2025-2026

Calvary Christian School

Parent / Student Handbook

A Message from the Principal

Welcome to Calvary Christian School! As the principal of our preschool through 8th-grade community, I'm filled with gratitude and humility for the opportunity to walk alongside your children on this exciting journey.

Our mission is to create a safe place where every child feels loved, valued, and empowered to learn and grow. We believe that each student is a unique gift from God, and it's our privilege to nurture their spirit, mind, and heart. In Psalm 127:3 we are reminded that "children are a heritage from the Lord," and we strive to honor that truth each day. Our caring staff is committed to fostering a welcoming environment where kindness, respect, and grace are at the center. Whether in the classroom, on the playground, or during before and after school care, we want students to know they belong.

Together with your partnership, we aim to build a community rooted in faith and academic excellence. We invite you to join us in praying for a year of growth, joy, and discovery. Thank you for entrusting us with your precious children—we are blessed to serve your family.

Warmly,

Julie Cacka
Principal, Calvary Christian School

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

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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.

We believe in the inspiration of the Bible; in God the Father, Son and Holy Spirit; in the virgin birth of Christ. (2 Tim.3:16-17; 1 John 5:6-13; Matthew 1:22-23)

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. (1 John 2:2; Romans 6:23)

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. (1 Cor. 15:3-4; Rev. 20:4-6; Rev. 21:1)

God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Marriage was designed by God to be the life-long union of one genetic man and one genetic woman, and only within the context of such a marriage does sexual intimacy have God's blessing. (Gen. 1:26-27; Gen. 2:20-24; Mark 10:2-9; Hebrews 13:4)

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and proper conduct, is the sole and final source of what we believe. With regard to faith, doctrine, practice, policy, and discipline, the Board of Elders of Calvary Boise is the final interpretive authority on the Bible's meaning and application for Calvary Christian School. *(Hebrews 13:17)*

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

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. Calvary Christian School does not currently possess resources to adequately serve many students who require special education services.

- Parents and students should agree with the statement of faith and all the policies set by the administration. At least one parent/guardian must be a born-again believer in Jesus Christ and be in regular fellowship with a local body of believers.

- Ages for entry:
    - To enter Pre-Kindergarten, a child must be three years of age by September 1. **However, per state of Idaho childcare facility licensing, a child must be 3 years of age prior to beginning school. For example, if the school year begins August 19th, and the child turns 3 years old on August 25th, the child must wait to start the school year until turning 3 years old.**
    - To enter K4, a child must be four years of age by September 1.
        - *Pre-Kindergarten and K4 students must also be toilet trained, have an acceptable attention span, and be able to follow simple directions.*
    - 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 Kindergarten (K5)-8th grade students are on academic and/or behavioral probation during the first nine-weeks.

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

- The child-to-teacher ratio for all preschool classes will be based on a predetermined points system established by the state, and will not exceed state code limits. We strive to maintain smaller class sizes in the elementary and have averaged 16-18 per class. However, based upon enrollment, classes may be larger.

- 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.

General Information

Calvary Christian Preschool, Elementary, Middle and Extended Program fall under the overall direction of the School Administrator. The Preschool and Extended Program are under the leadership of an individual director.

- Preschool
  - Pre-Kindergarten
  - K4

- Elementary
  - Kindergarten (K5) – 5th grade

- Middle School
  - 6th Grade - 8th Grade

- School Day
  - Pre-Kindergarten and K4
    - 8:30 a.m. – 12:00 p.m.
  - Kindergarten (K5) – 8th grade:
    - K5 &1st…...8:15am-3:05pm
    - 2nd-4th…….8:15am-3:10pm
    - 5th-8th.....8:15am-3:15pm

- Early Dismissal
  - Kindergarten (K5) – 8th grade
    - 8:15 a.m. – 11:45 a.m.

- Office Hours (regular school day)
  - 8:00 a.m. – 3:45 p.m.

- Extended Program
  - The Extended Program is available on a part-time or full-time basis for students enrolled at CCS.
  - The Extended Program Hours: 7:00 AM – 8:05 AM and 12:00 PM – 6:00 PM, M-F, and 7:00 AM to 6:00 PM on no-school Fridays.
  - Drop-ins will not be accepted due to state of Idaho ratio requirements.
  - Parents will be charged a $25 (per 10 minutes) late pick-up fee per child beginning at 6:00 PM.

- Summer Program
  - The Summer Program offers full-day childcare and 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.

- Event Teams
  - Event Teams play an important role in our school. These Teams function as a parent resource to support the school and provide opportunities for fellowship and fundraising for school needs. Projects such as a Harvest Festival, jog-a-thon, the Royal Golf Scramble, etc. Contact the school office for information on getting involved with Event Teams opportunities.

Academics

- ## Curriculum
  - Much of our curriculum for elementary and middle school 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.
  - CCS preschool implements ABCJesusLovesMe for an all-inclusive learning experience, covering Bible, Language, Math, Science, fine motor skills, gross motor skills, and social/emotional competence.

