

2017-2018

Calvary Christian School



Parent / Student
Handbook

A Message from The Principal

Dear CCS Parents and Students,

Welcome to Calvary Christian School. My name is John Montgomery. I am the Administrator at Calvary Christian School. I am personally grateful that you have chosen to attend school at Calvary Christian School. It is my prayer that you will find our school a warm and welcoming environment as well as a place that honors Christ above all else.

You have my personal commitment that everything we do and say at this school will be done through a lens with Christ at the focal point. We want our school to be unique and different from other schools. We want every child to feel loved and valued. Our goal is to provide a quality educational experience for every child, allowing them to grow and flourish academically and spiritually. We will facilitate academic growth while at the same time exposing them to a Christian-centered worldview in all subjects.

I am praying for great things this school year. You have my personal assurance that we will have high standards for all adults and students associated with Calvary Christian School. Children will be surrounded by a staff of caring adults who care deeply about student academic and spiritual growth.

Our theme for this school year will be “Protect the Shield”, Psalms 28:7. *“The Lord is my strength and my shield; my heart will trust in Him, and He helps me. My heart leaps for joy, and with my song I praise Him.”* I am committed to helping children put on the full armor of God, and learning to “Protect the Shield”.

Please take time to fully read this handbook. You have my commitment that I will work to provide a safe and nurturing educational experience for every student.

May God Bless You and Your Family. Have a great year.

jkem

John K. Montgomery, Ph.D.
Calvary Christian School
Principal
jmontgomery@ccsboise.org

About Calvary Boise

Our primary goals are as follows:

1. As a church family, our goal for activities is patterned after the simple program of the first Christians. In Acts 2:42 we are told they "continued steadfastly in the apostles' doctrine [teaching] and fellowship, in the breaking of bread, and in prayers."
2. Our goal for activities outside the church is centered upon Christ's commission that as a result of the empowering of the Holy Spirit, we will be "witnesses to Me [Jesus] in Jerusalem, and in all Judea and Samaria, and to the end of the earth" (Acts 1:8).
3. Our goal as individuals is to emphasize a life of deepening intimacy with Jesus Christ. As the Apostle Paul prayed, "to know the love of Christ; that you may be filled with all the fullness of God." (Ephesians 3:19). To thereby be able to live out, in practical terms, a life that is "beholding as in a mirror the glory of the Lord, we are being transformed into the same image, from glory to glory, just as by the Spirit of the Lord" (2 Corinthians 3:18).

Overarching these three goals is a sincere desire in and by God's grace to do all because of love, knowing that whatever we do without love "profits nothing" (1 Corinthians 13:1-3).

One other thing we would like you to know is that none of these things are being done perfectly. In a world where promises and words often outdistance reality, we are happy to admit we are moving forward but certainly have not arrived.

I trust and pray that God's grace and love through Jesus Christ will be your ever-growing experience.

In His Grace,



Pastor Tucker Maile

Statement of Faith

The whole Bible is our creed. Therefore, any effort to define what we believe necessitates a desire to emphasize the whole Word of God as the source of our core beliefs.

Our non-negotiable, core beliefs, which transcend labels, are:

We believe in the inspiration of the Bible; in God the Father, Son and Holy Spirit; in the virgin birth of Christ.

We believe in Jesus Christ's blood atonement that provides forgiveness from sin and delivers us from the judgment for sin that awaits all mankind.

We believe in His bodily resurrection and second return to establish His Kingdom upon the earth, followed by the millennial reign of Christ after which He will create a new heaven and a new earth.

Mission Statement

It is our mission to help parents prepare their children to lead a victorious Christian life.

Through prayer, the Word of God, and by the power of the Holy Spirit we will:

- ✚ *Help build the foundations for knowing God, our Creator, and belief in His Only Son, Jesus Christ our Savior.*
- ✚ *Foster in each child a love of God and the courage and confidence that comes from knowing that God loves them.*
- ✚ *Teach our children to speak, read, and write, so that they will be able to communicate effectively.*
- ✚ *Teach our children God's order in math, science, and social sciences that will give them knowledge of the world around them.*
- ✚ *Foster in our children the learning skills, social skills, and behavioral skills that will help them succeed in school and in society.*
- ✚ *Help nurture in our children their God-given strengths and talents to allow them to serve God.*
- ✚ *Develop in each child the understanding that they are responsible for themselves, the choices they make, and the consequences of their actions.*
- ✚ *Create a sense of Christian love and community.*

"But thanks be to God who gives us the victory through our Lord Jesus Christ." 1 Corinthians 15:57

General Information

Calvary Christian Preschool, Elementary and Middle School all fall under the overall direction of the Principal. The Preschool is directly under the leadership of the Preschool Director. The School Ministry Board is available as a support to both school staff and parents. See **Communication**.

