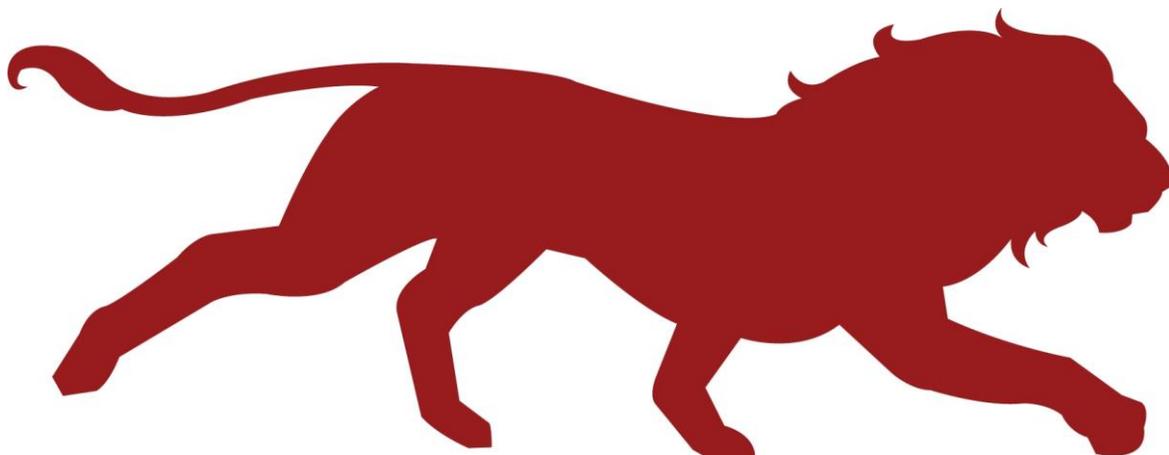


School Family Handbook 2018-2019



Calvary Chapel School

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Statement of Fundamental Beliefs

- **W**e believe the Bible to be the inspired, the only infallible, authoritative word of God.
- **W**e believe that there is one God, eternally existent in three persons, Father, Son, and Holy Spirit.
- **W**e believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, that He died in our place, and through His shed blood, we receive the forgiveness of sins, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- **W**e believe that lost and sinful man must be saved from this condition, and that man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.
- **W**e believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live the Christian life.
- **W**e believe in the resurrection of both the saved and the unsaved; they that are saved unto a resurrection of life, and they that are unsaved unto a resurrection of damnation.
- **W**e believe in the spiritual unity of believers in our Lord Jesus Christ.

Welcome Letter

Dear Parents,

Welcome to Calvary Chapel School. It is a true blessing to be able to assist you in the great responsibility of educating and training your children in righteousness, for God's Word places that responsibility at the feet of parents.

Your commitment to growing in your relationship with the Lord and your active involvement in a Bible believing church, is vital in raising children who fear and love the Lord with all their hearts.

Calvary Chapel School sees itself as an extension of the home where parental involvement is not only essential but prescribed by God. In Christ's "Great Commission", He commanded the church to disciple the nations. What better place than here with our children!

Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Deuteronomy 6:5-7

The curriculum being used is primarily ABeka. This is a solid, traditional, Christ centered educational program. Excellent academics are important to us, but our primary focus is on helping our students learn to live for the Lord. Our teachers are dedicated individuals who have prayerfully sought the Lord's guidance concerning their position here at school.

Our goal and prayer is that each and every child will leave this school with Jesus Christ in their heart, with an education to succeed in the world, and a desire to serve God to the best of their ability in all that they do (*1 Corinthians 10:31*).

This handbook was designed to help you understand your responsibilities and the importance of your cooperation, so these goals may be realized. Thank you for your desire to be involved in this tremendous movement of the Lord.

In His service,

Calvary Chapel School Staff

Mission Statement

Calvary Chapel School recognizes the Bible as the inspired, infallible Word of God and that God, through the Bible, is the absolute authority and basis for all truth. With His help, we desire to encourage, to equip, and to assist Christian families in their biblical responsibility to train their children to become Christ-like, fully obedient to the Lord, and to fulfill God's purpose for their lives in the home, church, and society. It is also our desire to help our students and their families develop a personal passion for Jesus Christ.

“... to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.” Ephesians 4:12-13

Ministry Goals:

Providing the Truth

- To provide a Christ-centered educational program which is based on the authoritative Word of God.