- ## 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 Bible Study are the most important part of each school day. Students are encouraged to seek the Lord's will in every situation of their lives, read God's Word, memorize it and learn to apply it.
  - 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.
  - Chapel
    - To worship the Lord together as a school, we hold a weekly chapel service each Wednesday morning. This weekly meeting also serves as a forum for class programs. Families are encouraged to attend.
      Preschool classes join for worship in song once students have acclimated to the school routines and schedules have been established.

- ## Field Trips/Off Campus Learning
  - Field trips, service projects, and various other activities take place throughout the year both on and off campus. Enrollment requires permission to be given for participation in off campus learning and service projects. Parents will be made aware of trips off campus through teacher communication. **Siblings are unable to attend field trips.**

- ## Academic Procedures
  - 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.
  - 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.
  - Progress Reports/Report Card Procedures
    - Grade Period 1 - Parent/Teacher Conferences
    - Grade Period 2 - Report card will be available online
    - Grade Period 3 - Report card will be available online
    - Grade Period 4 - Final report card is sent home. 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.
    - Gradelink can be used to check on your child's progress daily or weekly. Students are encouraged to use planners to keep track of assignments for each class.
    - If needed, teachers will communicate concerns outside of scheduled reports. If you have questions about your child's progress, please reach out to their teacher by email.

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**
    - Being on time is a good start to a successful day. 😊

    <u>Kindergarten-8th Grade</u>
    - K-8 students are welcomed by staff daily into building #200 (gym building) beginning at 8:05am. K-8 students are expected to be in their designated assembly area in the gym for the start of pledges at 8:15am.
    - The exception to the above routine will be Wednesday Chapel days. On Chapel days, students will be welcomed by staff in to building #200 (gym building) and building #300 (school office building) at 8:05am and proceed directly their classroom. Each class will then be escorted by their teacher to the sanctuary for Chapel service.
    - If an Elementary student is tardy, the student *and* parent must go directly to the office and sign in.

    <u>Preschool</u>
    - Preschool students are welcomed by staff daily into building #100 beginning at 8:15AM. Parents should escort students to class. Teaching begins at 8:30AM.

Tuition and Fees

- Tuition payments
  - The following tuition payments plans are available:
    - Full payment in advance (3% discount)
      - Due August 1st
    - Payment in advance each semester (no discount)
      - Due August 1 and January 1
    - Payment over 10 months
      - Due the 1st of each month, August through May.
  - Standard tuition rates apply to all students admitted to the school.
  - Processing 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, put in the CCS drop-box at the church (ask at the church reception desk), or online at www.ccsboise.org.
  - When paying online, please:
    -make sure to designate if the payment is for preschool, elementary/middle school, or the extended program.
    -consider using the eCheck option; the school only pays 50 cents per transaction instead of 2-3% per transaction on debit and credit cards and we would prefer to not pass that fee along.
  - Payments are considered past due if the school has not received them by the date 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 one month 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.

- Financial Aid-Students have to be registered to apply for Financial Aid.
  - Financial aid is intended for families who show sufficient need. Applications do not guarantee awards.
  - 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 school must receive an Application for Admission or Readmission and the processing fee before the Financial Aid Application can be processed.
    - A financial aid application is available from the accounting office or by emailing accounting@calvaryboise.com. Financial aid is only available for grades kindergarten through 8th grade. Registration must be completed before applying and is due by July 1st. If you would like to donate to the tuition scholarship fund, contact the accounting office or donate here.
    - The information submitted will be reviewed by Calvary's Benevolence Committee and school administration to verify need.
    - **Enrollment in preschool does not qualify students for financial aid.**

Communication

- Home and School
  - CCS values the partnership 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 or you have a concern, please follow Matthew 18:15-16 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.
    - *"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.'"*
- Contact Information – *Please make sure the following information is always current.*
  - Address
  - Phone number
    - Main
    - Cell
  - Email address
- 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.
- Gradelink
  - CCS values the partnership between the home and school. To help keep you informed about your child's academic performance, attendance and behavior, Calvary Christian 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.
  - **Teachers will let you know the best way to contact them.**

School Procedures

- Cell Phones/Electronic Devices
  - 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 3:25 p.m.
  - Students will have their electronic devices/phones confiscated if they use them at school between the hours of 8:15 a.m. and 3:25 p.m.
  - Teachers have the discretion of allowing students to use electronic devices during the school day for educational reasons.
  - Depending on the circumstance, students may be given permission to call parents from the office.
- Child Abuse
  - CCS personnel will notify the appropriate authorities within 24 hours of suspected or reported child abuse, neglect or abandonment 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/Sign-Out

    - **Preschool**
        - For safety reasons, parents are required to drop off and pick up at the classroom door. All children must be brought directly into their classroom by the person responsible for the child. Students may be dropped off beginning at 8:15 AM.

    - **K-8th**
        - Students may be dropped off at 8:05 a.m. There is no staff assigned to supervise prior to this time. 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 and Preschool Director are responsible for all issues that would fall under the supervision and evaluation umbrella.

