

Calvary Christian School

Parent-Student Handbook

2011-2012



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Adopted 04/18/2011

2011-2012 Calvary Christian School Calendar

August (6 Compulsory Days)

8:00 AM Monday, 22 Teacher In-service and Workday 1
 7:00 PM Monday, 22 Family Open House
 8:00 AM Tuesday, 23 Teacher In-service and Workday 2
 8:30 AM Wednesday, 24 K5 Through Grade 8 First Day
 8:30 AM Thursday, 25 K4 First Day (Tuesday-Thursday Class)

September (21 Compulsory Days)

Monday, 5 No School (Labor Day)
 Thursday, 29 Interim Reports

October (21 Compulsory Days)

3:00 PM Wednesday, 26 End of First Grading Period (45 Days)
 3:00 PM Monday, 31 Grade Cards Sent Home With Students

November (19 Compulsory Days)

3:30-8:15 PM Thursday, 3 Parent-Teacher Conferences
 8:00-12:00 Noon Friday, 4 No Classes (Parent-Teacher Conferences)
 3:00 PM Tuesday, 22 Thanksgiving Break Begins
 8:30 AM Monday, 28 School Resumes

December (15 Compulsory Days)

3:00 PM Tuesday, 21 Christmas Break Begins

January (21 Compulsory Days)

8:30 AM Monday, 2 School Resumes
 3:00 PM Wednesday, 11 End Second Grading Period (45 Days)
 Monday, 16 No School (Martin Luther King, Jr. Day)
 3:00 PM Tuesday, 17 Grade Cards Sent Home

February (20 Compulsory Days)

Monday, 20 No School (President's Day)
 (Calamity Day Make-up if Necessary)

March (22 Compulsory Days)

Friday, 16 End of Third Grading Period (45 Days)
 Wednesday, 21 Grade Cards Sent Home
 8:30-11:45 Friday, 30 Grandparents' and Family Day / Staff In-service day

April (18 Compulsory Days)

Thursday, 5 No School Easter Break (Calamity Day Make-up if Necessary)
 Friday, 6 No School Good Friday
 Monday, 9 No School Easter Break (Calamity Day Make-up if Necessary)
 M-F, 16-20 Achievement Testing

May (19 Compulsory Days)

3:00 PM Friday, 25 End of Fourth Grading Period (47 Days) Student School Year Concludes
 8:00 AM Tuesday, 29 Teacher Workday (Calamity Day Make-up if Necessary)
 Wednesday, 30 (Calamity Day Make-up if Necessary)
 Thursday, 31 (Calamity Day Make-up if Necessary)

June

Friday, 1 (Calamity Day Make-up if Necessary)

:

Five calamity days are permitted in the 2011-2012 school year. Make up days

- State approved in-service (second) during the school year (teachers report on a selected calamity day for pre-planned professional development).
- Monday, February 20, 2012
- Thursday, April 5, 2012
- Monday, April 9, 2012
- Tuesday, May 29, 2012 Calamity make-up if necessary for the state
- approved second parent-teacher conferences.
- Wednesday, May 30, 2012
- Thursday, May 31, 2012
- Friday, June 1, 2012
- (Additional days may be necessary)

Approved 4-18-11

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Dear Parents and Students,

Greetings from all of us at Calvary Christian School. We welcome you to the 2011-2012 school year. It is with great anticipation that we are again looking forward to another exciting year of challenging opportunities and growth in our Lord.

We are grateful that you have entrusted your child(ren) to us and pray that everything that is said and done in the classrooms and hallways of Calvary Christian School is honoring to the Lord Jesus Christ.

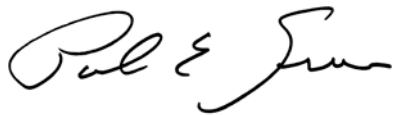
As a staff, student body and families, I pray we will, by God's grace, create and maintain an atmosphere of love, encouragement, respect and trust. I pray that our walk is by God's Spirit, Christ-like in all of our actions and attitudes.

The information contained in this handbook is intended to help answer questions about the policies, procedures and activities at Calvary Christian School. I encourage you to read through it carefully, and keep it in a convenient place for future reference. Always feel free to talk with me or any staff member about questions, concerns or problems you may have.

"In all your ways acknowledge Him,
and He shall direct your paths."

Proverbs 3:6

In His service,

A handwritten signature in cursive script that reads "Paul E. Green". The signature is written in black ink and is positioned above the printed name.

Paul E. Green

Administrator

STATEMENT OF FAITH

Calvary Christian School

Bellefontaine, OH 43311

THE BIBLE: the Word of God, the sixty-six books of the Old and New Testaments, verbally inspired in all parts, and therefore wholly without error as originally given of God. (II Tim. 3:16, II Peter 1:21)

THE ONE TRUE GOD: existing eternally as three Persons – The Father, the Son, and Holy Spirit. (Luke 3:22; Matt. 28:19; II Cor. 13:14)

THE LORD JESUS CHRIST: his preexistence and deity (John 1:1-3). Incarnate by virgin birth (John 1:14; Matt. 1:18-23) sinless life (Heb. 4:15) substitutionary death (II Cor. 5:21) bodily resurrection (Luke 24:36-43), Ascension into heaven and present ministry (Heb. 4:14-16), and coming again (Acts 1:11)

THE HOLY SPIRIT: His personality (John 16:7-15), and deity (Acts 5:3-4), and His work in each believer; Baptism and indwelling at the moment of regeneration (I Cor. 12:13; Rom. 8:9), and filling (Eph. 5:18) to empower for Christian life and service (Eph. 3:16; Acts 1:8; Gal. 5:22-23)

MAN: his direct creation in the image of God (Gen. 1:26-28); his subsequent fall into sin resulting in Spiritual death (Gen. 3:1-24); (Rom. 5:12); and the necessity of the new birth for his salvation (John 3:3-5).

SALVATION: a complete and eternal salvation by God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (Eph. 2:8-9; Titus 3:5-6; I Peter 1:18-19)

THE CHURCH: one true Church, the body and bride of Christ (Eph.1:22-23; 5:25-32), composed of all true believers of the present age (I Cor. 12:12-13), and the organization of its members in local churches for worship, for edification of believers, and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (Eph. 4:11-16).

CHRISTIAN LIFE: a life of righteousness, good work, and separation unto God from the evil ways of the world (Rom. 12:1-2), manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Eph. 5:22-22-6:4), settling differences between Christians in accordance with the Word of God (I Cor. 6:1-8), exhibiting the fruit of the Spirit (Gal. 5:22-23), and maintaining a life of prayer (Eph. 6:18; Phil. 4:6)

ORDINANCES: the Christian should observe the ordinances of our Lord Jesus Christ, which are (1) baptism of believers by immersion (Matt. 3:16) and (2) the communion service (John 13:1-17); I Cor. 11:20-34; Jude 12).

SATAN: his existence and personality as the great adversary of God and His people (Rev. 12:1-10), his judgment (John 12:31), and final doom (Rev. 20:10).

SECOND COMING: the personal, visible, and imminent return of Christ to remove His Church from the earth (I Thess. 4:16-17) before the tribulation (I Thess. 1:10; Rev. 3:10), and afterward to descend with the Church to establish His millennial kingdom upon the earth (Rev. 19:11-20:6).

FUTURE LIFE: the conscious existence of the dead (Phil 1:21-23); Luke 16: 19-31), the resurrection of the body (John 5:26-29), the judgment and reward of believers (Rom 14:10-12; II Cor. 5:10) the judgment and condemnation of unbelievers (Rev. 20:11-15), the eternal life of the saved (John 3:16) and the eternal punishment of the lost (Matt. 25:46; Rev. 20:15)

FOUNDATION STATEMENTS

VISION STATEMENT

Calvary Christian School was established to provide quality education based on a firm foundation of God's Word. A basic responsibility of Christian parents is to "Train up a child in the way he should go, and when he is old, he will not depart from it" (Proverbs 22.6). Calvary Christian School is an extension of the Christian home, established to train each student in the knowledge of God and the Christian way of life. The staff of the school is dedicated to the responsibility of providing a high standard of education.

Students of Calvary Christian School will be provided with a college-preparatory education by allowing our students the opportunity to begin to understand themselves and the world around them from a Christian world view. The school will offer boys and girls rigorous academic instruction, challenging athletic and recreational activities, and creative expression in the fine arts both in a traditional classroom setting as well as online distance learning.

