



CALVARY CHRISTIAN SCHOOL

423 N. 23rd Street

Wilmington, NC 28405

910-343-1565 Option #2

Website: www.calvarychristianwilmington.org

Email: school@calvarybaptistwilmington.org

CCS GENERAL HANDBOOK FOR PARENTS

WELCOME TO CALVARY CHRISTIAN SCHOOL

Dear Parents,

Thank you for considering Calvary Christian School. Since 1991, we have been preparing children, both academically and spiritually, to face the challenges of today and tomorrow. We believe that each child is a gift from God and that each child comes with a unique set of qualities and needs, which are important. Our teachers have many years of experience in the classroom and a great love for the students they teach. Also, our church views our school as a vital ministry both to the children and their families. At Calvary we are working hard to move our school forward in every area and welcome the support and input of our parents. In fact, we believe the most important education your child receives is from you at home, which is why we want to be a partner with you in your child's education. I pray God will bless you for choosing Christian education. We are so glad to have you in our Calvary family.

In Christ,

Dr. Donnie Lovette
Senior Pastor & School Administrator

MISSION STATEMENT:

The main objective of Calvary Christian School is to lead each child in a pursuit of educational excellence and a saving knowledge of Jesus Christ. The school will endeavor to provide an atmosphere that is conducive to the highest gains in knowledge, skill and wisdom without any hindering limitations. However, it is also most important that parents/guardians create an atmosphere at home that is supportive of our school.

NOTICE OF 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 the students of our school. Furthermore, it does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies or school administered programs.

CHRISTIAN EDUCATION AND BIBLE CURRICULUM:

Proverbs 1:7 says, “The fear of the Lord is the beginning of knowledge.” Therefore, we believe the Bible offers the best guide for this life and the only hope for the life to come. Christian character development is an important aim of our school. Therefore, all students will hear about God and the saving grace of the Lord Jesus Christ in our program of studies and activities from both pastoral staff and faculty.

OUR STAFF:

We are very proud of our well-trained Christian staff. All of our teachers are well-qualified and have been carefully selected for their educational backgrounds, teaching experience and their sensitivity to the individual needs of students.

REQUIREMENTS FOR FACULTY AND STAFF:

Each employee must be a Christian and have a personal assurance of salvation. Employees should have a Christ-like lifestyle, taking no part in activities that the Scripture condemns, such as immorality, homosexuality, pornography or illegal drug use.

We believe Christian teachers should set the best example possible in front of their students by fleeing from any appearance of evil. Even though we realize the existence of differences of opinion in the area of Christian liberty, the need for consistent standards among the staff of our school is essential.

Faculty and staff members are required to dress modestly and neatly, keeping in mind the professional nature of their position.

Because Calvary Christian School is a ministry of Calvary Baptist Church, we feel it is in the best interest of the church and school for faculty and staff to be active members of Calvary Baptist Church. An exception will only be made if the faculty or staff member is already an active member of another

Bible-believing church. Also, each teacher must agree with the following doctrinal statements:

- 1) We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- 2) We believe that there is one God, eternally existent in the persons of the Father, Son and Holy Spirit.
- 3) We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
- 4) We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
- 5) We believe in the resurrection of both the saved and lost – those that are saved unto the resurrection of life and those that are lost unto the resurrection of condemnation.
- 6) We believe in the spiritual unity of believers in our Lord Jesus Christ.
- 7) We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

CHURCH ATTENDANCE:

Church attendance is encouraged as being a part of everyone's life. As a Christian school, we encourage our students to attend the services of a Bible-teaching church. Our goal is to complement the spiritual training of the student's home and church.

PROGRAMS OFFERED:

- 1) Pre-K3 & Pre-K4 (9:00 a.m.-12:00 p.m.)

We offer 2-day, 3-day and 5-day programs for Preschool. See *Schedule of Fees, Tuition & Extended Care* by clicking on the "Tuition & Fees" page on our website.

Please note: Children attending the Pre-K3 class must be 3 years old by their first day of school no matter what point during the year they start. Children must also be fully potty-trained (not wearing diapers or pull-ups and able to clean themselves) to attend the preschool. Our teachers can only help with buttoning and zipping.