Preschool

- ✚ Beginning Preschool
- ✚ Pre-Kindergarten

Elementary

- ✚ Kindergarten – 5th grade

Middle School

- ✚ Grades 6, 7, and 8

School Day

- ✚ Preschool and Pre-Kindergarten
 - 8:30 a.m. – 12:00 p.m.
- ✚ Kindergarten – 5th grade
 - 8:30 a.m. – 3:15 p.m.
- ✚ Middle School
 - 8:20 a.m. – 3:15 p.m.

Early Dismissal

- ✚ Kindergarten – 8th grade
 - 8:30 a.m. – 11:45 a.m.

Office Hours (Regular School Day)

- ✚ 8:00 a.m. – 3:45 p.m.

Admissions Policy

CCS admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate based on race, color, or national and ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

CCS seeks to admit students who will experience success in its program. The school does not have the required resources to serve children who need special education programs.

Preschool and Pre-K students must be toilet trained, have an acceptable attention span, and be able to follow simple directions.

To enter Preschool, a child must be three years of age by September 1.

To enter Pre-Kindergarten, a child must be four years of age by September 1.

To enter Kindergarten, a child must be five years of age by September 1.

To enter First Grade, a child must be six years of age by September 1.

A placement qualification evaluation will be given before students K-8th are admitted to our program. The purpose of the testing is to help determine the level of work the prospective student is doing. The program at CCS is advanced, and students who test below grade level may be required to do remedial work or repeat current grade level at CCS.

All K-8th grade students are on academic and behavioral probation during the first nine-week grading period.

Parents and students should agree with the statement of faith and all the policies set by the administration. We encourage at least one parent to be a born-again believer in Jesus Christ. Regular fellowship with a local body of believers is expected.

Parents must submit students' immunization record (or exemption), birth certificate, and application forms to CCS with the registration fee (one registration fee per family).

If we receive your registration after the class has filled for the year, we will hold the completed registration form on file and add the prospective student's name to a waiting list.

Academics

Academic Promotion

- Our goal as staff and teachers of CCS is to work to ensure academic success for each student. Any retention recommendations will be made jointly by the school and the child's parents.

Academic Probation

- Elementary students who continually fail to apply themselves academically may be placed on academic probation for one grading period if his/her overall grade point average (GPA) FALLS BELOW A 2.0. If at the end of the probationary period the student achieves an overall GPA of 2.0 or above, he/she will be removed from academic probation.

Elementary Report Cards Procedures

1st quarter

- Parent/Teacher Conferences

2nd quarter

- Original report card is sent home with the student

3rd quarter

- Original report card is sent home with the student

4th quarter

- The original report card is sent home for the parent to keep. A copy is retained and filed in the respective student's cumulative file.

Before any cards are processed, the account must be cleared with the church accounting office. No report cards will be processed when there is a balance owing on the account.

Attendance

- ✚ Regular attendance is essential for successful school work.
- ✚ CCS adheres to a 90% attendance policy, and students may be denied promotion to the next grade level if they miss more than 9 days during a semester. CCS expects every enrolled child to be in attendance each day school is in session, unless prevented by an excused absence.
- ✚ **Excused Absences**
 - Excused absences are those taken with the knowledge and approval of the parent or guardian for legitimate reasons, such as illness or professional appointments. It is the responsibility of parents to notify the school if their child is absent.
- ✚ **Unexcused Absences**
 - Absences other than those due to student illness, death in the immediate family, or an approved anticipated absence are considered unexcused.
- ✚ **Planned Absences**
 - We strongly urge you to refrain from planning extended absences for your child during the school year. For unavoidable family activities that will lead to an extended absence, a note must be sent to the school giving the dates of the absence, submitted preferably at least two weeks ahead of time. Permission is granted at the discretion of the Principal or Preschool Director.
- ✚ **Make-up Work**
 - Make-up work is allowed for elementary students with excused absences. Individual teachers will determine which work needs to be made up and the time frame for completing the work.
 - Although make-up work is allowed, there is no substitute for carefully planned classroom lessons and the interactions that take place in the classroom between teacher and student.
- ✚ **Tardiness**
 - It is extremely important that students arrive on time. The Preschool students start their day with worship and a Bible story. K-5 starts their day together with the Pledge of Allegiance to the American flag, to the Christian flag and to the Bible. Students who arrive late disrupt this important time for both teachers and students. If your child arrives late, the flow of the class for the students and teachers already in the room is disrupted.
 - Being on time is a good start to a successful day. K-5 students are expected to be on the playground and in line by 8:30 AM when the bell rings. Middle School students will form a line and proceed to the classroom at 8:20 AM. Class begins promptly at 8:30 AM. All Preschool students are expected to be in their classroom by 8:30 AM. We want your student to have a successful day.
 - If a Preschool student is tardy, the parent must check the student directly into the classroom. If an Elementary or Middle School student is tardy, the student *and* parent must go directly to the office and sign in.