All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work. 2 Timothy 3:16-17

- To provide the students the opportunity to confess Jesus as Savior and Lord.

That if you confess with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. Romans 10:9

Modeling Jesus

- To employ and develop mature Christian teachers and staff who teach and minister to the students, families, and each other using the Word of God and modeling Christ-likeness in their actions.

A student is not above his teacher, but everyone who is fully trained will be like his teacher. Luke 6:40

Equipping the student and parent

- To equip the student and the parents to live according to God's Word and to evangelize and disciple others.
- To teach students how to study God's Word.

Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth. 2 Timothy 2:15

Following the Bible

- To follow biblical principles in all we do.
And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him. Colossians 3:17
- To teach the student how to research and reason logically from a biblical perspective.

Come now, let us reason together," says the LORD. "Though your sins are like scarlet, they shall be as white as snow; though they are red as crimson, they shall be like wool. Isaiah 1:18

A student is not above his teacher, but everyone who is fully trained will be like his teacher. Luke 6:40

Serving the Family

- To serve the family and local church as they train young people to have a personal and intimate relationship with Jesus Christ.

Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Deuteronomy 6:5-7

Do two walk together unless they have agreed to do so? Amos 3:3

Enrollment - General

Admission Policy

Calvary Chapel School seeks to provide a Bible-based, academically sound education for children in K4 through 8th grade. It is our privilege to offer a Christian education of Godly discipline and high academic standards to those who want this emphasis and influence in the lives of their children.

Enrollment into Calvary Chapel School is dependent upon the following:

- 1. Profession of Faith:** It is important for us all to be on the “same page” and be heading towards the same goal for our children. Calvary Chapel School’s biblical role is to work in conjunction with the home to mold students to be Christ-like. Therefore, all families must have one parent professing Jesus as Lord and Savior, be biblical role models to all students and attend church on a regular basis. Families must adhere to the biblical definition of marriage (Eph. 5:31, Eph. 5:25, Gen. 2:18, Gen. 2:23 1 Cor. 7:1-16). If the atmosphere or conduct within a particular home is counter or in opposition to the biblical lifestyle the school teaches, the school reserves the right, to refuse admission of an applicant or to discontinue enrollment of a student.
- 2. Academics:** Students, incoming and returning, will be evaluated on the basis of current academic standing and academic potential.
- 3. Biblical Instruction:** All families are required to participate and read selected resource material deemed necessary and/or beneficial to bless and equip school families. Continued enrollment the following year is dependent upon successful completion of courses/reading material. Failure to complete at least one required course during each year of the first two years will negate your participation in enrollment for the following year.

Age Limit Cut-Off Date

Children entering our K4 and K5 will be admitted according to their age. Four-year-olds must be four on or before September 1st for eligibility into the K4 program. Kindergarten students must be five on or before September 1st for eligibility into the K5 program.

Enrollment Dates

Enrollment begins the first Monday in February for all current and new families.

Enrollment Process

To begin the process of enrollment, parents should visit our school's website calvarychapelschool.org and click on either "existing student re-enrollment" or "new student enrollment" and submit the online application along with the non-refundable, non-transferable registration fee. Student acceptance is decided by our Admissions Committee.

Students are accepted:

1. On a nine-week trial basis pending successful completion of their first quarter grades including Christian citizenship.
2. On a yearly basis and not automatically accepted the following year.
3. By final decision of the admissions committee.
4. Regardless of race, color, gender, national origin.

Admissions Committee

The admissions committee was formed to complete the enrollment process. Once all paperwork is submitted, approval to attend CCS passes through this committee. The admissions committee prayerfully reviews all application and pertinent information to ensure CCS is the best fit. Families currently enrolled and seeking re-enrollment acceptance or rejection is based upon continued compliance with enrollment policy. We want to ensure our church school is and families attending are complementing each other in vision and goals for their children.

It is understood that being a part Calvary Chapel School Christian community is a privilege which may be forfeited by any student or parent whose conduct, attitudes, or lack of progress, in the opinion of administration, make it advisable for that student not to remain at this school.

Post Acceptance Process

First Month's Tuition

A student's first month's tuition is due June 1st or as soon as accepted if after June 1st, in order to confirm the family's decision to attend CCS and hold the student's place in the class. This payment is non-refundable, non-transferable for those who choose not to attend Calvary Chapel School. If on a 10-month payment schedule, this will be applied as the August tuition payment.

