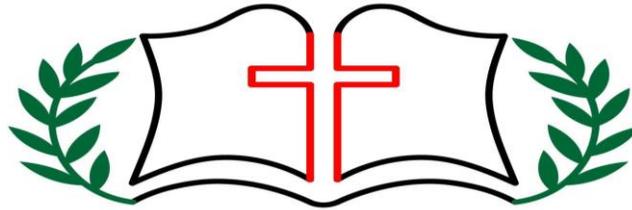


CALVARY CHRISTIAN SCHOOL OF EXCELLENCE



A Ministry of Calvary Baptist Church

2026-2027

CCS and ECC PARENT / STUDENT HANDBOOK

*“But seek first the kingdom of God and His righteousness,
and all these things shall be added to you.”*

--- Matt. 6:33

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**CALVARY CHRISTIAN SCHOOL OF
EXCELLENCE
AND
EARLY CHILDHOOD CENTER**

THE MISSION OF CALVARY CHRISTIAN SCHOOL OF EXCELLENCE IS TO PROMOTE A CLOSE RELATIONSHIP WITH JESUS CHRIST FOR A LIFETIME OF GODLY INFLUENCE AND TO PREPARE EACH STUDENT WITH A SOLID FOUNDATION OF ACADEMIC EXCELLENCE.

PHILOSOPHY OF CALVARY CHRISTIAN SCHOOL OF EXCELLENCE AND EARLY CHILDHOOD CENTER

We recognize that the first classroom is the family home. The family is the basic training ground for the education and development of the child. We believe that the home and the school, as they work together in God's design, are a solid working foundation for the teaching, developing, and maturing of each child.

The parents have primary responsibility for their child's education; therefore, a close home/school relationship is vital. Open channels of communication and involvement are extremely important for the total well-being of the student.

Calvary Christian School believes in:

1. Spiritual Salvation, Growth, and Development

- To lead each child to a personal acceptance of Jesus Christ as Savior
- To develop a well-balanced and Christ-like character
- To awaken the realization that God has a purpose for each life
- To develop, from Scripture, the ability to find help independently
- To give knowledge, love, and understanding of the Bible
- To instill a sense of responsibility for the lost that will lead to Biblical witnessing

"For all have sinned and fall short of the glory of God." Romans 3:23

We believe the only hope of salvation is through the sacrifice of Jesus Christ on the cross at Calvary – as indicated in the following scriptures:

"For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord." Romans 6:23

"But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us." Romans 5:8

"Therefore, having been justified by faith, we have peace with God through our Lord Jesus Christ." Romans 5:1

"For by grace you have been saved through faith and that not of yourselves; it is the gift of God, not of works, lest anyone should boast." Ephesians 2:8-9

2. Christ-centered Academic Development

- To offer a high standard of Christ-centered academics
- To encourage the student to think clearly, logically, and independently
- To equip the student for his life's ministry
- To stress wisdom, understanding, discernment, and knowledge of the Word of God

“And Jesus increased in wisdom and stature and in favor with God and men.” Luke 2:52

3. Social Development

- To build Christian character into the life of the student
- To live uprightly with his fellow man
- To build a Christ-controlled personality
- To practice good citizenship
- To respect authority
- To teach that marriage is a sacred union between a man and a woman “Be strong in the Lord and in the power of His might.” Ephesians 6:10

4. Physical Development

- To develop a respect for the body as the temple of the Holy Spirit ● To teach intelligent care of the body
- To participate in wholesome forms of recreation
- To teach Biblical purity and Biblical sexuality

“Do you not know that you are the temple of God and that the Spirit of God dwells in you?” I Corinthians 3:16

The pastor of Calvary Baptist Church is recognized as the spiritual authority of Calvary Christian School and Early Childhood Center.



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Calvary Christian School Board

Letter from Our School Board

Dear Parents,

Thank you for entrusting us with the education of your child. This is a responsibility that we at Calvary Christian School and Early Childhood Center do not take lightly. We believe that children are a blessing from the Lord, and we believe that the Lord has truly blessed us in bringing your children here. We desire to not only give them a firm academic foundation but also to give them a solid spiritual foundation. Everything that we do here at Calvary Christian School is under the banner of the Lordship of Jesus Christ, and it is the knowledge of His saving grace and love that we strive to impart to every student. With God's help, we pray that each student will leave Calvary with not only a quality education but also with firm confidence that God exists and that He loves them.

On behalf of **Calvary Baptist Church**, we **invite you and your family to worship** with us here at Calvary Baptist Church. We have Sunday school for all ages, children's church for ages 3-12, **AWANA on Sunday evenings**, and **Ignite youth group on Wednesday evenings**. We desire to be a church that glorifies the Lord Jesus Christ in all that we do. We would love for you and your family to be a part of what God is doing at CBC.

In Christ,
Calvary Christian School Board

Calvary Christian School and Early Childhood Center is operated under a nine-member school board that is interested in the operation and growth of the school. The school board administers the affairs of the school under the leadership of Calvary Baptist Church. Each school board member is a member of Calvary Baptist Church and serves for a term of three years.

Any parent wishing to contact the school board may do so by email to: **schoolboard@calvaryharlingen.org** or by making appropriate arrangements through the school office.

ADMISSION REQUIREMENTS

Calvary Christian School and the Early Childhood Center do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admission policy, scholarship programs, or athletic and other school-administered programs.

The principal and ECC Director reserve the right to deny admission based on the admission policies that have been adopted by the school board. We do not require families to be affiliated with Calvary Baptist Church to be considered for admission.

Calvary Christian School and the Early Childhood Center do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admission policies, and other school administered programs.

The age requirements for admission are as follows:

Infants 1	6 weeks*
Infants 2	12 months*
Toddlers	18 months*
2 yr. Preschool	2 yrs. on or before Sept. 1*
3 yr. Preschool	3 yrs. on or before Sept. 1*
4 yr. Preschool	4 yrs. on or before Sept. 1*

**Unless otherwise approved by the ECC Director.*

Kindergarten	5 years on or before Sept. 1
First Grade	6 years on or before Sept. 1 or successfully completed a Kindergarten program previously
2 nd – 8 th grade	Successfully completed the previous year's requirements for promotion, and/or shown mastery of content

Steps for enrollment are as follows:

- ☒ 1) Application Completed/ Registration Paid
- ☒ 2) Up-to-date Immunization Record
- ☒ 3) Birth Certificate
- ☒ 4) Health Statement Completed
- ☒ 5) Discipline Policy Signed
- ☒ 6) Website Release Policy Signed
- ☒ 7) Internet Acceptable Use Policy Signed
- ☒ 8) Previous School Transcript
- ☒ 9) Testing (English & Math; Reading Readiness)
- ☒ 10) Interview may be required
- ☒ 11) Medication Authorization Form
- ☒ 12) Education Fees and other fees paid
- ☒ 13) Education Fees Election Form

1. Before applications can be approved, parents, guardian(s), or the custodial parent must sign all processing papers and agreements. It is the parent's responsibility to keep contact information up-to-date in the school office. A non-refundable registration fee must accompany the application. This registration fee is the same for all new and continuing students.
2. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the school. The following immunizations are required: rubeola (measles), mumps, rubella (MMR), diphtheria, tetanus, pertussis (DTP), haemophilus influenza type B, hepatitis A, hepatitis B, varicella (chicken pox), poliomyelitis and meningococcal. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamped validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any family member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

3. A copy of the student's certified birth certificate is required.
4. A health statement, stating that the student has been seen by a physician within the last year and is able to participate in the school program, must be signed. **(For ECC – a health statement, signed by a physician, is required for all new students)**
5. **ECC parents must sign the discipline and guidance policy prior to admission**

6. A website release form, allowing or declining permission to use your child's picture or school work, must be signed.
7. All students (PK4 - 8th) and their parents must sign the internet acceptable use policy agreement form.
8. All new students must present a transcript or sign a release for us to request records from their last school. Home-schooled students are required to submit grades. Standardized test scores, if available, should be submitted for permanent records.
9. All first-grade students must pass a reading readiness test to be enrolled in first grade. This will be given prior to the opening of school to any student that was not enrolled in a CCS kindergarten class. All other new students will be given a language and math test prior to admittance.
10. An interview with the student and/or parents may be required. This is done at the administration's discretion.
11. A medication authorization form may be signed and returned by parents.
12. Education Fees and other fees must be paid.
13. An Education Fee requirements form is included, stating that Education Fees are payable over 12 months, beginning in the month of June preceding the school year. Education Fees are payable at a 10-month rate for students who attend Calvary's ECC Summer Daycare Program or who register after the beginning of the school year. This form also outlines discounts that may be received if the annual education fees are paid in full by June 16. Parents must select the appropriate Elementary or Middle School education fees rate.