Cell Phones (*Electronic Devices*)

- ✚ Cell phones are not allowed on campus during school hours. Students are expected to turn off their cell phones when they arrive on campus in the morning. They can then turn them on at the end of the day, after 3:15 p.m.
- ✚ Students will have their phones confiscated if they use them at school between the hours of 8:00 a.m. and 3:15 p.m.
- ✚ Teachers have the discretion of allowing students to use electronic devices during the school day for educational reasons.

Child Abuse

- ✚ CCS personnel will report any student reported or suspected instances of child abuse to the appropriate public authorities within 36 hours of observance in accordance with the law.

Child Custody

- ✚ The release of a child to a parent may only be restricted by legal documents. It is required that legal stipulations relative to child custody be provided in writing (along with any legal documentation).

Child Sign In/Out

Preschool

- For safety reasons, parents are to sign their child in and out of school. All children must be brought directly into their classroom by the person responsible for the child, and signed in on the sheets at each class window. When picking your child up from school you must also sign them out.

K-8

- Students may be dropped off at 8:15 AM when the monitor has put out the green flag. If a red flag is displayed, students are to go directly to the gym due to inclement weather. If you are late to school, the parent **must** check the student in at the reception desk.

Classroom Observations

-  Classroom observations are a function of the supervision and evaluation process. The school Administrator is responsible for all issues that would fall under the supervision and evaluation umbrella. Please contact the school and request an appointment with Dr. Montgomery if you have concerns or wish to observe in a classroom.

Class Size (*Enrollment*)

-  The child-to-teacher ratio for all pre-school classes will be based on a predetermined points system established by the city, and will not exceed city code limits. We strive to maintain small class sizes in the elementary school to better meet the needs of individual students. We consider the optimal class size for all elementary grades to be 18 or fewer students per class.

Communication (Home-to-School)

-  We value communication between the home and school. Please let us know, not only when your child will be absent for the day, but also if there have been events at home which may affect the student's day at school. If you feel your child has a problem at school, please follow [Matthew 18](#) by praying first, then speaking with your child's teacher. If no resolution is found, please speak to the Director of the Preschool, or the Principal.

Dealing With Sin in the Church (Matthew 18)

¹⁵“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over.¹⁶ But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’¹⁷ If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.

¹⁸“Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.

¹⁹“Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven.²⁰ For where two or three gathers in my name, there am I with them.”

Contact Information – *Please make sure the following information is current and up to date.*

-  **Address**
-  **Phone number**
 - Main
 - Cell
-  **Email address**

Curriculum

-  Much of our curriculum is based on the ABeka scope and sequence. While many of the ABeka materials are used, we carefully supplement or choose other materials when they are more appropriate. We emphasize communication skills, believing that to meet our goals, students need to be able to speak, read, write, and listen effectively.

Bible Curriculum

The clear teaching of God's Word is the most important subject taught in our Christian school, and it is taught to all students each day. The Bible program presents the Bible in the narrative style in which it is written. The curriculum has been planned so that students going through the program will be thoroughly acquainted with the basic portions of Scripture. Students will study the traditional Bible stories, parables and miracles of Jesus, and conduct a continual study of the Bible during the year. Students will also be encouraged to apply what they have learned to their personal lives and consider what Jesus would do in each situation. Christian principles are integrated throughout the curriculum.

 Elementary students are encouraged to bring their own Bibles; we currently use the New International Version.

Classwork Folders

- Every week, Preschool students will carry home their Classwork Folder, which includes the week's work and communication from the teacher. Elementary students bring home their Classwork Folder on the day designated by the teacher and may include communication from the school.

Field Trips

- Programs such as field trips and various other activities take place throughout the year. If an activity takes place off campus, a signed permission slip is required and will be sent home prior to the field trip

Gradelink

- CCS values the partnership between the school and home. To help keep you informed about your child's academic performance, attendance and behavior, the Elementary and Middle School uses Gradelink, a web-based school management software. Gradelink provides a password-protected online resource for you to access this current information. Teachers may also be emailed through Gradelink.

Emergencies and/or Illnesses

 First Aid will be administered to children who are ill or injured at school.