Calvary Christian School addresses educational practices from a Christian perspective by allowing our students the opportunity to begin to understand themselves and the world around them from a Christian worldview. Some of this education will be formal (chapel, Bible classes and studies, counseling), and some will simply happen as the faculty and students interact in the normal flow of school activity. The goal is to facilitate the development of the child academically, physically, psychologically, socially, and spiritually.

The school employs faculty and leaders who serve as role models in their Christian walk, and who are maturing in both their professional life and their Christian faith.

MISSION STATEMENT

Calvary Christian School was specifically organized to recruit students from Christian homes and to train them for, and guide them into fields of leadership that will be honoring to God and directly responsible for furthering the cause of Christ.

OBJECTIVES

The purposes and goals of CCS are:

To effectively teach that Jesus Christ is the Son of God and that His death and resurrection provide forgiveness of sin and new life through faith in Him.

For each student to make a personal commitment to Christ.

To cause within the student's thinking and understanding that Jesus Christ is central in all areas of life.

To create in each student a firm conviction that the Bible is a practical guide to life and living.

To develop in each student a keen understanding of academic studies.

To instruct students thoroughly in arts and sciences that they might develop to the glory of God, spiritually, socially, mentally, and physically, not in their natural energy but through new life in Christ.

To effectively teach the principles of faith that each student will purpose to yield himself completely to God in submission and obedience.

To cause each student to progress in Christian living through fellowship with the Lord Jesus Christ in studying the Holy Scriptures, prayer, and Christian service activities.

To develop in students a positive attitude toward God ordained authority structures through the application of scriptural principles in the administration of discipline.

To cause each student to work effectively with perseverance both independently and cooperatively.

To develop within each student a scriptural understanding of how to live, think, and learn.

To develop within each student a Christian attitude of self-discipline and responsibility.

To cause each student to appreciate and desire wholesome recreation.

To develop in students the proper attitude, ideals, habits, knowledge, and skills which are the necessary preparation for effective Christian witness in this life.

To give the student the kinds of experience that will help him experience a living faith in God that will make him a credit to Christ, his community, and himself.

PHILOSOPHY

Calvary Christian School, a ministry of Calvary Baptist Church, exists primarily to assist parents in fulfilling their divine responsibility to train thoroughly each child to obey God in every area of life. This will be accomplished by providing a program of learning experiences to guide the individual student in understanding, appreciating, and relating the truth of God as revealed in His Word, the Bible, and His world, the realms of nature and man.

All truth resides in God. The student's subjects and all his actions therefore, are sacred entrustments from the Creator to the student, which afford him an expression of obedience to his God. Calvary Christian School will provide an environment which encourages each student to discover his unique abilities, to develop those graces and skills demonstrated in the life of Christ, to achieve educational excellence in all disciplines, and to exercise his God-given gifts in the expanding opportunities of this Christian development.

PURPOSE

Calvary Christian School was specifically organized to recruit students from Christian homes and to train them for, and guide them into fields of leadership that will be honoring to God and directly responsible for furthering the cause of Christ.

SCHOOL VALUES

The Lord Jesus Christ shall be honored and glorified in academics, activities, and actions.

Love of God and others shall permeate all relationships.

The Written Word of God shall be our foundation.

NON-DISCRIMINATORY POLICY

Calvary Christian School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/ extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school initiated desegregation.

Calvary Christian School will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.

CODE OF CONDUCT

The following policy has been adopted by Calvary Christian School concerning conduct of students and staff. This policy will apply to conduct on school premises, property, and buses. It also applies to conduct off school premises which affects students, staff, or the Christian testimony of the school as well as conduct at all school activities regardless of location.

As the Bible is the foundation of all academic courses at CCS, the same is the standard for student and staff behavior. Staff should avoid any activity that is expressly prohibited in Scripture. Further, the following principles are adopted for students and staff (James 1:22; 1 John 1:6-7; 2 Cor. 3:2-3).

We will pattern our conduct after that of the Lord Jesus.

(1 Peter 2:21, 23; 1 John 2:16)

We will regard our physical bodies as temples of God, dedicated to Him.

(I Corinthians 6:19)

We will be careful to make the best use of the time available.

(Colossians 4:5; Ephesians 5:15-16; Matthew 12:36)

We will not participate in activities where there is a danger of addiction and habituation.

(1 Corinthians 6:12)

We will consider others first, rather than ourselves.

(Romans 14:13, 21; 1 Corinthians 8:8-13; Romans 15:1; Philippians 2:3-4)

We will avoid deliberate confrontation with temptation.

(James 1:14; Philippians 2:5; 4:8)

We will engage only in activities which are of positive benefit.

(1 Corinthians 10:23; 1 Thessalonians 5:21)

We will avoid activities which are offensive to others.

(1 Corinthians 10:31-33)

We will do only those things which we know honor Christ.

(Colossians 3:17; Romans 14:23)

ACCIDENT INSURANCE OPTION

Information will be sent home to all parents regarding availability of student accident insurance coverage at the expense of the parents. Participation is optional but families would be wise to consider purchasing it. The cost is very modest.

ARRIVAL TIME

Students should arrive for the school day no earlier than 8:10 a.m.; homeroom will begin at 8:20 a.m. Those arriving before 8:00 a.m. must make arrangements with the office. Please do not plan to drop off your children early.

ART

Art instruction is offered weekly for all students by a classroom teacher.

ASSIGNMENT NOTEBOOKS

Students in grades 4-8 will be given an assignment notebook to record their daily assignments. These should be taken home each evening for parents to view so we know that the parents are aware of the homework responsibilities.

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

Our school is a member of the ACSI, a service organization of Christian Schools in the U.S. and any foreign countries. As a member school, our faculty members share in the benefit of a yearly convention and many support services. Our students may participate in regional Speech, Spelling, Math, Science, Art, Music, Writing, Publishing and/or Athletic Contests that are sponsored by ACSI.

ATHLETIC PROGRAM

We recognize that athletics are an important part of a school program. We plan to field teams in youth co-ed soccer, middle school girls' volleyball, middle school co-ed soccer, and middle school boys and girls basketball during the school year. Parents and other volunteers are asked to assume most coaching/supervisory responsibilities associated with our athletic program.

ATTENDANCE, PUNCTUALITY, and ABSENCES

There is a high correlation to daily attendance and student learning. We must rely upon the good judgment and integrity of the parents to encourage regular attendance by their

children. **Please phone the school office any morning that your child will be absent or late.**

Please do not ask that your children be excused to go shopping, help at home, etc. Activities that could be done evenings or during the weekends should not necessitate school absence. The Administrator has the responsibility for deciding whether such absences are excused or unexcused. In the case of absence, students must make up their missed work. Tests and quizzes, which were given, must be made up. Students are responsible to arrange this with their teacher. For unexcused absences, the student's score on tests and quizzes that are made up will be lowered by twenty percentage points. Missing homework must also be turned in for excused or unexcused absences. For however many days a student is absent, they will have an equal amount of time to turn in missed homework. For example, if a student is absent for 1 day he or she will have a total of 1 day to complete missed homework assignments; if they are absent two days, then two days, etc. Assignments are to be turned in to the classroom teacher. Any absence will be considered unexcused if a note or phone call is not received within two days of return to class.

If a family is going on a trip, a note should be sent to the teacher well in advance. Your child's teacher will approve the note allowing the student to get work ahead of time, if possible. When this is not possible, or the teacher will be introducing new material, the student will suffer the consequences – probably a lower grade. The teacher will make every effort to help, but sometimes this may not be possible.

Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absence.

BIRTHDAY TREATS

Parents may provide treats to be given out in class on their child's/children's birthday. Please make arrangements with the teachers in advance.

C.A.P.P. TRAINING

All C.C.S. volunteers and staff members are required to receive training regarding protection from child abuse. An application form must be completed, a one (1) hour training session attended, and volunteers must agree to follow CAPP policies before they may serve as a volunteer working alone with students or ministering to a group. A renewal application must be submitted each additional year.

CHAPEL

Chapel services will generally be held on Thursday of each week. Generally, students in K-5 through 3rd grade and 4-8 will be separate chapels. Special speakers, missionaries, class participation, films, etc. will be included. Parents are welcome to attend.

The purposes of chapel include:

The worship of our Creator and Savior.

To allow opportunity for our students to fellowship together in a worship type atmosphere. (Hebrews 10:25)

To provide opportunity for the expression and use of God-given talents and abilities in ministering capacities.

To introduce our students to various ministries and servants of God.

To learn God's Word.

