.

How can you get involved?

- Pray for Calvary Christian School, its students, teachers and leadership team each day. We serve a God who cares about His ministry - Calvary Christian School.
- Volunteer your time and talents. Sign up on the "helping hands" board at "Back-to-School" Saturday.
- Be faithful in your financial obligations to Calvary Christian School.
- Consider donating to the GAP program to aid our supplementary budget. Even systematic, modest gifts help the school offer better programs and better teaching tools. The GAP program is a direct way parents, relatives and businesses can "plug in" to help the school.
- Participate in the Calvary Christian School fund raisers each year.
- Participate in the Calvary Christian School book fairs when scheduled. Proceeds go to our school library.
- Collect Giant receipts, Box Tops for Education, Campbells labels and Safeway's Tools for Education for redemption by Calvary Christian School. These result in free equipment and cash for the school.
- Help us with public relations. Parents and students are the most important part of our public relations program. Tell a Christian friend about Calvary Christian School. Your testimony about Calvary Christian School is more powerful than any advertisement that we run. Members of the school staff are available to speak about Christian education to groups either in homes, churches or other gatherings. PTF meetings also afford good opportunities to invite interested people to gain a clearer picture of the school.

Promotional materials are available for parents; contact the school office for more information.

- Plug into our Parent/Teacher Fellowship Meetings.

Volunteer Policy and Code of Conduct

The help and assistance that volunteers provide is a necessary component of our school, is very much appreciated, and ultimately, benefits our students. A volunteer:

- Helps to create a positive environment and supports the faculty, administration, and staff by following school-wide and classroom regulations, and does not avail themselves of any special privileges.
- Deals impartially and fairly with students. As a volunteer, you agree not to show favoritism to your own student and not show any judgment against other students' behavior or attitudes.
- Understands that direct communication with parents about any child's schoolwork is the sole responsibility of the school's faculty and staff, and thus, refers parents to the appropriate teacher.
- Does not speak with anyone else about what is observed in the classroom. You should be particularly careful about discussing anything at home where your own student might hear; people are hurt by careless words. **Use discretion!**
- Speaks constructively of all staff and reports difficulties involving the welfare of students or school to the administrator.
- Agrees to abide by the 'two adults' rule and will never be alone with a child without another adult or witness. Groups of students with an adult constitute 'witness' and as such are acceptable for individual, adult interaction. This requirement is for the students' safety, and the volunteer's.

Remember, as a part-time volunteer, your view of classroom events is a partial one, and as such, perceptions may be incomplete. If a volunteer has concerns about any aspect of classroom events, they should start by talking directly and privately to the teacher. If concerns persist, contacting the administrator is appropriate.

We honor the privacy and confidential nature of personal information regarding our students' written records, behavioral matters, and special circumstances; these are considered internal, private, and confidential. At times, when we open our classrooms and offices to volunteers, such information may become known, and we have to rely on the integrity and good judgment of our volunteers to keep such knowledge private. Please do your part. Failure to act with discretion will inhibit your ability to volunteer, and may negatively impact the enrollment of your student(s).

We ask that you not bring siblings with you when you volunteer or while chaperoning on field trips. Written materials that are not part of our classroom curriculum are not to be distributed by any parents without the express consent of the school administrator.

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Chapter 10: Biblical Problem Solving

If it is possible, as much as depends on you, live peaceably with all men.
Romans 12:18

✓ Matthew 18 Principle

Matthew 18:15-22

¹⁵Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. ¹⁶But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses every word may be established.' ¹⁷And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector. ¹⁸Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. ¹⁹Again I say to you that if two of you agree on earth concerning anything that they ask, it will be done for them by My Father in heaven. ²⁰For where two or three are gathered together in My name, I am there in the midst of them." ²¹Then Peter came to Him and said, "Lord, how often shall my brother sin against me, and I forgive him? Up to seven times?" ²²Jesus said to him, "I do not say to you, up to seven times, but up to seventy times seven.

Calvary Christian School stands by the "Matthew 18" principle for solving problems. The key constructs of this principle include:

- Keep the matter confidential. Share the problem with only those directly involved.
- Avoid the temptation to have your opinion validated. Seek validation from the Lord, not several parents or teachers who will tell you that you are correct.
- Be straightforward. Respect the other person by believing that they can handle criticism. Share an observation rather than a judgment. "My son feels he gets a lot of negative reinforcement in class, and I have observed similar situations" sounds better than "You're picking on my kid!"

- Be forgiving. The goal of sharing the observation is reconciliation and restoration, and spiritual growth, not justification or the like. We have seen relationships restored and new relationships develop when these precious principles are practiced between staff members, parents, and students. Our desire is that, as a school family, we would be committed to building up one another and confronting one another with a loving spirit.

Grievance Procedures

Step 1: Parent to Teacher: The parent is to contact the teacher either via note, email, phone, or conversation to request a meeting.

The purpose of this communication is to notify the teacher of the issue to be resolved. The teacher will contact the parent within 24 hours to set up a meeting to resolve the issue. It is best that both parents attend parent-teacher conferences, if possible, to assure complete communication. Please note our teachers at Calvary Christian School work in pairs with parent conferences. This means that the teacher plus one other faculty member will be in a meeting with parents.

Step 2: Parent/Teacher/An Administrator: If either party does not feel the issue is resolved, a conference with the parent, teacher, and an Administrator will be arranged to assure that an open and complete conversation can take place. Any time an issue reaches this level, the Administrator will be updated by the teacher concerning the issue. The Administrator will also follow up with the parent and teacher within 48 hours of the meeting to assure that the situation is resolved.

Step 3: Senior Administrator (Pastoral) Involvement: Should the issue still not be resolved, a conference with all involved will be scheduled with the Senior Administrator (Pastoral representation) within a reasonable time for a resolution.



IMPORTANT WEB LINKS

PARENT PORTAL

<https://portal.schoolcues.com/>

CALVARY CHRISTIAN SCHOOL