 Parents will be notified when the follow conditions exist:

- Temperature
- Vomiting
- Diarrhea
- Significant pain

 Please do not send your child to school when the following conditions exist:

- **Fever**
 - Your child should remain at home for a fever greater than 100° F. Your child may return to school when fever free for 24 hours without fever reducing medicine such as Tylenol or Ibuprofen.
- **Vomiting/Diarrhea**
 - A child with diarrhea and/or vomiting should remain at home and should not return to school until symptom free for 24 hours.
- **Conjunctivitis (Pink Eye)**
 - A child diagnosed with pink eye may not return to school until after the first dose of prescribed medication. If the pink eye is determined to be viral, your child may return to school when both eyes are clear
- **Rashes**
 - Common infectious diseases are most contagious during the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.
- **Strep Throat**
 - A child that has been diagnosed with strep throat may return to school after 24 hours of prescribed antibiotics.
- **Head Lice**
 - A child with head lice should remain home until treatment is given to kill the live lice. Please notify the school office if your child does contract lice.

- Other
 - Please keep your child home if he/she is experiencing discomfort that would interfere with the ability to function in school (i.e. uncontrollable cough, severe lack of energy, etc.).

❖ Medication Policy (K-8) * See Preschool Policy

- ✚ Medications that are to be administered during school must be provided by the parent in the original container. The container must list the name of the medication, when it expires, and dosage requirements.
 - ✚ The school may request written instructions from the health care provider.
 - ✚ Parents may come to school and administer medication to their child if they wish.
 - ✚ All medications that are to be taken at school must be kept in the main office and are not allowed in backpacks, lockers, desks, etc.
 - ✚ A student that must use a self-administered medication for a potentially life-threatening illness shall be permitted to possess and use a prescribed inhaler or an epinephrine auto-injector always. The student must fully understand how to self-administer the medication. Parents are requested to provide back-up medication to be kept at school, should the student not have the self-administered medication when they need it.
 - ✚ A separate agreement to carry inhaler or Epi-pen as well as a school authorization form will be completed as indicated.
- ❖ * Preschool students must be given required medicine before and after school by the parent except for emergency medication. Children with asthma must have an extra inhaler that can be kept in a locked closet in the classroom. The child MUST be able to administer the correct dosage required.

Extended School Program

- ✚ Extended School is available on a part-time or full-time basis for CCS students.
- ✚ Extended School Hours: 7 – 8:15 AM and 12:00 PM – 6:00 PM, M-F
- ✚ Drop-ins will not be accepted due to Boise City ratio requirements.
- ✚ Parents will be charged a \$10 (per 15 minutes) late pick-up fee per child beginning at 6:00 PM.

Extended School Summer Program

- ✚ The Extended School Summer Program is filled with engaging activities in the areas of art, PE, Bible, hands-on science, school skill review, field trips and outdoor activities. We offer part-time and full-time schedules to fit your needs.

Fire and Lockdown Drills

- ✚ Fire drills and lockdown drills will be held throughout the school year. In the event of a real emergency, both the lockdown alarm and the fire alarm will automatically notify police or fire personnel.

Immunizations

- ✚ Idaho Code requires all students (Preschool-12) attending a public, private or parochial school in Idaho to meet minimum immunization requirements or have a valid medical, religious or personal exemption form on file at registration and before attendance to school (IDAPA 16.02.15).

Inclement Weather

- ✚ Watch the website and Facebook page for school closure information

Library

- ✚ We have a growing library and are very discriminating in the choice of books we have on its shelves.
- ✚ Books are selected to enhance what our students are studying, and for their personal reading enjoyment.
- ✚ Donations of new books or money will gladly be accepted by our librarian.
- ✚ Late and lost books will be assessed a fine.

Lost and Found

- ✚ CCS is not responsible for lost or stolen articles.

- ✚ All misplaced or lost personal belongings that have been left will be taken to the office for a week, then turned over to the Lost and Found at the church building.
- ✚ Unclaimed items will be given to the thrift store ministry for distribution.
- ✚ All misplaced or lost textbooks will be taken to the CCS office.
- ✚ Please mark all your child's belongings with his or her name.

Lunch / Snacks

- ✚ A nutritional snack to enhance your child's learning capacity and ability is encouraged.
- ✚ Please do not send candy or sodas.
- ✚ **The Preschool and Extended-Programs are peanut-free.** Please do not send peanut butter, peanuts, or nuts of any kind. Snacks containing nuts will be removed and given to the parent upon pickup.
- ✚ Lunches from home are encouraged to be healthy, well-rounded meals (**no soda or candy, please**). Make sure you include anything your child will need (utensils, napkins, etc.). School lunches will be offered from WT Café at a cost of approximately \$4 per lunch. Milk is available to K-8th grade students daily for a small annual fee.