CLASSROOM BIBLES

Classroom Bible memorization will be done from the NIV, KJV, or NKJV translation of the Bible; teachers may write out the portions to be memorized and send them home. We will use the NIV for classroom instruction in Bible. An inexpensive hardback edition of the NIV is available for purchase by students in grades 2-8. We would prefer that these remain at school.

CLASSROOM COMPUTERS AND COMPUTER LAB

Classrooms for students in grades K-5 through 8th grade have been equipped with computers for use by our students. A computer lab is also available for use by students. Appropriate programs are loaded on these computers so students will be able to learn keyboarding skills as well as learn about the various subjects taught in their classrooms. All classrooms are able to access the internet for research and other study purposes. Use of the internet for these purposes will be limited to times when a teacher is in the classroom or computer lab.

CLASSROOM SUPPLIES

Parents are given a list of supply items their child/children will need prior to the start of the school year and are expected to provide these items throughout the school year.

CONFERENCES

Our parent conferences are scheduled to follow the first 9 week grading period and also held in the spring. We encourage both parents to attend conferences whenever possible. Parents should contact the school office to schedule a conference time for each student enrolled at C.C.S. Additional conferences during the year may be scheduled at the request of parents or teachers.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are events related to classroom subjects that normally occur outside of the classroom and usually are related to competition with students from other schools. Students, who qualify, are strongly encouraged to take part in co-curricular activities. Many of these academic and arts related activities will be with other Association of Christian Schools International (ACSI) schools. Details about these programs and events will be sent home to parents throughout the school year.

DISCIPLINARY CATEGORIES AND CONSEQUENCES

It is expected that all students follow the guidelines set forth in this handbook as well as those classroom procedures established by their teachers. A disciplined classroom brings about an excellent atmosphere for learning. Should a student not respond as expected, it may be necessary to use some form of discipline. The method chosen will always be administered in a caring and Biblical manner, recognizing that the "will" of a child may need to be broken but the "spirit" of a child must be carefully protected. Possible forms of discipline may include, but are not exclusive to, reprimands, community service, loss of recess privilege, loss of privilege of participating in an extra-curricular activity, after school detention, suspension from school, probation, or expulsion. Some guidelines we use are listed below. The following are examples of offenses that will likely lead to discipline and the corresponding category that the discipline may fall under:

1. Speaking out of turn or interruption of a teacher or other student. Category 1
2. Unauthorized touching, hitting, fighting, or threats. Category 2 or 3 depending on the circumstance.
3. Disrespect shown to a teacher, staff member, volunteers, visitors. Category 2
4. Willful disobedience or misbehavior after reasonable requests. Category 2
5. Chronic or repeated lying, cheating, disruption, or other misbehavior. Category 2 or 3
6. Malicious damage or unauthorized use of property. Category 2 or 3
7. Unacceptable racial, ethnic, religious or hate speaking. Category 2 or 3
8. Profane, vulgar or foul language written, spoken or transmitted. Category 2 or 3
9. Provoking panic or malicious activation of fire alarm. Category 2 or 3
10. Possession, or banned substances, dangerous instruments, etc. Category 3
11. Inappropriate use of computers or the internet. Category 2 or 3

In K-5 through 3rd grade, the following sequence of procedures will be followed:

- a. Maturity and circumstances will be considered by the administrator
- b. 1st offense – administrator and parents will be notified
- c. Repeated offenses may result in suspension

Category 1: Any minor disturbances that prevent classroom instruction or a school activity.

1. Consequences: May result in one or more of the following:
2. Loss of playtime
3. Loss of class privileges
4. Discipline notice (note home from teacher)
5. Detention
6. Conference with parent(s)
7. Student/Administrator conference

Category 2: Activities and attitudes that show disrespect for authority, others, or property.

1. Consequences: May result in one or more of the following:
2. After school detention
3. Student/Administrator conference
4. Suspension or probation
5. Conference with parents/Administrator

Category 3: Violation of national, state, local laws or activities that seriously threaten the safety of other students, gross disrespect for authority, property, or violation of Biblical principles of conduct.

Consequences: May result in one or more of the following:

1. Suspension, probation, or expulsion (Suspensions are generally out of school and can be up to ten days – parents will be informed of the school's intent and will be allowed to have input prior to the final decision.)
2. In lieu of expulsion, the student may withdraw from school.

We believe that the Bible clearly teaches that discipline finds its source in love, not anger or revenge. Care will always be taken to use situations requiring discipline as a time to counsel and pray with the students involved.

Category 4: STUDENT SEXUAL HARASSMENT POLICY

POLICY: Calvary Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all

forms of intimidation, exploitation, and harassment, including sexual harassment. We are prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up and including termination or expulsion.

DEFINITION OF SEXUAL HARASSMENT: "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

EXAMPLES OF SEXUAL HARASSMENT: Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the type of conduct, which would violate this policy, are the following:

Unwanted sexual advances or propositions.

Offering academic benefits in exchange of sexual favors

Making or threatening reprisals after a negative response to sexual advances.

Visual conduct such as leering, making sexual advances, displaying sexually suggestive objects or pictures, cartoons or posters

Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes

Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive, or obscene letters, notes or invitations.

Physical conduct such as touching, assaulting, impeding or blocking movements.

EMPLOYEE-STUDENT SEXUAL HARASSMENT: is prohibited

STUDENT-STUDENT SEXUAL HARASSMENT: is prohibited

WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT:

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated; Paul Green, Administrator, Anita Green, Jennifer Wren.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints are promptly investigated.

WHERE TO REPORT SEXUAL HARASSMENT: The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Mr. Paul Green	599-6847 (office) 937-585-5750 (home)
Mrs. Jennifer Wren	441-4784 (home)
Mrs. Anita Green	355-3245 (home)

CONFIDENTIALITY: Every effort will be made to protect the privacy in any complaint. However, our school reserves the right to fully investigate every complaint and to notify a student's parents/guardian and appropriate government officials as the circumstances warrant.

PROTECTION AGAINST RETALIATION: It is against our school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION: When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. The prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

DISMISSAL

School is dismissed at approximately 3:00 p.m. To increase the efficiency and safety of after-school dismissal, all students (except K-4) will be taken to the fellowship hall by their teachers by 3:00 P.M. As discussed below, K-4 students are picked up from their classrooms. Once a child is picked up, they must remain with the parent/guardian. Parents should wait for students in Fellowship Hall, not outside of the classroom doors. Parents should not enter a classroom after school until the dismissal procedures have been completed.

Children who have not been picked up before 3:20 will remain in the fellowship hall under supervision, awaiting their transportation home. After 3:20, students must be signed out by the adult assigned to pick up the student(s).

K-4 students need to be picked up at their classroom and are required to be signed out by the authorized adult. If a K-4 student is still in classroom at 3:30, they will be taken to the fellowship hall to wait on their transportation home. **It would be appreciated if parents would arrive promptly at 3:00 p.m. unless arrangements have been made through the office.**

If your child is to be picked up after school by one of the local day-care facilities, please fill out the authorization form in the office. Day care employees must sign each student out **each day.**

Students being tutored after school by one of our teachers, tutors, or volunteers will remain in Fellowship Hall until the individual doing the tutoring arrives to pick them up.

DOCUMENTS REQUIRED FOR SCHOOL ENTRANCE

The following documents are required for entrance into Calvary Christian School: Application for Student Admission; Medical, Immunization and Emergency Notification Record; Agreement with the Statement of Faith and Statement of Cooperation; copy of birth certificate; an up-to-date certified copy of any custody papers and receipt of tuition deposit.

DRESS AND APPEARANCE STANDARDS

As a Christian School we are concerned with inward attractiveness as well as the outward adornment of hair, jewelry, and clothing. We desire for students to please and honor God with their attitude, adornment, demeanor, dress, fragrance, grooming, and appearance. Appearance for the academic day shall convey a sense of discipline, responsibility, and the seriousness of the thought and action of scholarship. The Administrator shall have the final authority in dress code decisions.

Hair/hats

Hair is to be clean, neatly trimmed, groomed, no lower than the base of the eyebrow, no radical styles, and of natural color. In addition, boys' hair is to be above the collar with no "tails".

Hats may be worn in the building only upon entering or exiting the building. Sweatbands across the forehead are inappropriate in school.

Footwear

Shoes must provide safety for playgrounds, labs, and emergency evacuation, and have either a back or heel strap.

Flip-flops, athletic sandals, and Heelys are not acceptable during the school day.

Clothing

Clothing shall be neat, clean, in excellent repair, not torn or tattered, or excessively faded.