Calvary Christian School and Early Childhood Center are not equipped to teach children with any of the following conditions:

- Mental or Physical Disabilities
- Emotional Disturbances
- Incurable Behavior
- Learning Disabilities

If a problem in any one of these areas develops, the school reserves the right to drop the student from the roll.

All new students enter Calvary Christian School on a nine weeks probationary period. The principal and the teacher(s) will then evaluate the student's progress; if the student is passing, the probation period will end. If the student is not passing, parents will be notified of further probationary measures.

FINANCIAL INFORMATION

Registration

Every student must pay a **nonrefundable** registration fee. It must accompany a student's application for admission. Existing student accounts **must** be current in order to register.

Education Fees

The Calvary Christian School Board calculates education fees and rates based upon the current and projected enrollment and operating costs for the school year. Education Fees are the means by which CCS and the Early Childhood Center meet their financial obligations incurred during the year.

- Education Fees are due on the first day of each month and are considered late on the 10th. A \$25.00 per month late fee is charged to accounts not paid by the 10th of each month.
- Monthly education fees or daycare payments may be made by cash, check, automatic bank draft*, and credit or debit card (Discover, MasterCard, VISA, American Express). A 3.8% fee is charged on each credit/debit transaction.
- Credit card payments must be made in the CCS Financial Office or payer may request a secure link to be emailed. There are drop boxes for check payments located in the school office as well as the daycare office. *Bank drafts may be set up directly with your banking institution.
- At 45 days education fees are past due, the parent will be notified with an official written notice sent by mail and also email. This will outline past due amounts, including a second late payment charge of \$25.00 per student, with instructions to contact the financial office of CCS immediately. This notice will also inform the parents of the following:
 1. When education fees are 45 days past due, FACTS access, progress reports, report cards and additional billable services (i.e. daycare, study hall) will not be provided until balance has been paid.
 2. If parents do not meet with the financial office or become current on their past due education fees within the next 15 days (which will be 60 days past due), CCS will regretfully be forced to notify the parents that their child(ren) will not be allowed to return to Calvary Christian School.
 3. When the student has been removed from the school, the account will be turned over to the CCS School Board President who will become the official contact for the account.
- The monthly education fees must be paid even if a child does NOT attend that month.

- Report cards will be held each nine weeks and FACTS access will be blocked for all past due accounts.
- If an account is not current, CCS will not release grades, diplomas, or transcripts.
- A \$35 fee will be charged for all returned checks. Checks will automatically be re-presented to our banking institution as allowed by the returned item policy. In the event that your account has two checks returned as unpaid by your financial institution, your account must be paid via either cash or credit card in the future. This will apply to all payments – education fees, EZ lunch accounts, fundraisers, etc.
- Education Fees will be prorated for students enrolling on or after the 10th of any month. No refunds will be made for early withdrawal.
- A 5% discount will be applied to the annual education fees amount if paid in full by cash or check on or before June 10. A 2% discount will be applied to the annual education fees amount if paid in full by credit card (Discover, MasterCard, VISA, American Express) on or before June 16. In case of early withdrawal, discount will be lost; any excess education fees will be refunded.
- The first month's education fees are due on June 1 for all students, including those who intend to pay in full. This payment must be received for all registered students. On June 10, if this payment has not been received, a \$25 late fee will be charged. The student's name may also be removed from the class roster, allowing the next applicant to fill his position. The first education fee payment is non-refundable unless a child is moving beyond commuting distance (100+ miles) from the school. Any request for refund must be made in writing to the financial secretary prior to July 10. After that time, requests may not be honored.
- All education fee accounts are payable in 12 monthly installments. There are three payments due during the summer months – June 1, July 1, and August 1. If a student registers during the months of June, July, or August, before the first day of school, all summer payments due should be paid at the time of registration. If additional time is needed to "make-up" the missed June or July payments, arrangements may be made IN WRITING with the financial secretary. All payments must be made up by September 10. If registering any time after the first day of school, the annual education fees will be divided by 10 months, and that payment will be due monthly.
- All education fees are based on an annual cost. Full monthly education fees are due each month, regardless of the number of days school is in session that month.
- Scholarship information will be available in the financial office beginning April 1st. Deadline for application is May 1st. A second deadline may be set for a later date, at the discretion of the Scholarship Committee.

- If a sibling group is enrolled in ECC and/or CCS the first enrolled student is paid at full educational fee, each sibling enrolled next will receive a 5% discount on the total educational fees paid for the academic year. Employees will receive a discount as approved by the Calvary Baptist Church School Board, annually.

Daycare Drop-In Fees

The fee for drop-ins will be \$15 per hour and must be approved by the ECC director.

Daycare Late Pick-Up Charges (beginning at 5:31 pm)

Late pick up Fee\$20 every 15-minute increment

After 6:00 pm.....\$50.00 addition every ½ hour and notification of appropriate authorities if it is not an emergency due to consideration of abandonment

Miscellaneous Fees

Miscellaneous fees (field trips, art, special chapel, etc.) are intended to pay for special events and activities in which students participate that are not covered by education fees.

Payment Information

Parents may sign up, in the registration packet, to receive monthly email statements reflecting their current balance. Parents may also request a secure credit card link to be emailed automatically to them on a monthly basis. Tax statements are printed upon request by contacting the Finance Office. When making payments, please follow the guidelines shown below:

Items Payable to CCS and ECC:

CCS Registration Fee, ECC Registration Fee, K-8th Education Fees, Daycare Registration Fee, 5th- 8th Study Hall Fees, 2 yr. – 4 yr. Education Fees, Payments to lunch account (all ages), Early Morning Daycare, Sports Fees (those participating), Afternoon Daycare K-8th , Drop-In/Late Fees, K-8th Field Trip Fees, Infant/Toddler Fees, Yearbook, Summer Daycare Fees, Fundraisers, Holiday Drop-in Fees, 2 yr.-4yr.

Sports Fees

The athletic program covers its own expenses, therefore, fees for participation are charged to students participating in sports. Students must obtain physicals at their own expense. Purchase of a uniform may or may not be required.

GENERAL INFORMATION & PROCEDURES

Animals

Animals will not be allowed at the childcare center. Although it is fun to show classmates a new pet, health precautions must be considered.

Annual Training

CCS and ECC staff are required by the state to complete annual training on the prevention, recognition, and reporting of child abuse and neglect.

This training includes instruction on identifying risk factors that may place a child at risk for abuse or neglect; recognizing warning signs that a child may be experiencing abuse or neglect; and understanding the school's internal procedures for properly reporting suspected abuse or neglect.

Asbestos Hazardous Response Act 40 CPR 763

CCS is maintaining compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan, a copy of the plan is available in the principal's office.

Breastfeeding Policy

Mothers have the right to breastfeed in the lobby of the ECC or the infant room. The infant room is located in the main building of the ECC. Mothers also have the right to provide breast milk for their children.

Chapel

Chapel services are held each Wednesday at 9:00 a.m. for Preschool and Kindergarten and at 10:05 a.m. for all other grades. Parents and friends are welcome and encouraged to attend. Special chapel services presented by preschool and elementary classes are conducted periodically throughout the year. Parents will be notified of special chapel dates and times. The dates are also posted on the CCS website.

Class Placement Policy

The Class Placement Committee, made up of CCS or ECC administrators, office staff and faculty, will place students in classes. Students will be placed to ensure an equal boy to girl ratio. **REQUESTS WILL BE CONSIDERED BUT ARE NOT GUARANTEED.**

A student registering after the class rosters have been determined during the summer will be placed in a class by the principal and office staff as follows:

- Smallest class
- Ratio of boys to girls
- Administrator's decision

The Class Placement Committee reserves the right for final class placement.

Maximum Classroom Enrollment:

- 4 students for infant 1 room (1 worker)
- 5 students for infant 2 room (1 worker)
- 9 students for toddler room (1 worker)
- 11 students for 2-year-olds (1 worker)
- 15 students for 3-year-olds (1 worker)
- 16 students for 4-year-olds (1 worker)
- 16 students for kinder
- 18 students for 1st grade – 8th grade

Classroom Visits

Parents will have two scheduled opportunities to visit the classrooms. A parent orientation is held a few days before school begins, and an open house is held in the spring. Parents are encouraged to visit during these times. Parents wishing to visit the classroom at other times must make their request known to the principal. The visit will be allowed only at the convenience of the teacher, and at no time will there be more than one parent in the classroom. Parents will be allowed no more than two scheduled classroom visits in one year. Visits of this nature are distracting to the teacher and to the students. The teaching/learning atmosphere must be maintained at the highest level possible.