Parent Teacher Organization / PTO

- ✚ The Parent-Teacher Organization plays an important role in the success of our school. The Parent-Teacher Organization functions as a parent resource to support the school. Projects such as a dinner and raffle, jog-a-thon, and coordination of room parents are just some of the many ways the PTO has helped the school.

Show and Tell

- ✚ Show and Tell is scheduled by the individual preschool classrooms. If your child brings an item that may be easily damaged, please give the item to the child's teacher for safekeeping. CCS and staff are not responsible for lost, damaged, or broken items.
- ✚ **Guns, swords, and toys that could hurt another child are not allowed.**

Telephone Use

- ✚ The telephones in the office are for exclusive use of the staff of Calvary Christian School. Student phone calls should only be placed on an emergency basis and with permission.
- ✚ K-8th grade parents may call the school office before 2:00 p.m. and leave a brief message to be delivered to the student. We cannot be sure that messages left after that time will be delivered by the end of the day.
- ✚ You may reach the teachers by calling the school office and leaving a message or by contacting them via email.
- ✚ Elementary parents have access to Gradelink for communication options. The teacher will return the call or answer your email as soon as possible.

Tuition and Fees

- ✚ **Policies Related to Tuition Payments**
 - The following tuition payments plans are available:
 - Full payment in advance (5% discount)
 - Due September 1
 - Payment in advance each semester
 - Due September 1 and January 1
 - Payment over 10 months
 - Due the 1st or 15th of each month, (date designated on the tuition agreement form) September through June.
- ✚ Standard tuition rates apply to all students admitted to the school.
- ✚ Registration fee is due at the time of enrollment and is non-refundable.
- ✚ Discounts are available for families with more than one child in Calvary Christian School.
- ✚ Payments may be made directly to the church accountant. Teachers will not accept payments. You may also pay at the CCS drop-box at the church reception desk or online at www.ccsboise.org. Please note that you must signify that the payment is for CCS when paying online.
- ✚ Payments are considered past due if the school has not received them by the date parents designated on the tuition agreement form. A late fee of \$20 is charged for any past due payments. There is also a \$20 charge for all checks returned because of insufficient funds. We encourage those families who have paydays after the 15th to begin tuition payments the end of the month preceding the due date.
- ✚ Please note that checks are payable to Calvary Christian School and are not tax-deductible as a charitable contribution (tithe). Please consult your tax professional if you have any questions.

- ✚ Parents should not enroll children in the school unless they intend to discharge school obligations in full.
- ✚ Children of parents owing two months of tuition may not be readmitted to CCS the beginning of the third month without payment unless parents make suitable arrangements with the accounting office concerning payment of the overdue amount.
- ✚ A written plan of action will need to be made to the Church Administrator if enrollment is to continue.

Scholarships

- ✚ Financial aid is intended for families who show sufficient need.
- ✚ Due to limited funds, existing CCS families are considered first when distributing aid.
- ✚ Families seeking financial aid must submit a completed Financial Aid application and include their latest income tax forms and pay stubs.
- ✚ The information submitted will be reviewed by Calvary's Benevolence Committee to verify need.
 - The school must receive an Application for Admission or Readmission and the registration fee before the Financial Aid Application can be processed.
 - A Financial Aid Application may be picked up at the CCS office during office hours (Mon.-every other Fri. 8 am-3:45 pm) or the church receptionist desk (Mon.-Fri. 9 am-5 pm).
- ✚ **Preschool enrollment does not qualify for scholarship funds.**
- ✚ **All parents receiving scholarship monies REQUIRED to donate 30 hours of volunteer time throughout the year.**

Spiritual Guidance

- ✚ **Daily Devotions**
 - It is our supreme desire at CCS to know Jesus Christ and to be conformed in His image that we might be "rooted and grounded" in God's Word and equipped for the ministry. Prayer and daily devotions are a major part of each school day. We begin each morning with class prayer and a devotional time. During the school day, students are encouraged to see the Lord's will in every situation of their lives, along with Scripture memorization and Bible reading.
- ✚ **Chapel**
 - The spiritual aspect of an individual's education is the highest priority at CCS. Students will study traditional Bible stories, parables, and miracles of Jesus.
 - In addition, CCS strives to enable each child to take Biblical principles and apply what they have learned to their personal lives, considering what Jesus would do in each situation.
 - ❖ To help minister to our Elementary and Middle School students, we hold a weekly chapel service each Wednesday morning. This weekly meeting also serves as a forum for class programs. Parents are encouraged to attend.