- 2) Kindergarten-5th Grade (8:30 a.m. - 3:00 p.m.)
- 3) 6th – 12th Grade (8:15 a.m. - 3:15 p.m.)

Please note: It is important that your child be on time for school, as instruction begins promptly.

PRESCHOOL:

According to North Carolina child care requirements, preschool children must have a snack that meets the guidelines approved by the USDA. Preschool teachers will furnish these guidelines to preschool parents as required by law. See the "Snack" section of this handbook for other snack-related information.

Each Preschool child who stays for Extended Care will take a nap. Children need to bring a crib-size sheet and a blanket. All washable items will be sent home on Fridays to be laundered.

Please note: All children in the Preschool should only wear tennis shoes or closed-toed shoes to school.

No flip-flops or sandals will be allowed.

EXTENDED CARE:

Extended Care hours:

- 1) Pre-K3 & Pre-K4 (7:30 a.m.-9:00 a.m. and 12:00 p.m.-5:30 p.m.)
- 2) Kindergarten-5th Grade (7:30 a.m.-8:15 a.m. and 3:00 p.m.-5:30 p.m.)
- 3) 6th – 12th Grade (7:30 a.m. – 8:00 a.m. and 3:15pm-5:30pm)

Kindergarten-5th Grades' class instruction begins at 8:30 a.m., Preschool at 9 a.m., and 6th -12th at 8:15 a.m. For safety reasons, we cannot have students in or outside the building without adult supervision. Therefore, if your child arrives at school more than 15 minutes before their designated time he/she *must* go to Morning Extended Care.

Parents whose children are in Preschool to 3rd Grade will need to walk their child to and from class. Upon arrival please make sure that the teacher is in her classroom before leaving in the mornings. If she is not, you may either wait there with your child for her to arrive or if you need to leave, you will need to put your child in Morning Extended Care. All 4th through 11th graders may walk to and from class by themselves, but must go to Morning or Afternoon Extended Care if class is not in session.

We will release all 4th-12th graders from Morning Extended Care to walk to their class no earlier than 15 minutes before the beginning of their class, when their teachers have arrived. Kindergarten-3rd Grade teachers will come to Morning Extended Care to pick up and escort their students to class between 8:15 a.m. and 8:30 a.m. Billing for all Kindergarten-12th Grade students' Morning Extended Care ceases upon their departure. Preschoolers, however, will stay in Morning Extended Care until their class starts at 9 a.m., at which time Extended Care billing will cease for them as well.

The Extended Care staff will keep track of the arrival and departure times of your child on time charts and you will be billed from those charts each month. Extended Care bills and a copy of your time chart will be sent home with your child each month (please look out for it), except at the end of the year the final bill will be mailed to you. Extended Care payments are due around the 10th of the following month (unless stated otherwise on your statement). *Please pay these directly to the school office – do not leave your payment with the teacher. We accept cash (exact amount only, as we do not keep change) or check made out to “Calvary Christian School.” You may also pay online with your credit card by visiting our school website and clicking the “online payments” link on the left side of the page.*

Please note:

- If you pick up your child after 5:30 p.m., for up to each 15 minute increment you will be charged a late fee of \$15.00 per child (i.e. 5:31-5:45 p.m. = \$15, 5:46-6 p.m. = \$30).
- Extended Care can *only* be used on the days that your child is present for the regular school day and is not intended or allowed to be used as a drop off center for any days your child is not attending school.

ADMISSION PROCEDURE:

Information is available on our website (calvarychristianwilmington.com) or upon request by calling the school office. A visit to tour our facility and to speak with our School Administrator is required for

enrollment and may be arranged at this time. Your student must also attend the school tour as part of our enrollment requirement so that the Administrator and teacher may have an opportunity to meet and interact with your child. You may also receive a *Calvary Christian School Enrollment Packet*, which includes all enrollment forms that must be filled out, a schedule of current fees, tuition and Extended Care and a school year calendar. This information and more is also readily available on our website by clicking on the “Enrollment Information” page.

Upon completion of the enrollment forms, payment of all enrollment fees and setting up your tuition payment plan, your child’s name will be placed on our student roster. This will hold your child’s spot in the class.