Communication & Complaint Procedures

At Calvary Christian School of Excellence, we believe that communication should always honor Christ and strengthen unity within our community. In alignment with biblical principles of order and reconciliation (1Corinthians 14:40; Matthew 18:15), the following Communication and Complaint Procedures outline the proper steps for addressing concerns.

Chain of Communication

1. Classroom Teacher – Academic, behavioral, or classroom-specific concerns.
2. Campus Principal – Unresolved or schoolwide concerns.
3. School Board – Policy-level matters after the first two steps have been completed.
Parents may email schoolboard@calvaryharlingen.org or submit a written request to the Campus Principal, who will forward it to the Board.

Complaint Procedures

1. The parent meets privately with the teacher to seek resolution.
2. If unresolved, the parent, teacher, and principal meet together to continue discussion.
3. If still unresolved, the matter is referred to the Executive Committee of the Board, which may meet with the involved parties.

4. If the issue remains unresolved, it is presented to the full School Board through the formal written process.

Guidelines for Communication

- Address concerns only with the individual directly involved, at the lowest level possible.
- Speak clearly and respectfully.
- Avoid gossip or negative talk with parents, students, staff, or others that harms unity.
- Strive for understanding, humility, and reconciliation in all communication.

Contacting the School Board

1. Informal Feedback:

- Submit brief written input to schoolboard@calvaryharlingen.org or through the principal's office.
- The Board may acknowledge receipt but will not engage in back-and-forth discussion outside a scheduled meeting.
- Items requiring action will be routed to the appropriate level of leadership.

2. Formal Request to Address the Board (Agenda Consideration):

- Requests must be submitted 10 calendar days before the next scheduled board meeting.
- Include your name, student's grade, a concise summary of your concern, confirmation that prior steps were followed, and the resolution or clarification being sought.
- The Board President determines agenda placement and notifies the requester of the allotted time (maximum of 5 minutes).

Participation at Board Meetings

- Recognition by the Board President or presiding Chair is required.
- Time limit: 5 minutes per speaker (1-minute warning).
- Remarks must be Christ-honoring, respectful, and focused on issues, not individuals.
- Confidential information about students, staff, or families may not be shared in open session.
- The Board will not engage in dialogue or debate during public comment.

Failure to Follow Procedures

- Parents who disregard these procedures may be called to meet with the principal. Continued failure to cooperate may result in the issue being referred to the School Board, and in rare cases, could lead to a review of student enrollment status and review of student enrollment status.

Conferences

There will be one scheduled conference during the school year. Parents will receive written notification of the conference before the scheduled date. Parents wishing to have a special conference with the teacher or principal / director must make arrangements ahead of time by calling the school office to schedule an appointment. Parents coming to the school before 8:15 a.m. or after 3:30 p.m. for a conference or meeting are asked to make arrangements for their children. If children must be brought to the school campus, they will need to go to the Early Childhood Center, and a fee will be charged. We cannot allow children to be unattended at any time on our campus.

Disasters

In case of a hurricane, natural disaster, or other emergency, CCS/ECC will communicate any messages from the School Board about school closings or other information through GroupMe, Remind, or email.

Distribution of Materials

Any outside information must be approved by the principal before distribution.

Emergency Drills

Fire drills are conducted once a month. Other emergency drills are performed occasionally, including lock down drills and shelter in place. In case of evacuation, parents will be contacted and given instructions for pick up.

Gang Free Zone

Any area within 1000 feet of a child care center is considered to be a gang free zone. Criminal offenses related to organized criminal activity are subject to harsher penalties.

Head Lice

Whenever a case of head lice is discovered, the affected child is immediately removed from the classroom. All other students in that classroom and the affected child's siblings and their classrooms are also checked. Parents of the affected child are contacted, and a notice is sent home with other students in the affected student's classroom alerting parents that a case of lice has been discovered. A child may return to school only after being treated with the special shampoo from the Health Department or local pharmacy. The Health Department is also able to instruct on how to rid a home and car of lice to avoid re-infestation. To return to school, the student must be lice free and must be accompanied by a parent to the school nurse's office to be cleared before returning to the classroom.

Health Screenings

The school will annually screen the age levels and grades as required by the state of Texas for visual and hearing acuity. An annual scoliosis test is given to 5th and 7th grade girls and 8th grade boys. All testing is done in accordance with Texas laws. Parents may opt out of

school screenings by presenting a signed screening from a licensed physician for the current screening period.

Hours of Operation

6 weeks to 23 months	7:15 am to 5:30 (various fees apply)
2yr old and 3 yr old Preschool	8:15 am to 12:00 pm
4yr old Preschool	8:30 am to 3:30 pm
Kinder – 8 th grade	8:30 am to 3:30 pm

- Before School Care starts at 7:15 am until 8:15 am for all school aged students.
- After School Care starts at 3:50 pm and ends at 5:30 pm for all school aged and preschool aged students.
- All PK4 through 8th grade students must be picked up by 3:45 pm or they will be taken to after school care and fees will apply.
- Teachers are on duty at 8:15 am; students arriving prior to that time will need to make arrangements with the ECC for care.
- **There is no staff for supervision of students after 5:30 pm. All students must be picked up at or prior to 5:30 pm.**
- Hours/Holidays - ECC offers care to infants (6 weeks old) through 4 years old, Kinder through 8th grade, Monday through Friday, between the hours of 7:15 am and 5:30 pm. Any child remaining at the Center after the closing time will be charged a late fee.

Calvary ECC will be closed for the following holidays:

- New Year's Day – If it falls on a weekend, Center will be closed on Monday.
- Good Friday
- Labor Day
- Christmas Eve and Christmas Day – If it falls on Saturday or Sunday, Center will be closed on Monday.
- July 4th – If this falls on a weekend, Center will be closed on Monday.
- Memorial Day
- Thanksgiving Day and the Friday following.
- Two maintenance/cleaning days during in-service, spring break, and other holidays, our center will operate on a regular schedule. Additional fees are required except for toddlers and infants.

Inappropriate Language

No swearing or foul language is permitted on ECC or CCS property at Calvary Baptist Church. All individuals are expected to communicate in a calm, respectful, and courteous manner at all times.

Insect Repellent and Sunscreen

Staff may assist children with the application of sunscreen and insect repellent, when necessary, with expressed written permission from a parent or guardian. Assistance will be limited to appropriate, exposed areas of the body, such as the face, arms, and legs. Products will not be applied to areas that are typically covered by clothing or considered private.

Children who are of an age and developmental ability to apply sunscreen or insect repellent independently will be expected to do so without staff assistance. Products must be applied in a manner that it does not expose other students.

Insurance

Calvary Christian School and Early Childhood Center does not carry medical insurance for students. However, accidental insurance is available for purchase online through Texas Kids First website (<http://www.texaskidsfirst.com>), or by calling 1-800-366-8354. Calvary Christian School and Early Childhood Center cannot be responsible for injuries incurred on school property or during school-related functions.

Leaving Campus

A student is not permitted to leave campus during school hours except by parental arrangement. Students will not be called to the office to leave until parents arrive on campus. A note may be sent to the teacher so that student will be prepared and packed up. If a student is to leave campus with anyone other than a parent or designated person, special notice must be sent to the school office. Parents may take their child off campus for lunch during the regular lunch period. Their child should be returned to school before the afternoon class begins. The parent needs to sign his child out when he leaves and back in when he returns. The tardy policy will apply. A student that walks or rides a bike to school must have written permission from his parent on file in the school office.

Library

The library is open for student use, and a schedule will be posted at the beginning of the school year. Library account numbers are issued to each student. These numbers are used for checking out books. Books and other materials checked out from the library must be returned in good condition within the designated time limit. The student must pay for lost or damaged library books. Report cards and/or records may be held until the student is clear in the library. Late fees are 10 cents a day.

Lost and Found

The school maintains a lost and found area. Every student should check periodically to retrieve lost clothing, books, lunchboxes, etc. Items not claimed by the end of each grading period may be donated to a local charity. Labeling clothing and supplies with the child's first and last name will help facilitate the return of items. CCS/ECC is not responsible for lost items.

Parents and Teachers for Awareness

PTFA holds various fundraisers throughout the year to raise money for school improvements and teachers' needs. Parents are encouraged to participate in these activities.

Pest Control

Once a month a pest control company sprays for insects. If a child has any sensitivity to certain chemicals used for pest control, parents need to advise the school office.

Room Parent and Parties

Each class will have a room parent who assists with class parties, field trips, and other special events throughout the year. Scheduled class parties typically include Christmas, Valentine's Day, Easter, and an end-of-the-year celebration. Additional events may be announced as needed. CCS and ECC do not celebrate Halloween. Halloween costumes, clothing, and themed treats may not be worn or distributed at school. Parents planning class parties must be mindful of students with food allergies and plan refreshments accordingly.