Transfer

- ✚ CCS will send a request for student records from the student's former school upon admission.

Withdrawal

- ✚ When a student is voluntarily withdrawn from the school **for any reason**, tuition must be paid in full for each calendar month that the student was in attendance.
 - Based on one-tenth of the annual tuition.
- ✚ Tuition is still due if a student will be voluntarily absent for an extended period (vacation, etc.) and plans to return to school.
- ✚ When a student is expelled or withdrawn at the recommendation of the school, tuition will be due on a pro-rated basis for each day of attendance.
- ✚ **Records will not be processed if there is a balance owing on an account.** Parents must remember that they have made a year-long commitment and all monies are due and payable at exiting.

Goals for Student Behavior

1. **PROTECT THE SHIELD**
 - ✚ Psalms 28:7. *"The Lord is my strength and my shield; my heart will trust in Him, and He helps me. My heart leaps for joy, and with my song I praise Him."*
2. **PERSONAL RESPONSIBILITY**
 - ✚ Students are personally responsible for:
 - Showing respect for the rights and feelings of others.
 - Conducting themselves in a way that creates a positive learning environment.

- *Controlling behavior on campus and in hallways so that classes in session are not disturbed.*
- *Protecting and conserving all school property.*
- *Maintaining good behavior both on and off campus and most certainly at all school activities.*
- ✚ Students will accept responsibility for their actions
- ✚ Students will act ethically and with integrity
- ✚ Students will conduct themselves in accordance with Biblical principles

3. SOCIAL RESPONSIBILITY

- ✚ Respect
 - Students will show respect for themselves
 - Students will demonstrate respect for others
 - Students will demonstrate that they respect the interdependence and cultural diversity of all students, as they are unique creations of God
- ✚ Responsible Citizens
 - Students will be able to describe the major rights and responsibilities of citizenship
 - Students will participate in a variety of activities that demonstrate responsible citizenship
 - Students will understand the importance of being law abiding citizens in school and society

4. INTERPERSONAL SKILLS

- ✚ Students will work with others
- ✚ Students will demonstrate that they can manage themselves in groups
- ✚ Students will demonstrate that they can constructively manage conflict in a variety of contexts

Parents,

The next section of the Handbook describes the **Code of Conduct / Discipline Policy** at Calvary Christian School. Most of the students at the school, greater than 95%, will never encounter the discipline policy. That is because the majority of the students are very well behaved, compliant, and the consistently obey the rules. There are, however, exceptions to every rule. There are some individuals who push the boundaries. I believe that it is very important to describe in clear language what is acceptable and what is unacceptable in the context of a school setting. That said, here is the Code of Conduct / Discipline Policy for 2017-2018. One more point! All Code of Conduct Discipline Infractions are viewed through a lens that takes the child's age into consideration. A student in the 8th grade is held to a much higher standard than a Kindergarten student. There is a very clear expectation that students behave as role models for younger students.

Jkm

John K. Montgomery, Ph.D.
Calvary Christian School
Administrator

Student Code of Conduct / Discipline Policy

The following behaviors are classified as **LEVEL 1 Disciplinary Infractions**. These are Disciplinary Infractions that are almost exclusively handled in the classroom by the classroom teacher. It is when these behaviors become repetitive or "chronic" that they are classified **LEVEL 2 Disciplinary Infractions**, and may result in a formal disciplinary referral to the Principal/Administrator.

LEVEL 1 Disciplinary Infractions – 0 Demerits	
Primarily Handled in the Classroom	
Level 1	<ul style="list-style-type: none">Absences (Excessive and/or Unexcused)
Level 1	<ul style="list-style-type: none">Cell Phone
Level 1	<ul style="list-style-type: none">Classroom Misconduct
Level 1	<ul style="list-style-type: none">Coming to Class Without Supplies
Level 1	<ul style="list-style-type: none">Computer Use (Inappropriate or Unauthorized Use)
Level 1	<ul style="list-style-type: none">Dress Code
Level 1	<ul style="list-style-type: none">Dress Code – Wednesday / Chapel Day
Level 1	<ul style="list-style-type: none">Eating in Unauthorized Area
Level 1	<ul style="list-style-type: none">General Misconduct
Level 1	<ul style="list-style-type: none">Hallway Misbehavior
Level 1	<ul style="list-style-type: none">Inappropriate Language
Level 1	<ul style="list-style-type: none">Internet or Cyberspace
Level 1	<ul style="list-style-type: none">Lunchroom Misbehavior
Level 1	<ul style="list-style-type: none">Missing Assignments
Level 1	<ul style="list-style-type: none">Public Display of Affection