Playwear, athletic wear, sweats, windbreakers, T-shirts (underwear), and pajamas are not appropriate for the outer layer of clothing.

Skirts, skorts, gauchos, pants, or shorts shall be worn around the waist and extend beyond the knees when in the sitting position.

Shirts or tops shall be long enough that the midriff is not exposed when bending over or when the arms are extended over the head. Shirts shall have sleeves. Shirts made of sheer or see-through fabric shall have a tank top, cami, or shirt worn underneath the garment.

Small emblems, trademarks, logos, writing, graphics, slogans, or sayings may be worn as long as they are not promoting or associated with causes, products, organizations, media, or movements contrary to biblical values or deemed inappropriate by the Administrator.

Girls' Clothing

Girls shall wear clothes that distinguish them as girls.

Girls playing on the playground wearing skirts or dresses shall wear shorts underneath.

Shirts/tops must be no more than 3 inches below the collarbone and must cover all underclothing.

Boys Clothing

Boys shall wear clothes that distinguish them as boys.

Collared shirts, long or short sleeves, are encouraged.

Chapel Clothing (grades 4-8 on chapel day) should be worthy of meeting the King.

Girls shall wear dresses, skirts, or gauchos that extend beyond the knees when in the sitting position.

Girls in grades 4-5 may wear dress pants.

Boys shall wear long dress pants or khakis and a collared long or short sleeve dress shirt with a tie.

Shirts must be tucked inside the pants.

Physical Education Clothing (grades 6-8)

Clothes worn for physical education must meet school standards of modesty and respect. Athletic shoes, t-shirts, sweatshirts, athletic shorts (mid-thigh), athletic capris, or athletic pants/sweatpants may be worn. The physical education teacher will instruct the students about additional dress requirements.

Tattoos, Piercing, Jewelry, Make-up

Students shall not have visible tattoos.

Boys may not wear facial jewelry or have any visible pierce jewelry.

Girls may only have visible pierce jewelry on their ears, which is limited to two per ear.

No new age or jewelry contrary to biblical values shall be worn.

Make-up shall be minimal.

The administrator and teachers may allow for differences in dressing expectations of students in the primary grades (K4 through grade 2) and for designated days and events.

Enforcement

1st minor offense. The student will be spoken with privately.

2nd minor offense. The student will be spoken with privately and parental contact made.

3rd minor or first major offense. The student will be removed from class until appropriate clothes are worn.

Dress and appearance styles and standards are always changing and often controversial. There are as many opinions about acceptable appearance as there are parents and students. The following biblical guidelines were used to guide the student appearance policy.

Moderation (Philippians 4:5, I Timothy 2:9-10) Avoid extremes in behavior and appearance so as to not draw attention toward us and away from Christ.

Jesus and Others (I Corinthians 10:31-33, Philippians 2:3-8, Romans 14:13-15:3) Honor Christ and be not a stumbling block to others who hold Christians to a high standard.

Brotherhood and Unity of Believers. (Psalm 133) As believers we should be unified and not be in competition or divided into cliques by clothing cost and style.

Example (I Timothy 4:12) Older students have a responsibility to be an example to the younger students.

Safety (Proverbs 3:21-23) Shoes and garments shall insure student safety in labs and in the event of an emergency evacuation.

Gender Difference (Genesis 1:27, Deuteronomy 22:5) Boys and girls shall be distinguished by their appearance.

Clean (Ecclesiastes 9:8) Students and their clothing shall be clean and have no offensive odor.

Inward Adornment (I Peter 3:3-4) Students shall be encouraged to develop an aura of purity, modesty, and sweetness, not a tempting or sensual appearance.

Timing (Ecclesiastes 3) Appropriate appearance for appropriate times and activities. Appearance for business (academics) shall convey a sense of discipline, responsibility, and the seriousness of the thought and action of scholarship. Appearance for recreation may convey relaxation. Clothes for competitions should be appropriate and convey unity, resolve, and discipline.

Submission and Be Clothed with Humility (Romans 13:1-4, James 4:7, I Peter 2:13, 5:5) Students shall be encouraged to submit to their overseers who God holds accountable.

Appeal (Matthew 18:15-17) Students and or parents who believe that dress or enforcement expectations have not been appropriate may follow the Scripture model of resolving differences beginning with the staff member who made the decision.

DROP-OFF/PICK-UP PROCEDURES

To insure student safety we want to keep students and vehicles separated and vehicles traveling in the same direction. Please enter the south side parking lot at the southern most entry and leave at the northern most entry (near the Church's sign). We have designated two student drop-off points, at the main door and in front of the Uth Building. Parents of four-year-old kindergarten (K-4) students are asked to bring their children into the building and walk them to their classroom at the start of the day. After school, K-4 students are to

be picked-up at the K-4 classroom. All other students shall be picked up in the Fellowship Hall. When arriving to drop off or pick up students, please park in areas that are marked as parking spaces, not under the canopy. **ALWAYS USE CAUTION** when entering and leaving the parking areas before and after school. Parents **SHOULD NOT** drive through the area between the Uth Building and the Church. CCS parents should use only the south parking lot.

EARLY DISMISSAL

We do not encourage early dismissal of students from class. A full day of instruction is essential to accomplish our academic goals. Should early dismissal be necessary, please submit a written note to your child's teacher giving them the time of the dismissal. Also, please sign the "**Sign Out**" book in the office when you leave the building with your child and "**Sign In**" when you return your child to class. Please try to schedule doctor's appointments and/or dental appointments after school hours or when school is not in session.

EARLY ENTRANCE INTO K-5 AND FIRST GRADE

A parent/guardian of a child who believes that his/her child exceeds the intellectual, physical, emotional, behavioral and social development requirements of kindergarten/first grade, but has not attained the required age, may request in writing an evaluation by the school for kindergarten/first grade readiness. The child must be five (5) on or before the first day of January of the entering school year. The parent request should contain supporting evidence of advanced development. The evaluation by the school shall be timely, thorough and utilize a standardized evaluation instrument(s). The intent of the School Board is for the early entrance child to be in the upper fifteenth percentile of his/her peers. A committee (Pupil Personnel Services) consisting of the kindergarten/first grade teacher, school administrator, one other professional familiar with child development and a school psychologist, if employed by the board or educational service center, shall examine the evidence to determine early entrance. A parent shall be given a written summary of the evaluation upon request. The parent shall be informed of possible implications of early enrollment which include, but are not limited to, compulsory school age designation, as well as later physical, social, intellectual and emotional development implications. The school administrator is the final level of appeal.

ELIGIBILITY FOR K-4, K-5 AND GRADE 1

A child shall reach the appropriate age (4, 5 or 6) on or before September thirtieth (30th) of the school year in which she/he applies.

The child shall also exhibit appropriate intellectual, physical, emotional, behavioral and social development, as determined by a representative of the school using a standardized instrument(s). The school administrator is the last level of appeal for students not meeting the age, intellectual, physical, emotional, behavioral or social development standard.

ENTRANCE INTO FIRST GRADE

A child shall have completed kindergarten, or an equivalent program, as well as meeting the requirements listed above under Eligibility and Documents. The kindergarten requirement may be waived by the Pupil Personnel Services committee if the child is six years old by September 30th and demonstrates the intellectual, physical, emotional, behavioral and social skills necessary for first grade and meets the document requirement. The final level of appeal is the School Administrator.

EMERGENCY CLOSING

If for any reason, it becomes necessary to close school on short notice, the details of such closing will be broadcast on the local radio stations, WPKO 98.3, and WEEC 100.7 FM. and Channel 7 T.V. and website. Announcements will be aired as early as possible during inclement weather. Please do not call the radio stations or your child's teacher(s) to see if classes have been cancelled.

ENTRANCE REQUIREMENT

It is the policy of Calvary Christian School to require that at least one parent (guardian) has, by faith, accepted Christ as their personal Savior, before a child from a family can be enrolled as a student. This is essential in order to maintain a good working relationship with the family because so many of our policies and procedures are based on Biblical teaching. The most desirable situation is when both parents are "born again" and the family is attending and is actively involved in the ministry of a fundamental, Bible teaching church. Families do not need to attend Calvary Baptist or another Baptist church in order to be eligible to enroll their children. We seek to maintain a good working relationship with many of the fundamental churches in our area and invite some of the area pastors to speak to our students during chapel sessions. It is our desire to enroll students from families who are prepared to make a long-term commitment to Christian education.