Private party invitations may be distributed at school only if the entire class is invited, all the boys are invited, or all the girls are invited.

Birthdays may be celebrated at school during lunchtime only, and advance notice is required.

Visitors

All visitors must check in with the school office.

Volunteers

It is essential for all school volunteers to adhere to a professional code of ethics. We ask that volunteers abide by the following:

- **Confidentiality**—Volunteers may not discuss school matters or information concerning students outside the classroom with anyone other than designated staff members.
- **Dependability**—Volunteers must arrive on time and notify supervisors if they are delayed or not able to come.
- **Communication**—Volunteers must communicate with the appropriate person if they have questions about policies or procedures.
- **Appearance/Attire**—Volunteers should set a good example for students. Volunteers should abide by the same uniform rules as those of the students.
- **Discipline**—Only staff members may administer any corrective discipline. Communicate problems with our staff.
- **Attitude**—Volunteers must remain impartial towards students and have a positive attitude.

Withdrawal of Student

The school office must be contacted to withdraw a student. The student must be cleared with teachers, library, athletics, and the school office. A withdrawal form will be issued by the office for completion. No refunds will be given to a student withdrawing, and all fees must be paid in full before any records will be released. One week notice prior to the withdrawal date is requested.

MEDICATION AND ILLNESS POLICY

The school has personnel trained in first aid available during school hours. In the event of a medical emergency, if parents or guardians cannot be reached, the school is authorized to contact the child's physician, transport the child to the hospital of choice, or call 911 for emergency medical services.

Illness and Fever Policy

Childhood illnesses are sometimes unavoidable in a school setting. Parents are asked to promptly report any illness or exposure to contagious disease to help minimize the spread of illness.

Parents should not send a child to school with a fever or signs of contagious illness. In accordance with state regulations, a child must be fever-free for at least 24 hours, without the use of fever-reducing medication, before returning to school. A child with a temperature of 100.4°F or higher will not be allowed to remain at school.

If a child becomes ill during the day, the child will be separated from the group and a parent or guardian will be notified for immediate pick-up. An illness report will be completed, signed by both the Principal or ECC Director and the parent, acknowledging the child's condition. Parents will be notified in writing of any contagious diseases occurring on campus.

These policies are in place to protect the health and safety of all children and staff.

Medication Administration

All prescription medication is dispensed through the school office, ECC office, or the school nurse. Students may not carry prescription or over-the-counter medication on their person, with the exception of a prescribed asthma inhaler. Medication will be administered in accordance with state law standards and the following guidelines:

- Prescription medication must be in the original container labeled with the child's name, date, dosage instructions, and physician's name.
- Medication will be administered strictly according to the label directions and will not be given past the expiration date.

- Over-the-counter medication must be provided by the parent and accompanied by a completed medical authorization form. A physician's written note stating dosage and frequency is required for non-prescription medication.
- Parents must complete and sign a medication authorization form for each medication. The form is valid through Friday of that week; a new form must be completed if the medication continues into the following week.
- Staff must document each dose administered, including the child's name, medication name, date, time, dosage, and the name of the staff member administering it. Records will be maintained for two weeks.
- Medication from Mexico will not be administered unless a U.S. physician's written orders approving the substitution are on file. The medication must be labeled in English by a pharmacy.

Any unused medication remaining at CCS at the end of the school year will be properly discarded.

Medical Emergencies

In the event of a medical emergency, the school staff will contact emergency medical services (911), give the child first-aid treatment or CPR when needed, and contact the child's parent.

EARLY CHILDHOOD CENTER (ECC) SPECIFIC INFORMATION

Annual Training of ECC Caregivers

All ECC staff is required by the state to take annual training focusing on prevention, recognition, and reporting of child abuse and neglect. These classes include the following information: factors indicating a child is at risk for abuse or neglect; warning signs indicating a child may be a victim of abuse or neglect; internal procedures for reporting child abuse or neglect; and community organizations that have training programs available to childcare center staff members, children, and parents.

Curriculum

Calvary Early Childhood Center uses a treasury of textbooks and teaching materials that reflect the very best in scholarship, design, practicality, and spiritual fidelity. ECC provides a scriptural foundation for academic excellence and good character training. Students in the 2-year-old through 4-year-old program use the Abeka curriculum. All 2–4-year-old students will participate in PE classes daily. Music and library are also part of the weekly curriculum.

Daily Activity Plan

ECC offers a variety of indoor and outdoor activities designed to support children's emotional, social, intellectual, and physical development. Weather permitting, outdoor play is encouraged to ensure students actively engage both small and large muscle groups to promote healthy physical growth.

Infants ages 6 weeks through 12 months will be taken on a buggy ride for approximately 30 minutes each morning at 9:00 a.m. and each afternoon at 1:00 p.m., or for as long as tolerated. When weather conditions are too cold or rainy, infants will participate in indoor play on the carpeted activity area or take a walk around the gymnasium. Teachers will incorporate tummy time for younger infants, movement in bouncers, and walking practice for older infants.

Infants ages 13 months through 17 months will go outside to the playground or on a buggy ride for 30 minutes at 9:00 a.m. and again at 4:00 p.m.

Toddlers will go to the playground for approximately 40 minutes at 10:00 a.m. and again for 30 minutes at 4:45 p.m.

Pre-kindergarten classes will have 20 minutes of P.E. each morning, followed by an additional 10 minutes of recess before lunch. In the afternoon, students will receive an additional 30 to 45 minutes of outdoor playground time. They will also participate in approximately 30 minutes of moderate indoor activity to ensure a minimum of 90 minutes of active play daily.

Calvary Early Childhood Center and Daycare provides a balance of group and individual activities to promote both active and quiet play, indoors and outdoors. Toddlers will receive at least 60 minutes of moderate to active play daily, including playground time, movement and dancing to music, stretching, and active carpet exercises. Pre-kindergarten students will receive at least 90 minutes of moderate to active play, including playground activities, dancing and movement, stretching exercises, indoor games, and structured physical activities.

All necessary equipment, materials, and supplies for these activities will be provided. Child-initiated activities take place during “center time” and are designed to promote teamwork, communication, and social development. Materials such as building blocks, farm sets, toy vehicles, dolls, and similar items will be easily accessible to the children. Caregiver-initiated activities will focus on encouraging movement through structured exercises, dancing, stretching, and other physical activities.

Daycare Drop-Ins

The fee for drop-ins will be \$15 per hour and must be approved by the ECC director.

Daycare Late Pick-Up Charges (Beginning at 5:31 pm)

Late pick up Fee\$20 every 15-minute increment

After 6:00 pm.....\$50.00 addition every ½ hour and notification of appropriate authorities if it is not an emergency due to consideration of abandonment

Discipline and Guidance Practices

ECC staff will follow the discipline and guidance practices outlined in the *Minimum Standard Rules for Child-Care Centers*. All discipline will be:

1. Individualized and consistent for each child.
2. Appropriate to the child’s level of understanding.
3. Directed toward teaching acceptable behavior while promoting self-esteem.

Caregivers will use only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. These methods include:

1. Using praise and encouragement to reinforce appropriate behavior rather than focusing solely on inappropriate behavior.
2. Clearly communicating behavior expectations each day using positive statements.
3. Redirecting inappropriate behavior using age-appropriate and developmentally suitable guidance. Redirection will be limited to no more than one minute per year of the child’s age.

Under no circumstances will a child be subjected to harsh, cruel, or unusual treatment.

The following forms of discipline and guidance are strictly prohibited:

1. Corporal punishment or threats of corporal punishment.
2. Discipline related to food, rest time, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or any object.
5. Placing anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Using harsh, abusive, or profane language toward a child.
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed.
9. Requiring a child to remain silent or inactive for an inappropriate length of time based on the child's age.

Dismissal from ECC

Children may be dismissed for:

1. Biting or physically hurting other children continuously. (See ECC biting policy)
2. Having continuous discipline problems that are not corrected.
3. Caring for children requires a harmonious relationship between the employees of ECC and the parents of the children. When there fails to be a harmonious relationship, the student will be dismissed from ECC.
4. Parents failing to pay the fees.

Field Trips

Occasionally, ECC (Pre K3 & Pre K4) will take part in educational field trips.

- Children under the age of 8 are required to be in car seats.
- The student may bring one from home; ECC has a limited number of booster seats to loan.
- All students must be dressed in a field trip t-shirt or appropriate clothing.