Please note: All forms, including medical forms and school records (if transferring), must be completed and received before your child can start school.

FINANCES:

All payments due for tuition, book fees, registration and other special fees must be paid in accordance with our tuition schedule. No refunds will be made for fees. Balances not paid in full by the 10th of the month (or the date stated on your statement) will be assessed a 15% late fee. Regarding FACTS tuition withdraws, the 15% late fee will be applied after the third and final withdraw attempt has been made by FACTS to your account and resulted as unsuccessful. A returned check fee of \$25 will be assessed for each time a check is returned due to insufficient funds, closed account or stopped payment.

In an effort to improve efficiency at Calvary Christian School, as well as your overall experience with our institution, we utilize the FACTS Tuition Management Company. All monthly tuition payments will be handled through FACTS and will not be paid directly to the school office. FACTS is only being implemented to handle tuition payments. Please note that according to FACTS policy, any unresolved fees you may have accrued on your FACTS account during the school year must be paid in full to FACTS in order to be able to re-enroll for another year at Calvary Christian School. For questions concerning FACTS please visit their website at www.factsmtg.com or call the school office.

Please go to the school office to make Extended Care payments and a receipt will be given to you immediately. If you mail a payment or pay your Extended Care online using our website, a receipt will be issued. If you do not receive a receipt, contact the office immediately.

We accept checks payable to “Calvary Christian School” with your student’s name written in the memo line. We also accept cash (exact amount only). We do not keep money at the school for security reasons and will not be able to give you change. The only other option if you overpay, is to credit the difference on your account toward your next bill. We do not accept credit/debit cards in the school office. Credit cards (Discover, Visa, and MasterCard) may only be used when paying your Extended Care online.

Do not send payments with students or leave your payment with the teacher at any time. All payments must be made directly from you, the parent/guardian, to the school office. This is to ensure that we receive your payment and that you receive a confirmation of payment, as well as allows us to discuss your account with you if necessary.

Lunch orders and field trip money will be handled as is stated elsewhere in this handbook.

Delinquent Accounts:

Because of limited enrollment that supports our financial standing, it is understood that parents/guardians will pay tuition for the amount stated on the *Schedule of Fees, Tuition & Extended Care*. All past due fees and tuition must be paid before the report card will be issued at the end of each reporting period. Report cards will be held if an account becomes outstanding during any grading period or if satisfactory arrangements have not been made with the school. Any account is considered delinquent after 30 days and if all delinquent accounts have not been paid and brought current after a total of 90 days have lapsed, the student will be suspended until payment has been made. If payment is not made, charges will continue to accrue while the child is suspended unless the parent/guardian signs a *Notice of Withdraw Form* to officially withdraw the student from the school for the remainder of the year. School records will not be released until the outstanding balance is paid in full.

Other Money:

Money that is sent to the school for reasons other than Extended Care must be enclosed in a sealed envelope with the following information on the front:

- 1) Teacher's name and room number
- 2) Child's name
- 3) Amount
- 4) Purpose

Withdrawal Policy:

Official notice of withdraw (*Notice of Withdraw Form* in school office) may come only from the parents/guardians and receiving the notice will determine the withdraw date. A student not coming to school does not affect or set the withdraw date. All tuition, fees and charges must be paid in full at the time of withdraw before grades or school records will be released. Tuition will be pro-rated.

Refunds:

Paid enrollment fees will only be refunded in cases where a parent's/guardian's job relocation before the first day of school takes them out of New Hanover, Brunswick or Pender Counties. Emergency situations will be evaluated by the administration to determine eligibility for refund.

Natural Disaster or Inclement Weather:

In case of a natural disaster or inclement weather where our school doors are forced to close for a period of time, the monthly tuition payment will remain the same. There will be no adjustments made on tuition.

CLASS WORK POLICY:

All class work is to include the student's name, date and subject when applicable. All work must be neat and legible. A teacher may refuse to accept any work that does not meet these two standards.

HOMEWORK POLICY:

Homework assignments made by the teacher should be completed by the student and turned in at the time designated. Copying another student's homework (plagiarism) is not an acceptable practice at Calvary Christian School. Doing so is considered a form of cheating and will result in an automatic grade of zero.