EXPULSION

Attendance at Calvary Christian School is a privilege. Attendance can be terminated when misbehavior, regardless of when or where it occurs, disrupts the school culture or climate, reflects poorly on the reputation of the school, impedes learning at the school, or endangers

the safety of self or others at the school or a school activity. Expulsion is an extended suspension from school, school activities, and school property for serious or chronic misbehavior at school, school activities, at places other than school, and at times outside of the school day. Expulsion may be from the (10) days to a permanent exclusion. The student and/or their parent (guardian) will have an opportunity to meet with the administrator to explain the student's side of the actions. The expulsion decision will be made by the school administrator after consultation with school board members. A student dismissed from CCS may be considered for readmission after the expulsion if there is repentance, evidenced by change of behavior over an extended time.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are events not directly related to the classroom curriculum. These activities are generally associated with athletic activities and usually involve competition with students from other schools. Participation in these activities may require an annual physical, as well as meeting attendance and academic grade requirements. Details about these programs and events will be sent home to the parents throughout the year.

FAITH CHALLENGE PROGRAM

The Faith Challenge Program is designed to meet the needs and wants of Calvary Christian School that tuition and the gifts of Calvary Baptist Church do not meet. A portion of the budget must come from C.C.S. friends and families who prayerfully respond to the need for young people to learn of our Most Holy God and His wisdom and expectations.

FIELD TRIPS and FIELD DAY

Activities away from the normal classroom make up a vital part of the instructional program. Parents may be asked to help with activities, furnish transportation, and serve as chaperones. Each child must have a Field Trip Permission Form and Emergency Medical Form on file prior to a trip. Non-school minors attending with anyone other than their legal guardian shall also have the above forms on file. Related expenses, times, and appropriate dress information will be given to parents for each activity.

FINANCIAL AID

Notice of Non-discriminatory Policy as To Students Receiving Financial Aid

Calvary Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin

in administration of its educational policies, financial aid programs, athletic and other school-administered programs.

Procedure and Checklist for Financial Aid

___ Family registers student(s) for school.

___ Parent interview with administrator if family is new to CCS.

___ Student(s) screened by teacher if student(s) is new to CCS.

___ Family asks extended family, friends, and church family to pray that their financial need will be met.

___ Letter of recommendation from a pastor or church leader verifying the family's commitment to raising their children for Christ.

___ Family fills out FACTS online (or paper) application and pays the fee.

___ Previous tuition and fee balances to CCS are paid in full prior to the first day of school.

Sources of Funding for Financial Aid.

The source of financial aid for Calvary Christian School is from free-will gifts. The school does not presently use tuition or operational funds for financial aid. Financial aid is treated as a gift and may not be earned or exchanged for goods or services.

Amount of Financial Aide Available

The amount of financial aid availability is determined by the gifts from friends of Calvary Christian School. Some years only a few hundred dollars (total) are available while other years thousands of dollars are available.

Qualifications for Need of Financial Aid

Families receiving financial aid are determined by a variety of factors, including:

Availability of school funds for financial aid.

Number of families needing aid.

The financial need of the family applying for financial aid.

Evidence of fervency of a family's commitment to raising children for Jesus Christ.

Application for financial aid shall be submitted on-line (or paper). Aid shall be determined approximately three weeks after the application deadline. Emergency aid may be available for unexpected financial problems that occur during the school year.

The Goals of Financial Aid at Calvary Christian School are to:

Retain and attract students from families who are committed to a Christian education, but cannot afford the entire cost.

Provide partial short term funding when families committed to a Christian education are faced with a financial crises or inadequate income.

Financial Aid is Not:

An enticement for attracting students on the basis of ability (athletic, musical, artistic, academic, etc.).

Intended to be on-going.

Notification of Financial Aid:

After FACTS ranks families and determines the percent of need based on Federal Tax information a local committee of the school administrator and selected board members will consider extenuating circumstances, extraordinary family expenses, and evidence of intrinsic commitment toward raising children for Christ. The administrator will notify families of the amount of aid available.

FIRE and SAFETY DRILLS

During the school year, fire, severe weather, environmental danger, intruder, and bus evacuation drills will be held as required by law or as recommended by agencies. The goal is for students and staff to be trained with the correct procedures to be followed in the event of an emergency

GRADES AND REPORT CARDS

The purpose of the reporting system is to give parents and students a periodic indication of progress in subject areas. Each student's ability, attitude, and effort are taken into account during the grading period.

The school has the following letter-grade scale:

A+	100-99.5%	B+	92.5-91.5%	C+	82.5-81.5%	D+	72.5-71.5%
A	99.4-93.5%	B	91.5-83.5%	C	81.5-73.5%	D	71.5-65.5%
A-	93.5-92.5%	B-	83.5-82.5%	C-	73.5-72.5%	D-	64.5%
						F	Below 64.5%

PLEASE NOTE: Students in K-4, K-5, and 1st nine week grading period in first grade will receive marks of **S-Satisfactory, U-Unsatisfactory, N-Needs Improvement, I-Improving.**

GRANDPARENTS DAY/FAMILY DAY

The annual Grandparents Day is always one of the most enjoyable days of the school year for our students. Students who do not have a grandparent who is able to attend, are encouraged to invite another adult family member. Letters of invitation are mailed by the school, using stamped addressed envelopes provided by parents. The day begins with a special assembly, featuring many of the students singing, playing musical instruments, displaying projects, and reciting poetry and Scripture. Grandparents will be able to participate in recess and have a refreshment break with their grandchildren. Grandparents will spend time in the morning in classrooms, often talking about their days in school and assisting grandchildren with class projects. Dismissal is at noon and the students have the remainder of the day to be with their grandparents.

HOMEWORK

Believing that homework is an important part of the school program, each teacher is at liberty to give an appropriate amount of homework to aid students in advancing their studies. Therefore each student is expected to complete all homework assignments. Homework is given for the following reasons:

FOR DRILL: Most students require solid drilling to master material essential to their educational progress.

FOR PRACTICE: Following classroom explanations, illustration, and drill over new material, homework is given so the material will be mastered.

FOR REMEDIAL ACTIVITY: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulty.

FOR SPECIAL PROJECTS: Book reports, compositions, special research assignments and projects are frequently the subject of home-work attention.

We do request full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in detention or expulsion. When a child has an oral reading assignment, a parent, older sibling, or grandparent should listen carefully as the child reads. They should help them pronounce difficult words. To record daily assignments, all students should have a notebook (Refer to ASSIGNMENT NOTEBOOKS). Homework

assignments will not be given on Wednesday evening; however, homework assigned prior to Wednesday, may be called for on Thursday morning.

HOME SCHOOL ENROLLMENT AND ATHLETIC PARTICIPATION

Home schooled children above 5th grade may take from one to three full year classes and one study hall at CCS. The tuition shall be 20% (1/5) the regular tuition for each class they take, plus books and fees. All school policies apply to these part time students.

Home school students may participate in all extra-curricular activities and field trips that are associated with classes that they are enrolled in fulltime.

HONOR, MERIT ROLLS

Students in grades 4-8 who do outstanding class work will be recognized by being named to the "Honor Roll" if they receive all "A's" or the "Merit Roll" if their grades are all "A's" or "B's". Students may earn a "C" in writing and still qualify for either of these.

IMMUNIZATION RECORDS

The Ohio Department of Education and the Ohio Department of Health require certain immunizations for entrance into a school system. Furthermore, no student may remain in school more than fourteen (14) days without a proper immunization record on file.

Ohio law does exempt immunizations for the following reasons:

A physician or parent verifies in writing that the child has had natural rubella and/or mumps.

A child's physician has certified in writing that a particular immunization is medically unadvised.

A written statement from a parent or legal guardian that objects to immunization for good cause.

When immunization updates are made, please send the school a copy from the medical office.

The immunizations requirements for the fall of 2011 are as follows:

DTaP/DTP/DT/Tdap/Td	Pre-School (K4)
Diphtheria	4 doses of DTaP, DTP, or DT, or any combination.