Field Trips (Summer/Holiday Daycare)

Field trips are scheduled occasionally during the school year and regularly during the summer months. Information will be posted and a special permission form will be required for field trips. Additional staff will be available for field trips when necessary. Students are required to wear an ECC identifying shirt. The Calvary Baptist Church van will be used to take children to and from field trips. An appropriate child/staff ratio will be enforced. Transportation is only used to and from field trips.

Hours of Operation

6 weeks to 23 months	7:15 am to 5:30 (various fees apply)
2yr old and 3 yr old Preschool	8:15 am to 12:00 pm
4yr old Preschool	8:30 am to 3:30 pm

Calvary ECC will be closed for the following holidays:

- New Year's Day – If it falls on a weekend, Center will be closed on Monday.
- Good Friday
- Labor Day
- Christmas Eve and Christmas Day – If it falls on Saturday or Sunday, Center will be closed on Monday.
- July 4th – If this falls on a weekend, Center will be closed on Monday.
- Memorial Day
- Thanksgiving Day and the Friday following.
- Two maintenance/cleaning days during in-service, spring break, and other holidays, our center will operate on a regular schedule. Additional fees are required except for toddlers and infants.

Snacks and Lunch Guidelines

Snacks

Each ECC class has designated snack leaders who provide snacks during preschool hours. Parents must consult with the teacher regarding any food allergies before sending snacks. Parents may bring a special snack for their child's birthday. Candy and gum are not permitted.

Mid-afternoon snacks are provided for students enrolled in afternoon daycare. Infants and toddlers must bring their own morning and afternoon snacks.

Lunch

Students staying for daycare must bring a lunch or purchase one through the EZ School App. Lunches must be ordered by 3:00 p.m. the previous day through the app. If a student forgets a lunch, parents will be contacted and must bring one. Funds may be added to a child's lunch account through the EZ School App, or cash/check may be submitted to be applied to the account. Checks must be made payable to CCS and should not be included with Education Fee payments.

Food Allergies and Restrictions

Some students have food restrictions, including allergies that may result in serious medical consequences. For the safety of all students, food may not be shared. A peanut/nut-free table will be provided upon parent request.

If a child has a diagnosed food allergy, CCS and ECC must be notified and provided with a signed statement from the child's physician.

Loading and Unloading

Drop off and Pick up

Drop off/Release Parents or authorized persons are required to deliver children to a staff member at the ECC gate. The parent must stay at the gate until their child is safely inside the closed gate. The parent or authorized persons must come to the ECC to receive the child in the evening for checkout. Once a child is released to the parent or authorized person the child is then the sole responsibility of the parent or authorized person. If the child becomes unruly, uncontrollable, or runs from the parent or authorized person, the child is no longer the responsibility of the ECC staff or its agents and shall be considered under the parents' responsibility. Calvary Baptist Church, Calvary Christian School, or Calvary Christian Early Childhood Center (ECC) staff cannot be held responsible if harm or injury occurs to the child. ECC must ensure that a child is released only to a parent or a person designated by the parent. If a parent calls to authorize the emergency release of a child, the ECC will verify that the caller is actually the parent. The center must have and follow a plan to verify the identity of a person authorized to pick up a child when the person is unknown to the staff.

Loading

- Children ages 2, 3, and 4 (and younger, as applicable) must be dropped off and picked up at the covered area by the ECC gate on Williamson Street.
- Please park only in designated parking spaces that are not reserved for personnel. Do not park behind or alongside the church vans. Additional parking is available on Williamson Street.

Unloading

- The back parking lot is for church and school staff
- ECC drop-off by ECC gate.

Naptime

There will be an age-appropriate rest time provided after lunch for the students staying for afternoon daycare. Each child is responsible for bringing a sleeping mat and blanket with their name clearly labeled on each. Mat covers, pillow cases, and blankets will be sent home with the child at the end of each week to be washed and clean for the next week. Calvary ECC Staff will never force a child to sleep or put anything in or on a child's head and body to confine or force the child to rest or sleep. Once a child has quietly rested or slept for one hour, the teacher will provide a quiet activity at the child's table until naptime is over for the other children.

Potty Training

All students entering the 3-year-old program **MUST** be potty trained before attending school.

Toys

ECC is not responsible for lost, missing, or broken toys brought from home. ECC has a large range of age-appropriate toys to play and learn with at the center. Toys brought from home will be put in the child's cubby or, if need be, placed in the ECC Director's office

Uniform / Clothing Guidelines

Students should be dressed for comfort, safety, and active play. Please avoid clothing that is difficult for children to manage independently in the restroom (such as overalls or tights). When quick bathroom access matters, children need simple, easy-to-remove clothing. Send a seasonally appropriate change of clothes (including socks and underwear) in a labeled gallon-size bag inside your child's backpack. Replace items as your child grows.

For modesty and safety:

- Girls may not wear halter tops, spaghetti straps, tank tops, or midriff-baring shirts.
- Short shorts are not permitted.
- Shorts should be worn under dresses and skirts for active play.
- Tennis shoes are strongly recommended. Closed-toe, supportive shoes help protect children on the playground. Dress shoes and boots are discouraged due to safety concerns.

Visitors

ECC has an open-door policy. Parents may visit the ECC any time during operating hours, but for safety reasons, parents are asked to schedule a visit at the ECC office. Caregivers will answer any questions you have, but the care of the children is of utmost importance. If you need to speak to your child's teacher at length, please make an appointment to do so. If a parent's visitation becomes disruptive to the activities of the classroom or center, the parent will be asked to come back at a better time. All visitors must check-in with the ECC office and will be issued a visitor's pass to wear while on campus.

CALVARY CHRISTIAN SCHOOL OF EXCELLENCE (CCS) SPECIFIC INFORMATION

Academics

Curriculum

Calvary Christian School uses a treasury of textbooks and teaching materials that reflects the very best in scholarship, design, practicality, and spiritual fidelity. We strive to provide a scriptural foundation for academic excellence and good character training. Bible will be taught at each grade level along with the core subjects and electives. The Abeka curriculum is used for the majority of subjects.

Grade Reports (K-8)

Report Cards

Report cards will be issued to a student to present to his parents/guardians after each nine-week grading period. The report card must have the signature of a parent/guardian and should be returned the next day to the classroom teacher.

Any contestation of final report card grades or attendance must be made by June 1st of that school year.

Progress Reports

Progress reports are issued to the student to present to parents/guardians on the fourth and seventh Wednesday of each nine-week period. The report is to be signed by a parent/guardian and returned to the teacher the following day. Progress reports are mandatory for each student in first through eighth grades for the first three weeks grading period. After that time, teachers will send progress reports only when there has been a change that warrants parental attention or upon written request by a parent. If the student is failing a subject at a three/six week grading period, he will receive a progress report.

RENWEB/FACTS

Grades are posted to FACTS at 3, 6, and 9 weeks. FACTS may be blocked if account is not current.

Grade Scale

- 90 – 100 A
- 80 – 89 B
- 70 – 79 C
- Grades below 70 are failing.
- 100 is the highest report card grade.

Homework

Homework assignments must be turned in on time. Assignments turned in one day late will automatically be penalized by the deduction of **15 points** in grades 1-5. Additional points for errors and incorrect answers will further be deducted. Assignments turned in two days late will not be accepted, and a **zero** will be given.

Honor Roll/Principal's List

A student must be passing all classes and earn an overall grade average of 90 and above in the following subjects: Bible, math, language arts subjects, history, science, and foreign languages (middle school only) to be recognized for the Honor Roll.

A student must be passing all classes and earn an overall average of 95 or above for the two nine-week periods to be recognized for the Principal's List. The principal's list will be recognized twice per year at the 1st and 2nd semesters. This average will be calculated using the same method as for Honor Roll.

Reading Program

Students participate in a reading assessment in the beginning, middle and end of each year to assess their reading level. This information is shared and maintained by the librarian and the student's teacher to assist the student in reading books that are most appropriate for their skill level. It is not used for grading purposes.

E-Readers may be used on campus for reading as long as a book has been previously downloaded from home. CCS students are allowed to bring personally owned computing devices, with teacher permission, for instructional use. Each student and parent must sign the Personally Owned Device permission form.

Athletic/Extracurricular Eligibility

Any fourth-eighth grade student who receives an average below 70 in any class at the end of any six-week evaluation period or a nine-week reporting period may not participate in any CCS extracurricular activities for at least three school weeks. Classes include: Bible, math, history, science, health, P.E., music, computers, language arts, and middle school foreign languages. An ineligible student may not participate or practice in any extracurricular activity or suit out for a game during this period. The student may regain eligibility at any three/six-week evaluation period or report card time when the Sports Coordinator and/or the teacher determine that the student has earned an average of 70 or above in all classes. Eligibility changes on the date of the issue of the report card or progress report. The student must be in class at least one-half of the day in order to participate in an event that day.