ACADEMIC GRADING SCALE:

Kindergarten:

Satisfactory
Needs Improvement
Unsatisfactory

1st & 2nd Grade:

3 = On Grade Level
2 = Working Toward Grade Level
1 = Below Grade Level

3rd-12th Grade:

100-97 = A+	89-87 = B+	79-77 = C+	69-67 = D+	59-0 = F
96-93 = A	86-83 = B	76-73 = C	66-63 = D	
92-90 = A-	82-80 = B-	72-70 = C-	62-60 = D-	

PROGRESS REPORTS / REPORT CARDS:

Progress reports will be given out for Kindergarten students twice a year – after the second nine-week period and at the end of the school year. Elementary, middle and high school students (3rd-12th Grade) will receive a progress report mid-grading period. For 1st-12th Grade a report card will be issued at the end of the nine-week grading period. These reports are to be signed and promptly returned to the student's teacher as an indication of the parent's/guardian's awareness of the student's progress.

GRADE PROMOTION:

Decisions regarding promotion and retention will be made on an individual basis. A student will be promoted if he/she successfully completes the following:

- 1) Absent for no more than 25 days
- 2) Satisfactorily completed assignments, tests, etc. for his/her grade level
- 3) Upon the request of a parent concerning the retention of their child, a meeting will be held with the teacher of his/her grade level and the School Administrator. The final decision will rest with CCS personnel.

ATTENDANCE POLICY:

In order for your child to gain the most out of school he/she must be regular in attendance. Do not keep your child at home for reasons other than sickness or emergencies. Planned absences, such as family vacations must be excused in advance and missed assignments must be completed by the student as instructed by the teacher. If a student is absent more than 25 days during the school year, his/her promotion to the next grade is jeopardized. Only work missed due to excused absences, such as sickness, injury, death in immediate family, doctor appointments, court or administrative proceedings and educational opportunities with parents/guardians may be made up for credit.

Once a student arrives at school in the morning he/she is not to leave the grounds until school is dismissed unless special arrangements are made. If an early dismissal is necessary, a written notice should be sent to the teacher stating the reason and time for leaving. See the *Tardies and Early Release* policy below for details.

Parents/guardians who need to pick up students during the day and failed to send a note should contact the office in advance so that the student will be ready when parents/guardians arrive.

ABSENCES:

When a child has been absent, he should bring a written excuse when he returns to school. If he is absent for more than two days, the parents/guardians should call the office and leave a message for the teacher. Assignments should be picked up so that students will not get behind in their work.

TARDIES AND EARLY RELEASE:

In the cases of arriving late to school or being released early from school, the parent/authorized person dropping off or picking up a child (in any grade) must come in to the school office to sign the child in or out and receive a Tardy or Early Release Slip to give to the teacher. Children will not be admitted to or released from class without the appropriate slip from the school office and an acceptable reason.

For preschoolers, the school day is 9 a.m.-12 p.m. with class time beginning promptly at 9 a.m. and ending at 12 p.m. Any parent/authorized person dropping off or picking up a child during these preschool hours must come to the school office to sign the child in or out as stated above. The hours of 7:30-9 a.m. and 12-5:30 p.m. are considered Extended Care for preschoolers. Tardy or Early Release Slips are not required during Extended Care hours.

For Kindergarten-5th Grade, the school day is 8:30 a.m.-3 p.m., and for 6th -12th grades the school day is 8:15 a.m. - 3:15 p.m., with class time beginning promptly as scheduled. Any parent/authorized person dropping off or picking up a child during these Kindergarten-12th Grade school hours must come to the school office to sign the child in or out as stated above. The hours of 7:30 a.m. - 8:15 a.m. (or 7:30 a.m.-8:00 a.m. for MS/HS), and 3:00 p.m. - 5:30 p.m. (or 3:15 p.m. – 5:30 p.m. for MS/HS) are considered Extended Care for Kindergarten-12th Grade. Tardy or Early Release Slips are not required during Extended Care hours.

*Every three tardies that a child acquires will result in one absence. Any more than 25 absences jeopardizes your child's grade promotion.

*If your child is going to be picked up early from school, please communicate with your child's teacher about that beforehand so that he/she may plan for it in any ways necessary.