<p>Tetanus</p> <p>Pertussis</p>	<p>Kindergarten</p> <p>5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was given before the 4th birthday</p> <p>Grades 1-12</p> <p>3-4 doses of DTaP, DTP, DT, or Td, or any combination</p> <p>Grade 7</p> <p>1 dose of Tdap or Td vaccine must be administered prior to entry.</p>
<p>Polio</p>	<p>Pre-School (K4)</p> <p>3 doses of any combination of OPV or IPV or any combination of OPV or IPV.</p> <p>Kindergarten</p> <p>4 doses of any combination of OPV or IPV, the final dose must be administered on or after the 4th birthday regardless of the number of previous doses.</p> <p>Grades 1-12</p> <p>4 doses if a combination of OPV or IPV was administered.</p> <p>4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday.</p>
<p>MMR</p> <p>Measles</p> <p>Mumps</p> <p>Rubella</p>	<p>Pre-School (K4)</p> <p>1 dose of MMR must be on or after the child's first birthday.</p> <p>K-12</p> <p>Two doses, the second must be at least 28 days after the first dose.</p>
<p>Hepatitis B</p>	<p>K-11</p> <p>3 doses of Hepatitis B vaccine. The second dose must be at least 28 days after the first dose. The third dose must be at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series must be given before the age of</p>

	24 weeks (6 months of age).
Varicella (chickenpox)	Kindergarten 2 doses must be administered prior to entry. Grades 1-4 1 dose of varicella vaccine must be administered on or after the first birthday.
Hib Haemophilus Influenza Type b	Pre-School (K-4) 3 or 4 doses depending on the vaccine type, the age when the child began the first dose and the last dose must be after 12 months; or 1 dose if given on or after 15 months of age.

KINDERGARTEN SCREENING

All students enrolled in our kindergarten program must participate in a screening session before enrollment can be finalized. The completed application and payment of the registration fee must be received in the office before any prospective student will be screened. Several dates are set during the spring and summer months for this screening.

LIBRARY

Our school maintains a library that may be used by all of our students to check out books. Parents are asked to help see that students return books by the due date. Parents will be charged the replacement cost of any book lost while checked out by their child. The following guidelines will be observed in our library:

Students in grades K-5 through 2nd grade check out books for one week at a time. Grades 3-8 will be given two weeks to read their books. Books may be renewed only one time; students must have the book with them that they wish to renew.

Students may have only 2 books checked out at a time. Teachers will keep track of how many books a student has checked out and only those students who are eligible to check out books will be permitted to visit the library. Books should be returned to the classroom teacher or the drop box and not the library.

Reference books may not be checked out. They are for use only at school, either in the library or the classroom.

Lost books: If the cost of the book is known, students will need to pay this amount. If the cost is not known, a pre-approved comparable book is to be given to the library as a replacement.

Gifts of money to purchase new books or gifts of books are welcome.

LOST & FOUND

Lost and found articles are stored in the room next to the school office. Articles not claimed will periodically be given to a needy family or a charitable organization.

LUNCHESES and DRINKS

There will be hot school lunches during the 2011-2012 school year on Tuesday, Thursday, and for K4 Friday students. Lunches consist of an entrée, fruit, vegetable, drink, and one other item. The menu will be sent home with students and on the school website.

Students may pay the teacher \$2.50 on the hot lunch day or students may purchase lunch cards for up to ten (10) lunches. Drinks may be purchased every day for thirty-five cents (.35). Drink cards are available for up to twenty (20) drinks. The lunch or drink cards will be kept by the classroom teacher and parents will be notified when one is nearly used up. The lunch program is staffed by volunteers under the leadership of Bev Green. Please contact her (599-6847) if you are willing to help. There is a microwave oven for use by Middle School students.

LUNCHROOM PROCEDURES

Students shall eat in the fellowship hall. The following guidelines will be observed by K-4 through 5th grade students.

Students: Will be expected to eat their entire lunch and not to "trade" with other students.

Are to sit properly at the table and may speak quietly with their neighbors while eating.

Are to raise their hand for permission to leave the table for any reason during the meal.

Are not to "play with" their food or a neighbor's food.

Shall walk to and from the lunchroom quietly.

May be given lunchroom jobs to perform, such as wiping off tables, chairs, sweeping floor, etc.

All students shall be courteous and well mannered during their time in the lunchroom and while cleaning tables and sweeping floors each day.

MEDICATION

By law we are not permitted to dispense any medicines. If a child must take medication, there must be written permission with an explanation for administration from the parent. It is the parent's responsibility to have all doses pre-measured with the time(s) clearly written on the medicine. The teacher can only remind; the child must then take it himself/herself. Please let us know if the medicine is to be refrigerated. No medicine can or will be dispensed by any school authority.

1. Prescribe Drugs:

No prescribe drug will be allowed to be given by any employee. The student must self manage the prescribed drug in the presence of a person designated by the board. A written request signed by the parent, guardian, or other person having care or charge of the student, will allow the drug to be self managed by the student. Any severe adverse reactions need to be reported to the proper individuals immediately.

This form will be filed in the student's permanent folder.

2. Non-prescribed drugs or medicines:

A non-prescribed drug can be administered by a board designated employee who has taken the medical training for school personnel. A written request, signed by the parent, guardian, or other person having care or charge of the student, will give permission to the board designated individual to administer the necessary non-prescribed drug. Any severe adverse reactions need to be reported to the proper individuals immediately.

This form will be filed in the student's permanent folder.

3. Proper Form to be Signed:

The form that must be signed by the parent, guardian, or others in charge of the student will consist of:

- a. Name and address of the student.
- b. Grade of the student.
- c. Name of medicine, dosage and times to be taken that can be self managed or administered.
- d. Times of the intervals – signed by the student and designated board member.
- e. Date of administration – signed by the student and designated board member.
- f. Emergency phone numbers.

4. Board Designated Individuals:

Board designated individuals must have had drug-medical training by a licensed health profession.

Current Board designated Individuals: Anita Green, Bev Green, Andrea Gragert, and Paul Green

MIDDLE AND INTERMEDIATE GRADES

Students in grades four (4) through eight (8) will have most of their classes in the youth building and regularly change classes. Students are expected to be mannerly, courteous, and respectful during the two minute time allotted to change classes.

MID-NINE WEEK REPORTS

Interim reports of your child's progress may be sent home mid-way through each nine week grading period. (All students will receive an interim report mid-way through the 1st nine-week grading period.) An interim report will be completed for students showing marked improvement or for students performing below their potential.

NAMES ON COATS, BOOTS, ETC.

Children in grades K-4 through 2nd grade should have their garments and personal items labeled to help identify the owners of items left in the classroom or hallways.

OFFICE HOURS

The school office is open from 8:00 a.m. – 4:00 p.m. during the school year and is also open in the summer with abbreviated hours. Please check our website for summer hours.

OHIO MINIMUM STANDARDS

Calvary Christian School operates in compliance with Section 3301-35-08 of the Ohio Minimum Standards for elementary and secondary schools. CCS is not a chartered school, but operates as a non-chartered, non-tax supported private Christian school. It is the responsibility of our parents to annually notify the Treasurer of their local school district, within the first two weeks of classes, that their child(ren) are enrolled at Calvary Christian School. (A form will be provided for this purpose in the Open House packet of information.) Parents are not eligible for transportation or transportation reimbursement by their local school district.

3301-35-08 Non-chartered, non-tax supported school.

A school, which is not chartered or seeking a charter from the state board of education because of truly held religious beliefs, shall annually certify in a report to the parents of its pupils that the school meets Ohio minimum standards for non-chartered, non-tax supported schools cited in paragraphs (A) to (H) of this rule. A copy of said report shall be filed with the Ohio department of education on or before the thirtieth of September of each year.

(A) School year. The school shall be open for instruction with pupils in attendance for not less than one hundred eighty-two days each school year according to section 3313.48 of the Revised Code.

(B) School day. The school day for pupils in grades one through twelve shall be no less than five hours exclusive of the noon recess according to section 3313.48 of the Revised Code.

(C) Pupil attendance. Pupil attendance shall be reported to facilitate administration of laws relating to compulsory education and the employment of minors. Parents shall be responsible for reporting their child's school enrollment or withdrawal. An individual in charge of the non-chartered, non-tax supported school may, as a matter of convenience, provide the report for the parent.

(1) The attendance report shall include the name, age, and place of residence of each pupil below eighteen years of age.

(2) The report shall be made to the treasurer of the board of education of the city, exempted village, or local school district in which the pupil resides.

(3) The report shall be made within the first two weeks of the beginning of each school year. In the case of pupil withdrawal or entrance during the school year, notice shall be given to the treasurer of the appropriate board(s) of education. Such notice shall be given within the first week of the next school month.

(D) Teacher and administrator qualifications. Teachers and administrators shall have received a bachelor's degree or the equivalent thereof from a recognized college or university.

(E) Courses of study. Each non-chartered, non-tax supported school shall have courses of study for the following subjects:

(1) Language arts;

(2) Geography, the history of the United States and Ohio, and national, state, and local government;

(3) Mathematics;

(4) Science;

(5) Health;

(6) Physical education;

(7) The fine arts, including music;

(8) First aid, safety, and fire prevention;

(9) Other subjects as prescribed by the non-chartered, non-tax supported school.