Extracurricular activity absences are excused. Students must turn in a form to the office from the organization.

If a student receives an In-School Suspension and/or an Out-of-School Suspension, they may, as part of the disciplinary action, be required to miss one or more games, as determined by the Athletic Coordinator and the School Principal.

Attendance (Kinder-8th)

Absences

Regular attendance and promptness are required of all students. A student is to demonstrate responsibility and dependability through his attendance. Both attendance and tardiness are recorded, and records of attendance are kept on file for reference. Any contestation of attendance records must be made by June 1st of that school year. A student must be in his classroom in order to be counted as present. A middle school student's attendance will be recorded in each class period. If a student does not attend a field trip, he will be counted absent. **Four unexcused tardies equal one absence. A student may not have more than 18 days of absences for the school year as required by the State of Texas.** Any student exceeding 18 days of absences will not be promoted to the next grade. Parents are entitled to petition the school board for action at the end of the second semester. Parents will be notified if a student exceeds the limit.

Make-Up Work

In all cases of absences, the student will be required to complete the necessary make-up work. The student will be given a zero for work that is not made up within a specific period of time. It is the responsibility of the student and parent to get the make-up work. Arrangements for make-up work may be made by contacting the teacher(s) via email, GroupMe or phone during their conference times at school. If a parent would like to request make-up work, he must call before noon to allow the teacher(s) time to prepare the work. Work may be picked up in the office from 3:30 – 4:00 p.m.

If the parents are aware that their student will be absent due to a reason other than illness, the office and teachers must be given written notification one week ahead of time. The teachers will provide make-up work. All work will be due and any missed tests/quizzes taken on the day the student returns.

Tardy Information

Students must be in the classroom by 8:30 a.m. A student is considered tardy if he is not in the classroom at the start of each class. Continued tardiness will necessitate a conference with parents and the principal. **Four unexcused tardies equal one absence.** The school office determines excused or unexcused tardies. If a student arrives at school after 10:30 a.m., he is counted absent for a half day. If a student leaves before 2:00 p.m., he is counted absent for a half day. If a student leaves before 10:30 a.m., he is absent for a full day. A student that has an unexcused tardy is not able to make up the work he has missed by being late. In the event that a grade has been taken during this time, a grade of zero will be given to the tardy student. If a student arrives after 8:45am, a parent must walk the student to the main office for a tardy slip.

Unexcused Tardy Fine Policy

- 5th Tardy – Parent is fined \$20.00.
- 10th Tardy – Parent is fined \$50.00.
- 15th Tardy – Parent is fined \$150.00 and meets with the principal.
- 20th Tardy – Parent is fined \$200.00, and student is not allowed to attend class until he, along with a parent, meets with the school board.

Tardy fines are calculated per semester. All fines are added to the student's education fees account. All money from fines will go to the scholarship fund. **Only unexcused tardies count toward tardy fines.**

Conduct, Discipline, and Bullying

Conduct

Calvary Christian School is committed to maintaining high standards of Christian conduct. While this handbook cannot address every type or situation involving student behavior, the School Board has established policies, rules, and regulations to guide students in both character and conduct. Classroom teachers may implement additional procedures consistent with Board policy to support a productive learning environment.

Students are expected to pursue the following Christian character qualities. Examples of behaviors that may result in disciplinary action are listed for clarification.

Orderliness - I Corinthians 14:40

Students are expected to conduct themselves in an orderly manner.

Examples of violations include: whispering or talking out of turn, passing notes, leaving one's seat without permission, and improper lunchroom conduct.

Respectfulness - Romans 13:1–5

Students must show respect toward faculty, staff, and peers.

Examples of violations include: failure to follow directions, talking back, or vandalism (students may be charged for damages).

Dependability - I Timothy 4:12

Students are expected to come prepared for class.

Examples of violations include: failing to bring required books, assignments, or supplies.

Honesty - II Corinthians 8:21

Students must demonstrate integrity in all academic and personal matters.

Examples of violations include: lying, cheating, stealing, and plagiarism.

Loyalty - Philippians 2:14

Students should support the mission and standards of the school.

Examples of violations include: slander, divisive behavior, or persistent negative speech regarding school policies.

Courtesy - Ephesians 4:32

Students are expected to treat others with kindness and consideration.

Examples of violations include: name-calling, gossip, bullying, intimidation, exploitation, or sexual harassment.

Self-Control - Galatians 5:22–24

Students must exercise emotional and physical self-control.

Examples of violations include: fighting, temper outbursts, inappropriate physical contact, horseplay, running in the building, or the use/possession of harmful or intoxicating substances.

Punctuality - Ephesians 5:16

Students are expected to arrive on time to class, chapel, and all school functions.

Purity - *Ephesians 4:29*

Students must maintain moral and verbal purity.

Examples of violations include: indecent language, inappropriate actions, sexual immorality, or public displays of affection.

Responsibility - Philippians 4:13–14

Students are responsible for completing assignments and returning required forms or communications.

Neatness - *I Corinthians 10:31*

Students must adhere to uniform guidelines and maintain orderly workspaces.

Reverence - Habakkuk 2:20

Students are expected to show reverence during prayer, pledges, chapel, and other spiritual activities.

Cooperation - I Thessalonians 5:22

Students must uphold school standards and comply with school policies, including the uniform policy.

Obedience - Ephesians 6:5–7

Students are expected to follow instructions given by faculty and staff.

Examples of violations include: chewing gum, bringing inappropriate or distracting items to school (including toys or questionable materials), possession of weapons, unauthorized cell phone use, or direct disobedience to school personnel.

Bullying Policy

Bullying Prevention and Response Policy

(Aligned with Texas Education Code §37.0832 and TEA Minimum Standards)

I. Purpose and Commitment

Calvary Christian School of Excellence is committed to providing a safe, Christ-centered environment where every student is valued, respected, and protected.

Guided by Matthew 7:12, "*So in everything, do to others what you would have them do to you,*" we uphold the belief that kindness, forgiveness, and responsibility reflect God's love in our community.

Bullying of any kind is contrary to Christian teaching and the values of our school. This policy ensures that all students can learn and grow free from fear, intimidation, harm.

II. Legal Framework

This policy aligns with the Texas Education Code §37.0832, which defines bullying as:

Engaging in written, verbal, electronic, or physical conduct that:

1. Causes physical harm to a student or their property, or places them in reasonable fear of such harm;
2. Creates an intimidating, threatening, or abusive educational environment;
3. Materially and substantially disrupts the educational process; or
4. Infringes on the rights of a student at school.

Cyberbullying includes any bullying through electronic means, such as text messages, social media, or online platforms, whether the communication occurs on or off campus, if it interferes with a student's education or safety.

III. Scope

This policy applies to all students, staff, and volunteers:

- On school grounds or property

- During school-sponsored events, trips, or activities
- In digital spaces that impact school climate or student safety

IV. Definitions

- Bullying: Intentional, repeated hurtful behavior (verbal, physical, social, or digital) that targets another student.
- Victim: A student who experiences harm, distress, or fear as a result of bullying.
- Aggressor: A student who engages in bullying behavior.
- Bystander: Anyone who witnesses bullying and can choose to report or intervene safely.

V. Reporting Procedures

- Any student, parent, or staff member may report bullying verbally or in writing to a teacher, counselor, or administrator.
- Reports can also be made anonymously.
- All reports will be investigated promptly and confidentially.
- Retaliation against any student who reports bullying is strictly prohibited.

VI. Investigation Process

1. Initial Review: Administrator or designee will document the incident and gather statements from students involved and witnesses.
2. Parental Notification: Parents/guardians of both the victim and the aggressor will be informed.
3. Evidence Review: Review of statements, digital communications, and context of behavior.
4. Determination: The administrator will determine if the behavior meets the legal and school definition of bullying.
5. Documentation: Findings and next steps will be recorded and added to the student file.

VII. Disciplinary Process for Students Who Bully

Discipline will be progressive, restorative, and educational, aiming to correct behavior, repair relationships, and prevent reoccurrence. Consequences are determined by the severity and frequency of the behavior.