ARRIVAL AND DEPARTURE PROCEDURES:

Parents are to park in the Plaza Drive parking lot and accompany their child to their classroom. Do not allow your child to come in by themselves, unless they are in the 4th Grade or higher. See the *Tardies and Early Release* policy above for proper procedures when a child (in any grade) is late arriving to school or leaving early from school (parents/authorized person must accompany the child in these situations). Also, according to North Carolina law, no child may remain in cars unattended.

Preschool and elementary students will be dismissed at 3:00 pm and parents must pick them up from their class. No elementary student will be allowed to walk alone through the parking lot. Any elementary student not picked up by 3:00 pm will be taken to extended care. All parents must park in the parking spaces when escorting their students to or from class. Do not park in the thoroughfares.

Middle and high school students will be released on the Brandon Road side at 3:15 pm. Parents do not need to enter the building for 6th -12th grade pick-up. Do not drop off on the Brandon Road side in the

morning because the doors are locked.

It is important for parents to arrive promptly for pick-up at dismissal time. If you arrive early, please wait quietly in the hall until the teacher dismisses your child.

No child will be released to anyone other than the parent or those authorized by the parent in written form. See the *Child Release Form* by clicking on the “Enrollment Information” page on our website. If an emergency arises and you cannot pick up your child as planned, please telephone the school and inform us as to who will be coming for your child.

Any child that is brought to the school prior to the designated time of instruction must either remain with the parents/guardians or report directly to Morning Extended Care. Under no circumstances is a child to be left at school without being placed under the supervision of an adult. Also, any child who is not picked up promptly at 3 p.m. (3:15 p.m. for MS/HS) must immediately report to Afternoon Extended Care. Those who are not under the supervision of an adult before or after school will be escorted to the appropriate location and may receive further action including additional fees, more stringent pick-up/drop-off procedures, etc.

DRIVING PRIVILEGES AND RULES FOR STUDENT DRIVERS

Student drivers must park in designated spaces. Student drivers will not be allowed to return to their vehicles during the school day unless permission is granted from their teachers. Any reckless driving behavior by student drivers will void their driving privileges for the school year.

SCHOOL SECURITY:

For the safety and security of the children and staff, the school entrance doors are kept locked during school hours, but are unlocked at arrival and dismissal times. If the doors are locked, please do not knock on the doors to try to get someone to open them for you, as classes have already begun and this will cause a disruption. Instead, go to the brown school office door located directly opposite from the school entrance, ring the door bell to be allowed in and report to the school office for assistance.

DRESS CODE:

We do not require uniforms. However, parents/guardians are responsible to send their child to school with correct dress and grooming. Good taste and modesty should be considered as guidelines for what is proper and acceptable. All apparel should be free from distracting or offensive peculiarities or extremes. For your child’s playground safety, we request that your child only wear tennis shoes or closed-toed shoes. No flip-flops or sandals will be allowed. No child in any grade is allowed to wear hats. Students who come to school with dress or grooming that is deemed unacceptable will be required to secure the appropriate clothing. Repeated offenses will result in parent/teacher conferences.

TELEPHONE, COMMUNICATION & ELECTRONICS POLICY:

Students may use the office telephone for emergencies and sickness only and must have a note from their teacher to do so. Students may not use their own personal electronic devices (cell phone, mp3, PSP, Nintendo DS, iPods, etc.) to call, text, email, take photos, access the Internet, etc. during the school day unless directed by the teacher. No outside communication to parents, friends or otherwise

will be allowed. This restriction will enhance our goal of providing the best possible safety for our students. These activities will be considered as unfavorable behavior and be dealt with accordingly.

The only time students are permitted to use their personal electronic devices is during Extended Care and as directed by the teacher, provided that the data being accessed is appropriate and that the device is only being used by the child to whom it belongs. Middle and high school students may also use their device during the lunch hour as long as they are not disruptive or a distraction to others. Teachers will give one warning, and then confiscate the device until the end of the day, if the disruption persists.

Parents/guardians are encouraged to be aware of the content on their child's electronic devices. Calvary Christian School also reserves the right to monitor the status of the use of these items and, if necessary, confiscate them. Calvary Christian School is not responsible for any loss or damage to any child's electronic device.