(F) Pupil promotion. Each non-chartered, non-tax supported school shall follow regular procedures for promotion from grade to grade of pupils who have met the school's educational requirements.

(G) Pupil health and safety. Each non-chartered, non-tax supported school shall comply with state and local health, fire, and safety laws.

(H) Pupils attending a non-chartered, non-tax supported school are not entitled to pupil transportation as provided pursuant to section 3327.01 of the Revised Code, and pupils attending a non-chartered, non-tax supported school are not entitled to auxiliary services as provided pursuant to section 3317.06 of the Revised Code.

A non-chartered, non-tax supported school is not entitled to nonpublic administrative cost reimbursement provided pursuant to section 3317.063 of the Revised Code.

R.C. 119.032 review dates: 12/17/2008 and 12/17/2013

Promulgated Under: 119.03

Statutory Authority: 3301.07

Rule Amplifies: 3301.07

Prior Effective Dates: 9/1/83

PARKING

Visitor parking is restricted to the front parts of the parking area (near Rush Ave.). **Do not drive around the building or park in the rear during school hours, as this is the play area.** Do not park in the carpools or along the entire perimeter (fire lanes) of the building, or any other area designated with traffic cones.

PARENTAL COMMUNICATION

We make an effort to keep parents informed of coming events and changing schedules by use of e-mail, website www.ccsspartans.com, and hard copy memos. Please inform the school office of any changes in your street or email address, or phone number during the course of the school year.

All questions, concerns, complaints, or suggestions that you may have should be directed to the teacher or staff member involved. If a question is not answered satisfactorily or if the

situation is not resolved as you feel it should be, please feel free to speak to the administrator. The administrator is an integral part of the Board, and presents parental opinions to the board. We encourage parents to call, email, or visit when questions arise.

PARENT-TEACHER STUDENT FELLOWSHIP (PTSF)

The PTSF is a support group made up of interested parents, alumni, and faculty. Its purpose is to provide fellowship opportunities for school families, encouraging families to support CCS by volunteering, and to provide financial support through scheduling at least one major fund raising event during the school year. Officers are chosen by the group members and consist of president, vice president, secretary, and treasurer.

PHYSICAL EDUCATION INSTRUCTION

All students will have physical education instruction each week.

PLEDGES

AMERICAN FLAG – I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

CHRISTIAN FLAG – I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty to all who believe.

BIBLE – I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

PROMOTION-RETENTION-PLACEMENT POLICY

Students will be promoted to the next grade level upon satisfactory completion of work required at the current grade level of enrollment. “Satisfactory completion of work” is construed to mean:

An academic grade earned of “D” or above for the yearly average, as based upon the current grading scale, in the major academic subjects.

An academic grade or evaluation of “S” in the minor academic areas for the yearly average for all grade levels.

The following criteria will be used to determine recommendations for retention. At no time will retention be used as disciplinary action. The parents’ input into the final decision will be

carefully considered in each case. A recommendation to retain a student may be made if any student:

Has an incomplete, unsatisfactory, or failing grade in reading or any other two (2) major academic areas, (Mathematics, Language, History, or Geography).

Scores at a stanine level of 3 or below in any four areas tested in a standardized achievement test.

Has a total yearly unexcused absence in excess of ten percent (10%), (presently 18) of the days due in any given school year.

Gives evidence of extreme social immaturity.

Demonstrates other major weaknesses, which hinder satisfactory academic progress.

A student would not be recommended for retention if, in the school's judgment, such retention would result in added social or academic problems. Such students may be "placed" on probation in the next grade with certain requirements, which may involve after hours tutoring. If these stipulations are not met, the student may be placed back to the previous grade at the end of the stated probation period. The administrator may make the final decision after consulting with the teacher(s) and parents in cases involving older students who consistently perform at an unsatisfactory level.

RADIOS, GAMES, CD PLAYERS, AND CELL PHONES AND OTHER ELECTRICAL

DEVICES Students who bring these items to school may be asked to turn them into the school office. Parents will be able to claim them from the office. Any unauthorized use of a cell phone during the school day by a student, will result in the forfeiture of their cell phone to the office until the end of the school day.

RECESS

We feel it is important for the children to get exercise and fresh air whenever possible. For this reason, all children in grades K-4 through 5th grade will be required to go outside during each recess unless:

The temperature is less than 20° F.

There is rain, mist, or wet snow falling. ("Wet snow," means any form of snow which results in getting students wet.)

The children do not have adequate protection to keep them warm and dry, (boots, hats, gloves, warm coats, etc.) Parents should send adequate clothing for the students to wear outside.

There is a note or phone call from home requesting that they remain inside. (This should be done each day that you want them to remain inside.)

Students in the Middle School have an activity period following lunch before they return to the classroom for afternoon instruction.

Rules for certain group games have been established by our staff and students are expected to obey them without question. Failure to do so may result in a student losing some recess privileges.

RE-ENROLLMENT

Students presently enrolled in Calvary Christian School are given first opportunity to re-enroll for the next school year. There is a discount for re-enrollment fees paid by March first.

RETURNED CHECK CHARGE

By Board action, each check returned to C.C.S. will result in a \$13.00 charge to be added to the account.

SCHOOL CALENDAR

A calendar, listing all major events, vacation times, etc., is contained in the front of this handbook and will be on the school webpage. This should be used for reference throughout the school year.

SCHOOL HABITS

The following procedures will be observed:

Students should be in their classroom for homeroom at 8:20 a.m. This includes being in their seat, having pencils sharpened, and personal items (lunch, coat, boots, etc.) neatly stored in the proper place.

Students are to refer to all staff members as Mr. _____, Miss _____, or Mrs. _____. They are not to refer to teachers or staff members by their first names.

Students are to request permission before talking or leaving their seat.

Students will be respectful to teachers, staff, volunteers and each other at all times.

Students will walk and talk quietly in halls and lobby.

Students will strive to display a Christ-like attitude at all times during the school day and at all school activities and athletic events.

SCHOOL HOURS

The school day begins at 8:20 a.m. and ends at 3:00 p.m. A teacher/aide will be designated to oversee students who arrive early; they will report to the lunchroom for supervision and will remain in the lunchroom until 8:15 a.m. Please try to plan their arrival between 8:05 – 8:15. Students should be picked up no later than 3:15 p.m. unless under the supervision (lessons, practice, sports, tutoring) of a staff member or school approved volunteer. The office will be open from 8:00 a.m. to 4:00 p.m. Please restrict your calls or visits to these hours. Teachers meet daily for staff devotions from 7:45 a.m. to 8:00 a.m. Calls received during this time will be recorded on the answering machine and returned as soon as possible.

SCHOOL PICTURES

The date for school pictures is noted on the school calendar. Information and packet prices will be sent home prior to the designated date. Payment for school pictures must be made in advance.

SCHOOL PROGRAMS

Several special programs will be planned during the school year. Rehearsals, when needed, will take place during the class day. Students should always wear “Sunday” or “dress-up” clothing when participating in a program unless instructed to dress in some other way. When costuming is involved, parents will be asked to help by making their child’s costume whenever possible.

SCHOOL-WIDE PROJECTS, PRESENTATIONS, AND COMPETITIONS

CCS students may be responsible to prepare an entry in school-wide projects and presentations (science, fine art, social studies, and language arts). Students who are judged to have the best projects may be selected to represent CCS at district, regional, or state competitions, fairs, and festivals. Parents may be enlisted to help with the projects.

SCRIP

CCS families are encouraged to participate in the SCRIP program offered by the school. The program is administrated by one of our school parents. It works in the following way:

SCRIP consists of gift cards or certificates that are issued by many area businesses and national chains. These include dozens of restaurants, gas station chains, nearly a dozen department stores, dozens of specialty stores, and several motels and airlines. (There is a sample order form in the back of this handbook.) Order forms are available in the school office and are e-mailed to our families on our school e-mailing list.

The ordering process is very simple: place your order for any of the gift cards or certificates and send or take your order and money to the school office. The cards or certificates will be returned within a few days after the order is placed. SCRIP cost is the face value of the card/certificate, so you do not pay any more for things you purchase with SCRIP cards than you would if you paid with cash at the store or place of business. The company issuing the card/certificate sells them at a discounted cost, allowing the school to earn a profit of 2% to 25%.