Tier 1: First Incident (Mild or Initial Behavior)

- Conference with student and parent/guardian
- Written reflection and apology (if appropriate)
- Restorative conversation or mediation
- Counseling and/or Spiritual support

Tier 2: Repeated or Significant Behavior

- Parent meeting with Dean or Principal

- Temporary removal from classroom or activity
- Loss of privileges (e.g., recess, school events)
- Assigned service project or restorative action
- Behavior contract or "No Contact Agreement"

Tier 3: Serious or Ongoing Behavior

- Suspension (in-school or out-of-school)
- Mandatory counseling and behavior intervention plan
- Probationary contract with clear terms for continued enrollment.
- In extreme cases, referral to the school board or expulsion
- "Discipline should always be redemptive, not merely punitive."- Hebrews 12:11

VIII. Support for Students Who Are Bullied

- Emotional and spiritual support through the counselor or pastoral care
- Safe space or alternate seating/class arrangements if needed
- Follow-up meetings to ensure safety and well-being
- Parent communication and involvement in restoration plan

IX. Education and Prevention

Calvary Christian School will maintain a school-wide culture of kindness through:

- Annual anti-bullying awareness week and chapel lessons on Christian character
- Classroom lessons on empathy, digital citizenship, and forgiveness
- "Humble & Kind" and "Shining His Light" initiatives promoting service and inclusion
- Staff training on prevention, intervention, and documentation

X. Monitoring and Review

- The policy will be reviewed annually by the school leadership team.
- Incident data will be monitored to identify trends and guide prevention efforts.
- Staff and students will receive updated guidance as needed.

XI. Biblical Foundation

"Do not be overcome by evil, but overcome evil with good."- Romans 12:21

"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."- Ephesians 4:32

CCS staff will make every effort to prevent bullying in our school. Bullying issues are not anticipated, however, should problems arise, the result may include any of the following:

- notification of parents
- parent conference with student and an administrator
- in-school suspension – 70 is the highest grades on all work
- out-of-school suspension – zeros on all work
- **A serious disciplinary problem may lead to an immediate suspension or expulsion.**

We rely upon our parents to uphold the intent and the spirit of our discipline policy. A lack of cooperation between parents of a student and the principal may lead to the dismissal of the student by the school board upon the recommendation of the principal.

Discipline

Calvary Christian School is committed to maintaining an academic environment in which every individual treats others with dignity and respect. The following steps will be taken when disciplinary action is needed:

- First conference will be held between the teacher and the student concerning student's behavior.
- Should repeated behavior occur, step two will be a conference between the student and the principal. The student will be informed of the consequences of any further behavior.
- Repeated behavior problems will result in a conference with the principal, the parent, the teacher, and the student. Students will be given a probationary period of two weeks to allow the teacher and principal to observe the conduct.
- **If serious disciplinary problems continue, the student will receive up to a three-day suspension. He will not be allowed to return until the parent has had a conference with the principal and the student shows definite steps toward improvement of his behavior. The student will receive zeros for all work missed.**
- If the student returns to school and still cannot show improvement in his conduct, he will be subject to expulsion by the school board. **No fees will be refunded.**
- **A serious disciplinary problem may lead to an immediate suspension or expulsion.**

Dismissal from CCS

Students and families who violate the policies of Calvary Christian School will be subject to dismissal. Reasons for such action include, but are not limited to the following:

- Violations of the student code of conduct. (p. 15)
- Contributing to the spiritual or moral decline of students
- Falsifying information during the application process
- Failure to maintain financial commitment
- For the good of the school

Any dismissed student will not be permitted to re-enroll.

Field Trips

Field Trips (K-8)

From time-to-time classes may go on educational field trips. Parents will be informed, in advance, of the times, places, and cost. All field trips are to be approved by the principal.

In order for a child to attend a field trip, a parent/guardian must fill out and sign a field trip permission form. This form includes information for the teacher, such as the child's physician and emergency contact numbers. Should a child not have the form, they **WILL NOT** be permitted to attend the trip. Permission **MAY NOT** be acquired over the phone. Field trip expenses are not covered by education fees and are non-refundable.

In the event a parent does not allow a student to attend a scheduled field trip, the parent is responsible for keeping the student at home during the time of the field trip, and the student will receive an excused absence.

Field Trip Drivers/Chaperones

- All field trip drivers and chaperones must be parents or teachers unless prior approval is received from the principal.
- A copy of Drivers' License and current insurance must be on file in the school office.
- A background check will be run. The principal must be notified within three calendar days of any occurrence or offense that would affect a background check.
- The driver/chaperone must be at least 21 years of age.
- The driver/chaperone may not use tobacco in the presence of, or within sight of, students.
- The driver/chaperone may not use or possess alcohol, illegal drugs, or weapons.
- Cell phones should NOT be used while driving.
- The driver must adhere to the approved travel route. No unauthorized stops may be made, and scheduled stops must be taken. The driver must not leave the entire group to take a small group elsewhere.
- Vehicle should be filled with fuel and ready to leave upon arrival at school.
- Students must wear the appropriate safety restraints.
- Movies and music in vehicles must be appropriate for Calvary students. If it is not appropriate for classroom use, it is not appropriate for field trip vehicles. Check with the principal if there are any doubts.
- The driver must abide by the traffic laws for the safety of our students.
- Extra children may not attend school trips.
- Staff members will administer discipline. A clear chain of command will be communicated to all chaperones and must be followed. Notify staff members immediately if discipline issues arise.
- The driver must take permission slips for the students in his vehicle.
- Field trip chaperones will be limited to the number the teachers deem necessary.

The eighth-grade trip is not a field trip. The students must be passing Bible, math, language arts, history, science, and Spanish for the year in order to attend.

Private/personal birthday parties do not qualify as a school-approved field trip.

Field Trips – Overnight

While all of the field trip guidelines apply, overnight trips require an extra commitment from the chaperones. Chaperones are always “on duty”.

- Adults are first and foremost chaperones. The primary role is the supervision of students.
- Chaperones should not place themselves in situations in which they are alone with a student.
- Sleeping arrangements will be made by CCS staff and cannot be altered.
- No device with a camera may enter shower facilities. During shower times, a chaperone will sit outside the facility to ensure privacy. They will collect devices and redistribute as the students exit.
- A contact list of all student, staff, and chaperone cell phone numbers will be made available to staff and chaperones for contact information. Communication with students via their phones will be for emergency purposes only.
- Pranks are prohibited.
- A staff member must administer any medications, unless a parent is in attendance.

Hours of Operation

Kinder – 8th grade

8:30 am– 3:30 pm

- Before School Care starts at 7:15 am until 8:15 am for all school aged students.
- After School Care starts at 3:50 pm and ends at 5:30 pm for all school aged and Pre School aged students.
- All PK4 through 8th grade students must be picked up by 3:45 pm or they will be taken to after school care and fees will apply.
- Teachers are on duty at 8:15 am; students arriving prior to that time will need to make arrangements with the ECC for care.
- **There is no staff for supervision of students after 5:30 pm. All students must be picked up at or prior to 5:30 pm.**

Loading and Unloading

Loading

- Kinder, 1st, 2nd and 3rd grades are picked up in the front parking lot drive thru off of 7th street
- 4th- 8th grade are picked up on the north side of the gymnasium along Williamson Street. (along with all their younger siblings in CCS, not ECC)

Unloading

- Students are to be dropped off on the north side of the gym on Williamson Street.
- The back parking lot is for church and school staff

Please see the maps at the back of this handbook for loading details.

Lockers

Each middle school student will be assigned a locker. The privacy of one's locker will depend on the student's ability to keep his lock combination confidential. Each student must supply his own combination lock and provide his homeroom teacher with the lock combination.

A student may have locker shelves to organize his supplies. The school asks each student to respect all property of the school. Listed below are some of the rules for caring for the lockers.

Locker Rules

- Do not write or scratch on the lockers with any items.
- No stickers inside or outside of the lockers.
- No adhesive items (ex. mirrors, bumper stickers, hooks, etc.).
- Doors should be shut gently.
- Do not kick the locker doors.
- Do not put locks on any locker other than your own.
- Do not block a neighbor's access to his locker. Demonstrate respect for others.

Any infraction of the above rules or any disrespectful display to property will result in the temporary suspension of a student's locker privilege. That student will need to carry all items around with him from class to class. Repeated infractions will result in a permanent removal of locker privileges.

Staff may search lockers, and, if necessary, locks may be cut.

Calvary Christian School is not responsible for the loss or damage to personal belongings. All personal belongings are to be kept by each student at his own risk.

National Junior Honor Society (NJHS)

Middle School students have an opportunity to become a part of our National Junior Honor Society chapter. The NJHS faculty council will select students who demonstrate outstanding performance in all five criteria of NJHS-scholarship, leadership, service, citizenship, and character. The students will be considered based on the following academic criteria:

- Students will be selected no sooner than the second semester of their 7th grade year.

- Students must have at least one full semester (2 quarters) of Calvary Christian School grades (no mid-semester transfers will be considered)
- The cumulative GPA of ALL Calvary Christian Middle School classes taken (6th grade and up) must be a 90 or above. (89.5 will round up, 89.49 will not). A final membership decision will be determined by the faculty council.