CARE OF PROPERTY:

Calvary Christian School belongs to God. Any willful damage or destruction of school property will not be tolerated. The student will be expected to pay a reasonable amount for any damage (willful or accidental). Any act, such as littering, writing on walls, defacing of the building or any other act of negligence will be dealt with accordingly.

STUDENT LOCKER ASSIGNMENT:

Middle school and high school students are assigned a locker at Calvary Christian School. The student and parent/guardian need to understand and agree that locker assignment made to the student is done so and accepted under the following terms and conditions:

- 1) Only property belonging to the student, which is necessary for school activities, is permitted to be placed in the locker (i.e. school books, etc.)
- 2) No gun, rifle, pistol, explosives or any other weapon of any kind are permitted in the locker, on school grounds, in the possession of or carried by the student, whether openly or concealed, as this is a violation the law.
- 3) No recreational drugs or any drugs not prescribed by a licensed physician or alcoholic beverages are permitted in the locker, on school grounds, in the possession of or carried by the student, whether openly or concealed, as this is a violation of the law.
- 4) The School Administrator and any other leadership of the school (i.e. the Pastor or any member of the Calvary Christian School Board) reserve the right to open and search any locker at any time and retain the contents therein, if appropriate, to be delivered to law enforcement officials. The contents of the locker may also be used as evidence by school officials in any disciplinary proceedings brought against the student by the school and/or used in any court proceedings.
- 5) The student will only use the lock provided by the school. Personal locks are not allowed to be used on any locker at Calvary Christian School. Exceptions to this rule must be pre-approved by the School Administrator. If a student uses a personal lock without previously obtaining permission, the student will be asked to remove the personal lock. If it is not removed within the time frame designated by the School Administrator, the lock will be cut and removed at the student's expense.
- 6) Regarding the organization and decoration of the student's locker, no adhesive of any sort is allowed to be used. The student may only use organizers, picture frames, etc. with magnetic backing in their locker.

The student may be held responsible for any damage caused to the locker resulting from disregarding these or any other school policies. Any violation of the rules regarding locker assignment will result in termination of the privilege of having a locker.

RULES OF BEHAVIOR:

Calvary Christian School is a ministry of Calvary Baptist Church and as such, follows the same religious beliefs and standards of behavior that are found in God's Word. Realizing that all behavioral possibilities cannot be specifically addressed in writing, the following general rules are applied at Calvary Christian School:

- 1) Involvement in criminal activity and drug use are strictly prohibited. Violation of these rules on or off campus may result in suspension or expulsion.
- 2) Involvement in immorality, pornography, and homosexuality are strictly prohibited. Violation of these rules on or off campus may result in suspension or expulsion.
- 3) Guns, knives or any weapons are strictly prohibited. Any such items will be confiscated and appropriate discipline will be administered.
- 4) Fighting, lying, stealing, cheating, vulgarity, smoking, etc. are considered serious offenses and will be given the disciplinary action deemed necessary.
- 5) No student will be retained who, after being warned, continues to be disrespectful to teachers, administration or fellow students.
- 6) Attitude may be manifested in many ways by what is said, tone of voice, facial expression and by the way one stands, sits or walks. "Body language" often betrays our verbal language. No student will be retained who, after being warned, continues to be disrespectful with regard to "attitude."

DISCIPLINE:

We feel at Calvary Christian School, that it is vital that children learn self-discipline and respect for the rights of others. Calvary Christian School expects cooperation from both students and parents/guardians in the educational process. If, at any time, the school feels that it is not receiving this cooperation, the school may request that the student be withdrawn. Calvary Christian School has the right to dismiss any child who threatens the safety or interrupts the learning of other students. In cases such as fighting, theft and leaving school property without permission, more stringent measures may be implemented (probation, suspension). In extreme circumstances a child may be expelled if deemed necessary by the administration of Calvary Christian School or the School Board.