- ## Dress Code
    - Students should keep themselves neat, clean and well groomed.
    - Hats will be allowed in the buildings with conditions. Hats may not distract from the learning environment or conceal eyes/vision. Teachers can establish their class as a No Hat Zone. Teachers and Administrators have discretion to ask for hats to be removed.
    - 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.
    - Shirts that don't cover the midsection are not allowed. Raising arms should not reveal the midsection.
    - Girls will wear clothing of a modest length and modest neckline. The staff reserves the right to judge if clothing is immodest.
    - Tank tops, tank dresses or spaghetti straps will be permitted only if they have a covering over the top. This applies to all students.
    - Shorts, skirts and dresses should be approximately fingertip length or longer. Skirts and dresses should have shorts or leggings underneath.
    - Undergarments should not be visible.
    - 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, including graphics considered inappropriate, will not be allowed. The school reserves the right to judge if clothing is acceptable.
    - Leggings, spandex or similar clothing should have a covering over the bottom.
    - Thursdays are Spirit Days. Students are encouraged to wear Royals gear or our school colors of royal, silver/grey and white.
    - The CCS Dress Code applies to school activities outside normal school hours.
    - Calvary Christian Preschool and the Extended/Summer Programs follow the same dress code unless communicated otherwise.
    - Periodically, students are encouraged to participate in teacher or school designated Spirit Week, Dr. Seuss Week or other special activities that allow students to wear something unique, like costumes.

- ## Emergencies and/or Illnesses
    - First Aid will be administered to children who are ill or injured at school.
    - Parents will be notified when the following 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 100º 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 24 hours 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 healthcare 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 and nit removal is complete. 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

- Kindergarten - 8th
  - 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.
  - **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.

- Preschool
  - **Preschool students must be given required medicine before and after school by the parent except for emergency medication.**

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.

- Inclement Weather
  - For school closures or delays, we will always try to notify you through email and broadcast text message as soon as the road conditions are evaluated. Please also check Facebook, CCS website, KTVB News or 89.5 KTSY radio.
  - Parents should ultimately determine if roads are unsafe from home and stay in if necessary.

- 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 for our library.
  - 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.
  - Unclaimed items will be donated to a local thrift store.
  - All misplaced or lost textbooks will be taken to the CCS office.
  - Please mark all your child's belongings.

- Lunch/Snacks
  - Nutritional lunches and snacks from home enhance your child's learning capacity. Please do not include soda or candy. Be sure to include anything your child will need (utensils, napkins, etc.).
  - **The Preschool and Extended-Programs are "all-nut-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.

- 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.**

- 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 prorated 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.

Student Behavior

Expectations for student behavior in relation to peers and staff could be summed up the Scriptures below:

"And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you." Ephesians 4:32

Let us therefore follow after the things which make for peace, and things wherewith one may edify another. Romans 14:19

A consistent commitment to focusing on being kind to and edifying others promotes a positive and threat-free environment that is conducive to the teaching/learning process. It is expected that those who choose to be part of the Calvary Christian School Family will actively promote and protect this Calvary Culture.

General Expectations

- Students are expected to arrive on time, be prepared with completed homework, and ready for learning. Being a part of CCS expects that students embrace and support the following values:
    - Be kind to others in word and deed.
    - Seek out opportunities to be helpful.
    - Value others as uniquely designed by God.
    - Exhibiting good manners, such as "please," "thank you," and "excuse me."
    - Respecting the learning environment by being orderly on campus

Correction/Discipline

At times, the disciplinary process is necessary to protect the learning environment for the benefit of all students. The intended goal of disciplinary actions/consequences for the offending student is to steer them toward correcting unacceptable behavior and realizing a restoration of that student.

- Behavior that does not support Calvary school culture, whether in or out of the classroom, is addressed first by the classroom teacher and/or staff member.
- Repeated or significant behavior may be referred by teaching staff to school administration to be given consideration for more significant accountability and/or consequence.
- While not a comprehensive list, "Behavior Incident/Action Reports" may be issued for:
    - Aggressive physical incident,
    - Physical threats (Regardless of intent to carry out.),
    - Disrespect towards staff /Refusal to follow staff directive,
    - Swearing/cursing,
    - Offensive/unkind/suggestive language,
    - Intimidation/Bullying,
    - Stealing/Cheating,
    - Unkind statements,
    - Significant interruption to the teaching/learning process. (Major interruption and/or repetitive interruptions)

Parent will be notified by phone of the issue of a "Behavior Incident/Action Reports" and the report will be provided to parent via email. The "Report" will include a narrative of the inappropriate behavior and actions/consequences implemented in response to the inappropriate behavior.
At the discretion of administration, consequences may include:

- Out of school suspension (temporary removal from school).
- Administrative withdrawal from enrollment (permanent removal from enrollment)
- Expulsion (permanent removal from enrollment potentially affecting enrollment in other schools)
- Administration reserves the right to make determination on the status of any student at CCS.

The administration of Calvary Christian School is committed to protecting teaching/learning time and maintaining a positive and threat-free learning environment for all students.