LEVEL 2 Disciplinary Infractions – 1 Demerit	
Level 2 Infractions result in a referral to the office of the Principal. These would typically be behaviors that are Level 1 behaviors, but have become repetitive or chronic in nature. All Teachers have the option of consulting with the Principal when they are concerned that student behaviors are escalating or becoming chronic.	
Level 2	<ul style="list-style-type: none">Absences (Excessive and/or Unexcused)
Level 2	<ul style="list-style-type: none">Academic Dishonesty
Level 2	<ul style="list-style-type: none">Cell Phone Use
Level 2	<ul style="list-style-type: none">Classroom Misconduct
Level 2	<ul style="list-style-type: none">Coming to Class Without Supplies
Level 2	<ul style="list-style-type: none">Computer Use (Inappropriate or Unauthorized Use)
Level 2	<ul style="list-style-type: none">Dress Code
Level 2	<ul style="list-style-type: none">Dress Code – Wednesday / Chapel Day
Level 2	<ul style="list-style-type: none">Eating in Unauthorized Area
Level 2	<ul style="list-style-type: none">General Misconduct
Level 2	<ul style="list-style-type: none">Hallway Misbehavior
Level 2	<ul style="list-style-type: none">Inappropriate Language

Level 2	<ul style="list-style-type: none"> • Internet or Cyberspace
Level 2	<ul style="list-style-type: none"> • Lunchroom Misbehavior
Level 2	<ul style="list-style-type: none"> • Missing Assignments
Level 2	<ul style="list-style-type: none"> • Public Display of Affection

LEVEL 3 Disciplinary Infractions – 2 Demerits	
Level 3 Infractions result in an automatic referral to the Office. These behaviors are considered serious and in need of immediate intervention.	
Level 3	<ul style="list-style-type: none"> • Academic Dishonesty
Level 3	<ul style="list-style-type: none"> • Cell Phone Use
Level 3	<ul style="list-style-type: none"> • Classroom Misconduct
Level 3	<ul style="list-style-type: none"> • Computer Use (Inappropriate or Unauthorized Use)
Level 3	<ul style="list-style-type: none"> • Damage to School Property (<i>Restitution</i>)
Level 3	<ul style="list-style-type: none"> • Dishonesty
Level 3	<ul style="list-style-type: none"> • Disrespect to Authority
Level 3	<ul style="list-style-type: none"> • Disruptive Behavior with a Substitute Teacher
Level 3	<ul style="list-style-type: none"> • Dress Code
Level 3	<ul style="list-style-type: none"> • Dress Code – Wednesday / Chapel Day
Level 3	<ul style="list-style-type: none"> • Eating in Unauthorized Area
Level 3	<ul style="list-style-type: none"> • Forgery
Level 3	<ul style="list-style-type: none"> • General Misconduct
Level 3	<ul style="list-style-type: none"> • Hallway Misbehavior
Level 3	<ul style="list-style-type: none"> • * Harassment
Level 3	<ul style="list-style-type: none"> • Inappropriate Language
Level 3	<ul style="list-style-type: none"> • *Intimidation
Level 3	<ul style="list-style-type: none"> • Internet or Cyberspace
Level 3	<ul style="list-style-type: none"> • Lunchroom Misbehavior
Level 3	<ul style="list-style-type: none"> • Lying to a School Official
Level 3	<ul style="list-style-type: none"> • Plagiarism
Level 3	<ul style="list-style-type: none"> • Public Display of Affection
Level 3	<ul style="list-style-type: none"> • Social Media
Level 3	<ul style="list-style-type: none"> • Theft
Level 3	<ul style="list-style-type: none"> • Trash Talking
Level 3	<ul style="list-style-type: none"> • Unauthorized or Inappropriate Use of the Internet
Level 3	<ul style="list-style-type: none"> • Vandalism

LEVEL 4 Disciplinary Infractions – 4 Demerits	
Level 4 – ZERO TOLERANCE Out-Of-School Suspension (1-5 days) Placement in Intervention Program Review Panel	
Level 4	<ul style="list-style-type: none"> • Academic Dishonesty
Level 4	<ul style="list-style-type: none"> • Fighting
Level 4	<ul style="list-style-type: none"> • Fire Alarm
Level 4	<ul style="list-style-type: none"> • Forgery
Level 4	<ul style="list-style-type: none"> • * Harassment
Level 4	<ul style="list-style-type: none"> • * Intimidation
Level 4	<ul style="list-style-type: none"> • Internet or Cyberspace (Disregarding previous warnings)
Level 4	<ul style="list-style-type: none"> • Lying to a school official with intent to deceive
Level 4	<ul style="list-style-type: none"> • Social Media (Intent to harm or disrupt)
Level 4	<ul style="list-style-type: none"> • Theft
Level 4	<ul style="list-style-type: none"> • Threats to school personnel or students
Level 4	<ul style="list-style-type: none"> • Tobacco / e-cigarettes
Level 4	<ul style="list-style-type: none"> • Vandalism
Level 4	<ul style="list-style-type: none"> • Tobacco