Disciplinary Process:

- 1) When a child exhibits inappropriate behavior, the teacher will talk with the student explaining the reason the behavior is considered a problem. Potential consequences of the identified behavior will be explained to the child (i.e. physical safety, health safety or disruptive to the learning of others).
- 2) Repetition of the behavior will result in age appropriate restriction of privileges (i.e. age appropriate supervised time-out, loss of privilege in certain classroom centers).
- 3) Persistence of the disruptive behavior will require monitoring of the child to prevent self-injury or injury to others. Immediate contact will be made with the parents/guardians through the emergency numbers that have been provided by the family. It will be necessary for the responsible party to come to the school and remove the child from the learning environment. The School Administrator will make the evaluation to determine when the student may return to the school or if the child will be

returning to the school at all.

4) Continued occurrences of inappropriate behavior will necessitate direct parental involvement in the disciplinary process. A conference will be held with the teacher and parents/guardians by appointment at a convenient time, which will not interfere with instruction. The purpose of this conference is to more clearly inform the student's parents/guardians of the issues of concern. A list of community resources will be made available to the parents/guardians to assist them with correction of the identified inappropriate behavior. The schools expected behavior will be discussed with the parents/guardians. Then, acceptable solutions to the problematic behavior, the consequences of continuation of the problematic behavior and the next step in the disciplinary process will also be discussed.

5) The next step in the process is a meeting with the parents/guardians and the School Administrator. This meeting will be held to discuss progress toward solutions identified in the parent/teacher conference and conditions necessary to continue education at Calvary Christian School.

For more information see the *Discipline and Behavior Management Policy* by clicking on the "Enrollment Information" page on our website.

PARENT / TEACHER CONFERENCES:

In order for parent/guardians to be kept informed firsthand of their child's progress, they are encouraged to schedule conferences at any time they believe it may be necessary. Calvary Christian School administration and staff welcome these opportunities and desire to be of help to the students and their families. Please call the administration office and leave a message for the teacher to contact you and schedule a conference.

Conferences may be held, as needed, to discuss your child's progress. We require parents/guardians to schedule conferences with teachers instead of meeting with them on an impromptu basis. Teachers are required to perform duties before school and before their departure from school; therefore, any unscheduled conferences can cause problems in their daily schedules and duties and will not be permitted.

ORIENTATION / OPEN HOUSE:

Refer to the *School Calendar* by clicking on the "School Calendar" page on our website for the dates of all Orientations. The nature of the Orientations will vary from time to time, but generally follows these objectives:

- 1) to acquaint the parents/guardians with the philosophy of Christian education and the school curriculum
- 2) to assist both parents/guardians and teacher in recognizing the academic, emotional, spiritual and disciplinary needs of the child
- 3) to provide an opportunity for the parents/guardians and teacher to know and fellowship with each other
- 4) to provide the parents/guardians an opportunity to see the achievements of the student

ACCIDENTS AND ILLNESS:

A primary concern of Calvary Christian School is to secure a safe and healthy environment for your child.

Children must have a completed medical form on file the first day of school. They must be found to be physically and emotionally able to attend school by the child's physician. The medical form must also have a current record of immunizations attached to it. Children who are not feeling well and/or display symptoms of a contagious illness need to be kept at home. Symptoms within the last 24 hours such as those listed below require at-home care:

Chills	Fevers
Persistent coughing	Headache
Diarrhea	Red or swollen joints
Earaches	Puss or inflamed eyes
Skin rashes	Sore throat
Listlessness	Nausea or vomiting

Children who do not feel well cannot concentrate at school and expose others to their illness. If a child develops symptoms of an illness while at school, we will notify the parents as soon as possible. Since we have no facilities to care for sick children, it is important to have them picked up as soon as you are notified.

A child must be free from contagious illness before returning to school. Children need to be free of all symptoms for 24 hours and/or released by their doctor. If your child has contracted a contagious illness, please notify the school immediately so that we can notify other parents of students in the classroom. Medications will be given to a child only if the proper medical form (see *Medication Requisition Form* on the "Enrollment Information" page of the school website) is filled out by the parents (one form for each medication) and returned to the school office. Medication will be housed safely and securely in the teacher's classroom and administered by the teacher according to the instructions filled out on the *Medication Requisition Form* and signed by the parent.

Calvary Christian School policy is to notify parents/guardians of any accidents, so that you will know exactly what happened and what was done. In the case of emergency, we will meet the physical needs of the child, notify the parents and if necessary, seek emergency care.