Physical Education (K-8)

P.E. is a required course mandated by the state of Texas. Tennis shoes are a requirement in P.E. class; therefore, students will be penalized if they are not wearing tennis shoes for P.E. class. Girls must wear shorts under their skirts or dresses for P.E.

If a student cannot participate because of a temporary illness or injury, the parent must write a note which will excuse him for that day only. A note must be written for each day of non-participation. After the third day, a doctor's excuse will be required.

Promotion and Retention Policy

To be promoted to the next grade level, a student must have a 70 or above yearly average in each of the following subjects: Bible, math, science, social studies/history, and language arts, or successfully complete summer school as described below. The language arts yearly average will be calculated by averaging grammar, reading/literature, spelling, and phonics as recorded on report cards at each grade level.

Promotion to 1st grade from kindergarten will not be determined by report card grades. Both Kindergarten and first grade teachers will determine readiness for first grade based on skill assessments.

For grades 1-5, the yearly average will be calculated by averaging the grade in each subject from each nine-week grading period. For middle school, the yearly average will be calculated by averaging the first semester average in each subject with the second semester average. If a student fails two or more of the subjects mentioned above, he is automatically retained.

Students who are not passing may enroll in a summer school program using the Abeka or approved curriculum under the supervision of a certified teacher at the parent's expense. CCS will not be responsible for locating or making arrangements with the certified teacher. The certified teacher will be required to turn in a notebook for the student with dividers containing: 1) a copy of the teacher's certification if employed somewhere other than CCS. 2) lesson plans 3) all graded papers 4) grade book 5) copy of final report card. These items must be on file in the school office by August 1st. Middle school students may also transfer a credit from any accredited public or private school. The students required to take summer school will be enrolled on probation. If at the end of the first nine weeks the student is not passing the same subject(s), the student will be moved back to a lower grade or dropped from CCS. Students who plan to fulfill promotion requirements through summer school must notify the school office in writing before the end of the school year so that the student's slot in the next grade level will be saved. Any student who fails the summer school program will be required to repeat his current grade level.

Snacks and Lunch Guidelines

Snacks

Kindergarten:

Kindergarten students are served a morning snack. Parents will provide healthy snacks, along with milk, juice, or water, according to a snack leader schedule distributed in advance.

Lunch

Students must bring their own lunch or purchase one through the hot lunch program. All lunches should be clearly labeled with the student's first and last name and grade.

Lunches must be ordered by 3:00 p.m. the previous day through the EZ School App.

If a student forgets a lunch, a parent will be contacted to bring one. Students must eat in the designated lunch area and clean up after themselves.

Students may not purchase sodas or snacks from vending machines during school hours. Drinks in glass containers are not permitted. Bottled water may be purchased in the office, or students may bring a refillable, leak-proof water bottle.

If parents bring food for the entire class for a special occasion, they must notify the teacher in advance so the main office can be informed. Parents are responsible for providing drinks, plates, and utensils. If prepaid food is delivered from a vendor, please remember to include the tip.

Food Allergies and Restrictions

Some students have food restrictions, including allergies that may result in serious medical consequences. For the safety of all students, food may not be shared. A peanut/nut-free table will be provided upon parent request.

If a child has a diagnosed food allergy, CCS and ECC must be notified and provided with a signed statement from the child's physician.

Standard of Conduct

Students enrolled at Calvary Christian School are expected to uphold the highest standards of Christian character and personal conduct both on and off campus when representing the school.

Failure to meet these standards may result in disciplinary action as determined by school administration.

Service Projects

Each grade level is encouraged to complete a community service project twice a year. The service project incorporates learning objectives and engages the students in the community of Harlingen and/or the Rio Grande Valley. We want students to extend their learning beyond the classroom by engaging with the community in ways that align with their grade-level learning objectives while completing a service project that positively enhances the community in which we live.

Telephone/Cell Phones

A student may not receive/make telephone calls in the office during school hours unless it is an emergency. Parents may leave messages for their child(ren). The school staff reserves the right to discern whether the matter is important enough for the student to make a telephone call.

A CCS student may bring a cell phone to campus. Phones are used for the purpose of after-school contact only. All middle and elementary school phones and smart watches are **turned in to their homeroom teachers in the morning and returned after last period**. The phone **MUST** remain in the "OFF" position from 8:15 a.m. – 3:30 p.m. unless a teacher gives special permission. Earbuds are not allowed on campus. A student who violates this policy will have his phone or watch confiscated, turned in to the main office, and returned only to a parent. A student may lose the privilege of carrying a phone.

Testing

All students K – 8th grade will take the Iowa Assessments (IA) test. The cost of this test is covered through education fees. Students not enrolled at CCS may take the IA or PSAT test with CCS students. They will be charged a fee. Outside students may test only if space and materials are available. All 8th grade students will take the PSAT test.

Fees for this test will be charged to the student's account, and the test will be administered on campus.

Toys

Toys are not to be brought to school unless the teacher gives permission or it is show and tell. Sports balls are allowed. Sports balls should be labeled with student's name.

Transfer Grades Guidelines

Student transfer grades from an accredited school will be accepted for the period of time the student was enrolled in the previous school. Student transfer grades from an unaccredited setting will be verified using a variety of methods to ensure the grades comply with state guidelines before credit is awarded.

Transfer of Records

The Accreditation Commission of Texas Association of Baptist Schools (CCS's accrediting commission) requires the school to inform parents what would happen to student files in the event CCS should cease to exist. If this should occur, all student files will be released to and maintained by the leadership of Calvary Baptist Church.

Calvary Christian School Board reserves the right to change any policy, rule, or regulation at any time, including those relating to admission, instruction, policy, and calendar events.

Uniform Policy (K–8)

Uniform items may be purchased at any store but must meet school guidelines.

Pants/Shorts/Skirts

- Khaki or navy only
- No holes or frayed hems
- Proper fit (not tight, baggy, or form-fitting)
- Shorts, skirts, skorts, and jumpers must be modest in length and fit
- Leggings may be worn only under uniform-approved attire

Shirts

- Solid color polo-style shirt or button-down collared dress shirt
- Short or long sleeves
- Modest fit (not tight or oversized)
- No contrasting plackets or collars
- School monogram encouraged

Sweaters

- Solid long-sleeved navy, red, or white
- Must be worn over an approved uniform shirt

Outerwear

- Outside: Any coat or jacket may be worn.
- Inside: CCS hoodies (hoods down) or plain navy, red, or white jackets/fleece.
- Outerwear must not disrupt learning. Teachers may require removal if necessary.

Shoes

- Closed-toe shoes preferred
- No flip-flops, Crocs, or wheeled shoes
- Sandals must have a back strap
- Tennis shoes required daily for P.E.

Additional Guidelines for Girls

- Capri pants, culottes, jumpers, skirts, skorts (navy or khaki) permitted
- No yoga or exercise pants
- No halter tops, tube tops, spaghetti straps, or tank tops

- No low-cut, tight, midriff-baring, or see-through tops
- Polo-style dresses in solid colors permitted

Jean Day (Fridays)

- Students must wear a uniform shirt or Calvary t-shirt
- Blue or blue jeans or shorts or regular uniform pants
- No holes or frayed hems
- Modest fit required
- Girls may wear denim skirts, skorts, jumpers, culottes, capris, or dresses

General Appearance Standards

- No improper logos on clothing or backpacks
- Hair must be neat, clean, natural in color, and out of the eyes
- Boys' hair may not touch the collar
- No caps in class or chapel; no hoods on campus
- No body piercings; boys may not wear earrings
- Girls may wear no more than two earrings per ear – no large earrings
- Boys must be clean-shaven
- No visible tattoos
- Boys may not wear nail polish
- No pajamas except on designated days
- No sweatpants (unless using a uniform free pass)

Uniform Free Passes

- Students using a uniform free pass must still follow modesty and general appearance standards. Final interpretation of the dress code rests with the teachers and principal.

Visitors

CCS maintains a welcoming environment for parents and guardians. However, because CCS serves students in kindergarten through 8th grade and follows a structured academic schedule, parents must make an appointment in advance to visit classrooms or meet at length with a classroom teacher or school administrator. Appointments may be scheduled via email or phone call. Teachers have limited availability during school hours due to instructional responsibilities and student supervision. In many cases, meetings may need to be scheduled before or after regular school hours to ensure adequate time for discussion without disrupting instruction.

All visitors must check in at the school office upon arrival and will be issued a visitor's pass to wear while on campus.

If a parent's visit becomes disruptive to the instructional environment or daily school activities, the parent may be asked to return at a more appropriate time. CCS values strong communication and partnership with families and appreciates your cooperation in supporting a focused and productive learning environment for all students.