Purchasing SCRIP is a great way to support our school by using items you would normally purchase. We hope you will use the program whenever possible for your purchases.

SICKNESS

If a child becomes ill at school, parents will be called and asked to make arrangements to have their child picked up and taken home. We do not have the necessary facilities to care for sick children at school. If a child needs medication at school, a note must accompany the medication, and the child shall take the medication on his/her own.

SNACKS

Students from five-year-old kindergarten through the fifth grade have morning recess and may bring a snack to school to eat during that break.

STATEMENT OF FAITH

A copy of the School's Statement of Faith is included in the Foundation Statements at the beginning of this handbook. Parents are encouraged to read it carefully so they will be aware of the Biblical position of our school.

TARDINESS

We encourage students to arrive at school before 8:15 a.m. but not earlier than 8:05 a.m., so that they can be in their classrooms at 8:20 a.m. A student should report to the office before going to class if he/she is tardy. A tardy pass will be given to late students to give to the teacher. Excessive tardiness to class (three or more times in a nine week grading period) may result in a phone call to the student's parents enlisting their support by arriving

at school on time. Failure on the part of the parents to have their children on time on a consistent basis may result in further discipline.

TELEPHONE

Please do not telephone the school during class hours and ask to speak to your child or your child's teacher. Students are not permitted to use the phone except in cases of emergency, then with permission. Parents are asked to leave messages with the secretary. The secretary will see that the message is given to the student or teacher.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. They are to be kept covered and handled carefully. Lost or damaged textbooks will result in financial reimbursement.

THANKSGIVING LUNCHEON

A special "Thanksgiving Feast" will be served to students prior to the Thanksgiving vacation. Parents are enlisted to help prepare and serve the meal.

TORNADO and SEVERE STORM DRILLS

Tornado drills will be held periodically as they are required by law in April, May, and June. At the sounding of the alarm, all students will march single-file to the inner hall or rest room of the building, kneeling or seated facing the wall with their heads covered by their hands.

TRANSCRIPTS

To release a student's records, parents must give a written consent. Forms are available in the school office.

TRANSPORTATION

The parents or guardians of a child are responsible for providing transportation to and from C.C.S. Car pools may be available in some areas. The school office may be able to supply this information.

TUITION PAYMENT

The annual amount may be paid in 11 monthly installments beginning August 1 and due the first of each following month. A \$5.00 per student late fee may be assessed on all accounts

15 days overdue. Please notify the school office **BEFORE THE 15TH** if your payment will be late. No notification results in automatic assessment of the late fee(s). Any student whose account is 2 months overdue may be dismissed from the school. There is a 2% discount if the entire school bill is paid in full by August 15th.

VISITORS

We welcome visitors to our school; however, we ask that parents not visit during the first two weeks of school. Please phone the school office at least one day ahead of time to arrange a visit. This will allow our teachers the opportunity to prepare for your visit. Student visitors will not be permitted unless their parents are considering enrolling them in our school. All visitors must wear an identifying name tag.

VOCAL AND INSTRUMENTAL MUSIC

Students in grades K-5 through the 8th grade will receive vocal music instruction weekly. Instrumental music training is also available to students in grades 4-8. Parents of school band students in the fifth through the eighth grades may arrange lessons with the teacher from 8:05-8:25 a.m. or 3:00-3:30 p.m.

VOLUNTEER STAFF PROGRAM

Our school uses volunteer workers in a number of capacities. Lunchroom, art, library, room parents, physical education, and tutoring are just some of the areas of involvement. Parents of students and friends of our school are encouraged to participate; by doing so, they make C.C.S. a better school! Parents will be made aware of the needs and opportunities for involvement early in the school year. See the section entitled C.A.P.P. Training for details regarding screening and training of all volunteers.

YEARBOOK

A yearbook is published annually highlighting the events of the school year. Order forms will be sent home with students and payment **MUST** be made in advance for your copy/copies of the yearbook. Yearbooks arrive during the summer months.

**CALVARY CHRISTIAN
SCHOOL 20011-12**

**SCRIP ORDER SHEET
UPDATED 12/17/10**

***CIRCLE
VALUE**

Restaurants	Disc.	Value	Qty	Amount	Department Stores	Disc.	Value	Qty	Amount
Applebee's	8%	\$25			Am. Eagle Outfitters	8%	\$25		
					Anderson's	4%	\$10/\$25		
BD Mongolian BBQ	8%	\$20			BonTon Elder-Beerman	9%	\$25		
Bob Evans	10%	\$10			Dick's Sporting Goods	5%	\$25		
Boston Markets	12%	\$10			Aeropostale	7%	\$25		
Buca di Beppo	8%	\$25			JC Penney	5%	\$25/\$100		
Burger King	4%	\$10			K-Mart	5%	\$25		
Cheesecake Factory	5%	\$25			Kohl's	4%	\$25/\$100		
Chili's	11%	\$25			LL Bean	15%	\$25		
Chipotle	10%	\$10			Macy's	9%	\$25/\$100		
Chuck E. Cheese	8%	\$10			Men's Warehouse	8%	\$25		
Coldstone Creamery	8%	\$10			Old Navy/Gap/Banana Republic	9%	\$25		
Cracker Barrel	9%	\$10			Sears	4%	\$25/\$100		
Domino's Pizza	5%	\$10							
Donato's Pizza	10%	\$10			Specialty Stores				
Dave & Buster's	13%	\$25			Ace Hardware	4%	\$25		
Fazoli's	7%	\$25			B. Dalton Books (B&Noble)	9%	\$10/\$25		
					Barnes & Noble	9%	\$10/\$25		
KFC	9%	\$5			Claire's	9%	\$10		
Long John Silver's	9%	\$5			Bass Pro Shops	7%	\$25/\$100		
Longhorn Steak House	11%	\$25			Bath & Body Works	13%	\$10/\$25		
Macaroni Grill (Chili's)	11%	\$25			Bed Bath & Beyond	7%	\$25		
					Best Buy	2%	\$25/\$100		
Old Country Buffet	5%	\$25			Borders (Waldenbooks)	9%	\$25		
Olive Garden (Red Lobster)	9%	\$25			Build-a-bear	8%	\$25		
O'Charley's	13%	\$25			Cabela's	11%	25/\$100		
Outback Steakhouse	4%	\$25			Dunham's	8%	\$25		
Panera Bread	9%	\$10			Children's Place	12%	\$25		
Pizza Hut	9%	\$10			CVS Pharmacy	2%	\$25		
Ponderosa (Bennigan's)	9%	\$25			Disney	7%	\$25/\$100/\$1000		
Arby's	8%	\$10			Eddie Bauer	9%	\$25		
Red Lobster	9%	\$25			Family Christian Bookstores	9%	\$25		
Ruby Tuesday's	8%	\$25			Family Video	12%	\$10		
Smokey Bones	9%	\$25			Finish Line	10%	\$25		
Starbuck's	8%	\$10/\$25			Footlocker	9%	\$25		
Texas Roadhouse	8%	\$25			Home Depot	3%	\$25/\$100		
TGI Friday's	10%	\$25			Jo Ann Fabrics	6%	\$20		
Tim Horton's	5%	\$10			Toys-R-Us (Babies-R-Us)	3%	\$20		
Wendy's	4%	\$10			Limited	9%	\$25		
Papa John's Pizza	6%	\$10			Lowe's Home Improvement	3%	\$25/\$100		
Subway	3%	\$10			Menard's	3%	\$25/\$100		
Steak & Shake	8%	\$10			Office Max	4%	\$25		
					Payless Shoes	13%	\$20		
					Pier One Imports	9%	\$25		
Gas Stations/Auto					Pottery Barn/Teens/Kids	8%	\$25/\$100		
Marathon	3%	\$25/\$100			Radio Shack	4%	\$25		
Mobil (Exxon)	1.5%	\$50			Regis Hair Salon (Walmart)	8%	\$25		
Shell Gas	1.5%	\$25/\$100			Rite Aid	4%	\$25		
Speedway	4%	\$25/\$100			Sally Beauty Supply	8%	\$25		
Sunoco	2%	\$50			Staples	5%	\$25/\$100		
Jiffy Lube	8%	\$30			Walgreens	2%	\$25/\$100		
Auto Zone	6%	\$25			Wal-Mart	2%	\$25/\$100		
NAME:					i-Tunes	4%	\$15/\$25		
					Meijer	3%	\$25/\$100		
PHONE:									
					Best Western	12%	\$25		

**MAKE CHECKS
PAYABLE
TO CCS-PTSF**

TOTAL ORDER AMOUNT