CLASSROOM PARTIES:

Any class party or outing must be teacher-sponsored. If any money is to be collected, it must be under the direct supervision of the sponsoring teacher. All activities must be cleared through the School Administrator in advance. Full details as to the purpose, date, location, supervision, etc. must be presented at that time. The following "special day" parties may be considered:

- 1) Thanksgiving
- 2) Christmas
- 3) Valentines Day
- 4) Easter

Any snacks that are brought to school with the intention of being shared must be purchased and remain in their original packaging containing the full list of ingredients in order to reduce the risk of allergic reactions.

LUNCH:

Elementary, middle and high school students, as well as preschool students staying for Afternoon

Extended Care, may order lunch from one of the caterers we have deliver on certain days of the week. The lunch menu/order form is available from the teacher who is in charge of lunch orders. Lunches need to be ordered on a weekly basis throughout the school year and turned in with your lunch payment on Mondays. Lunch orders and payments must be given directly from the parent/guardian to the teacher in charge of lunch orders. Please do not send your order/payment through your student.

On days that we do not have catered lunches or if you choose not to use the catered lunch option, your child may bring a lunch to school. If your child is bringing lunch to school, please remember to place a frozen ice pack in your child's lunch box. This is necessary for basic food safety and complies with health department standards for refrigerated food. Microwaveable meals that take 90 seconds or less to heat will be acceptable for lunch.

SNACK:

At mid-morning each day, the preschool and elementary children will have a snack. Children should bring their snack from home on a daily basis. Healthy, non-sugar snacks are recommended. Also, we are happy to remember birthdays. Parents are encouraged to bring in a treat to celebrate a birthday. Please make plans with your classroom teacher in advance.

As with classroom parties, any snacks that are brought to school with the intention of being shared must be purchased and remain in their original packaging containing the full list of ingredients in order to reduce the risk of allergic reactions.

FIELDTRIPS:

Fieldtrips are an exciting aspect of the curriculum and are planned to relate to and expand the learning process. Parents are notified in advance of upcoming trips, welcome to accompany their child's class and may be asked to help provide transportation.

PARENT / GUARDIAN CHAPERONES:

There are times throughout the school year when parents/guardians may be asked to serve as chaperones at school-sponsored activities. Parents/guardians are encouraged to volunteer their services and should also follow the dress code and abide by the school policies.

SPECIAL COURSE STUDIES:

- 1) Band
- 2) Chorus
- 3) Art
- 4) Computer Lab
- 5) Chapel

We believe music is a vital part of a child's total learning experience. At Calvary, your child will learn to praise the Lord with music. Preschoolers enjoy their musical experience in the classroom. Elementary, middle and high school students participate in Band and Chorus. Chorus and Chapel are on a weekly basis and are for all students in Kindergarten-12th Grades. Band is available to students in

4th-12th Grades. Through our band program, students learn to play instruments in the brass, woodwind and percussion families. In addition to Band, K-12th Grade students also participate in Art and Computer Lab.

LOST AND FOUND:

Calvary Christian School is not responsible for the loss of any personal property. Parents/Guardians are requested to ensure all articles of clothing and any personal possessions be labeled with the student's name. Every effort will be made in helping to return to the student any items found that they may have lost. Lost and found boxes of unclaimed items are kept in the school office and after a considerable amount of time are donated to Good Will.

INCLEMENT WEATHER:

When severe weather strikes, Calvary Christian School follows New Hanover County School schedules regarding openings and closings. Therefore, if New Hanover County Schools are closed, we will be closed. However, if New Hanover County Schools are on a one hour delay, we will start at 9:30 a.m. If New Hanover County Schools are on a two-hour delay, we will start at 10:30 a.m. No Morning Extended Care will be offered under these circumstances.

For updated reports on openings, closings and delays stay tuned to WECT.com and WWAYtv3.com's online list of closings and delays, your email, CCS facebook and/or CCS twitter.

SOLICITATION PROHIBITED:

Solicitation is forbidden at Calvary Christian School without the permission of the administration. This includes the selling of tickets, distribution of advertising or political materials, the circulation of petitions, etc.