Level 4	<ul style="list-style-type: none">• Trash Talking
Level 4	<ul style="list-style-type: none">• Truancy
Level 4	<ul style="list-style-type: none">• Unauthorized or Inappropriate Use of the Internet
Level 4	<ul style="list-style-type: none">• Vandalism
Level 4	<ul style="list-style-type: none">• Vulgarity

**** Harassment and Intimidation are defined as behavior that is intended to disrupt or upset an individual. It is characteristically intentional and repetitive in nature.***

Dress Code

We expect students to adhere to the following dress code:

- ✚ Students should keep themselves neat, clean and well groomed.
- ✚ Hats will not be worn in the building.
- ✚ Shoes will be worn always. Shoestrings will be kept tied. Sandals are allowed if they have straps that buckle or Velcro to secure the sandals to the feet. Flip-flops or shoes with stacked or high heels of any style are not allowed.
- ✚ Students are expected to wear clothing that is functional for active play, particularly on PE days.
- ✚ T-shirts, sweatshirts, or other clothing with inappropriate graphics will not be allowed.
- ✚ Shirts that don't cover the midsection are not allowed.
- ✚ Girls will wear clothing of a modest length and modest neckline. The staff reserves the right to judge if clothing is immodest.
- ✚ Gang attire is not acceptable.
- ✚ Preschool and kindergarten students must have an extra set of clothing (underwear, shirt, pants, and socks) in a marked bag to leave in his or her classroom for accidents. If the child uses these emergency clothes, they will be sent home with the child. Please return them the next day.
- ✚ Clothing depicting disrespect, aggression, or immorality in character will not be allowed. The school reserves the right to judge if clothing is acceptable.

Student Intervention Program

A CCS student is expected to conduct himself/herself in a manner that is consistent with the Christian faith. Discipline is administered in a loving, positive manner and students are guided in changing attitudes and behavior and in becoming self-disciplined individuals. Students shall be responsible for their own behavior. They are expected to obey all rules and regulations developed by the school for the orderly operation of educational and extracurricular programs.

The classroom teacher will handle most discipline but any major infraction in K-8th will be referred to the principal and may include loss of privileges, in-school suspension, out-of-school suspension, or expulsion.

Intervention Program (*Calvary Christian School Intervention Program, C.C.S.I.P.*)

Purpose

- ✚ The *Calvary Christian School Intervention Program, C.C.S.I.P.* Intervention Program is designed to assist students in making good choices, and help students engage in decision making that is consistent with the Core Beliefs of Calvary Christian School.
- ✚ Reasons for Placement
 - Academic
 - Behavior

Pathways

Students may be enrolled in the Calvary Christian School Intervention Program through one of the following pathways:

1. Administrative Recommendation
2. Teacher Request
3. Parent Request
4. Discipline (*Demerits*)
 - ✚ Any student who accumulates four (4) demerits throughout the course of the school year will be automatically placed in the *C.C.S.I.P.*
 - ✚ One of the disciplinary consequences for committing a behavior listed in Level 2, 3, or 4 is the assignment of a Demerit.
 - ✚ Demerits are cumulative and stay with a student throughout the course of the school year.
 - i. Demerits are assigned to students for Level 2, 3, and 4 disciplinary offenses.
 1. Level 1
 - a. 0 Demerits
 2. Level 2
 - a. 1 Demerit
 3. Level 3
 - a. 2 Demerits
 4. Level 4
 - a. 4 Demerits

Intervention Program Duration

- ✚ Students may be placed in the Intervention Program any time during a 9-week period.
 - Students are evaluated at the end of the 9-week period.
- ✚ Students *may* be granted a 9-week extension at the discretion of the Administration.
- ✚ The C.C.S.I.P. is not intended to be a long-term placement. It is, however, a sustained attempt to work with children and families to improve either behavior or academic performance.
- ✚ Students are evaluated for success and continued enrollment at the following times:
 - End of 1st nine weeks
 - End of 1st semester
 - End of 3rd nine weeks
 - End of the school year