Student File Paperwork

The following must be submitted with your online application or to the office before a student can begin classes:

1. Photocopy of student's birth certificate. *
2. Florida Immunization Records
 - a. Florida Certification of Immunization (HRS Form 680 - Immunization) or Religious Exemption Form (HRS Form 681) *
 - b. Updated immunization records for K5 and 7th grade students
3. Current Student Health Examination Form (HRS Form 3040 - Physicals) within one year of registration. *
4. CCS Authorization for Pick-up
5. CCS Field Trip & Medical Release

6. CCS Parent Partner Agreement

* Students enrolled the preceding year should have already complied with these items.

Transcripts

Calvary Chapel School will request cumulative records from the prior school upon acceptance.

Withdrawals

All families that withdraw their children from Calvary Chapel School must have their tuition and fees paid in full and fill out a withdrawal form available in the school office.

Any scholarship recipient (i.e. Step up for Students) who withdraws from school is liable for any balance that the scholarship program does not pay.

No books, records, transcripts, yearbooks or report cards will be furnished or released until the balance is paid in full. Any student(s) withdrawn from Calvary Chapel School during the year will be assessed the full tuition in the month of withdrawal and will be charged a **\$150 per student early withdrawal fee.**

Finances

Fee Schedule

A current copy of the fee schedule is available online. Such includes:

- Tuition
- Registration Fee
- Approximate Activity & Book Kit Cost
- Uniform tops are required and are available at The Children's World uniform supply store.
- Uniform bottoms are required and are available at The Children's World uniform supply store or may be purchased at the store of your choice.
- Aftercare (K4/K5) and Extended Care Fee
- Tutoring & Summer School Fees

Tuition Payment Options:

- Yearly: receive a 10% discount if tuition is paid in full by September 1st.
- Monthly: 10 monthly installments (June, Sept.-May) due by the 1st of each month.
- Payment can be sent into the office each month or paid online. Please see online payment instructions in the Parent Handbook.
- Scholarships are available through Step Up for Students. Please visit their website at www.stepupforstudents.org for more information.

Mandatory Books and Fees

Calvary Chapel School primarily uses A Beka curriculum for K4-8th grade. All returning students and incoming students must purchase new book kits from Calvary Chapel School. If a book is lost, the family will be charged full price to replace the book.

Book Kits include but are not limited to:

- Curriculum, planners
- SAT Test
- Partial class trip expenses
- Graduation fees
- Music/Art fees
- Classroom supply fee

Payment of Accounts

We believe God has put it upon our hearts to keep tuition as low as possible to make true Christian education affordable to all families. Because of this, we are dependent upon your faithfulness and consistency in the area of tuition payment.

Tuition Payment

Families can receive a 10% discount if tuition is paid in full by September 1st. Book kit must also be paid in full to choose this option. Families choosing the monthly option shall

pay 10 monthly installments (June, Sept.-May) which are due by the 1st of each month.

Account balances can be paid either online through Renweb or by check or cash through the office. Checks should be made payable to Calvary Chapel School. Please annotate on your check that you are paying for tuition. Our mailing address is:

Calvary Chapel School
3800 27th Parkway
Sarasota FL 34235

Late Payment

Accounts become delinquent after 10 days and a \$15 late fee will be added.

Outstanding Balance

- 1. Any family whose account is past due 30 days must sign a financial contract with administration in order for the family to remain enrolled at Calvary Chapel School, a Credit Card will also be placed on file preauthorized for monthly billing to ensure financial good standing.**
2. Any family whose account is past due for 30 days in the amount of \$100.00 or more will not participate in any Mission/Class trips, Café, Aftercare or Extended Care programs.
3. Families with an outstanding balance at the end of the school year, are not eligible to participate in summer camp.
4. Final report cards, transcripts, SAT and other file documentation will not be issued or released until the student's balance is paid in full. As well, any funds designated for yearbook or other tangible items will be transferred to your outstanding balance. Available items will not be released until the student balance is paid in full.

Returned Checks

A \$30 charge will be added to your account for each returned check. After two returned checks due to insufficient funds, your personal checks will not be accepted; only cash, money orders or cashier checks.

Withdrawn Student Accounts

If a student is expelled from school and the student has attended any days in a given month, the full month's tuition and fees are due.

Any student(s) withdrawn from Calvary Chapel School during the year will be charged a \$150 per student early withdrawal fee and will be assessed the full tuition in the month of withdrawal.

Academic Information

Calvary Chapel School is committed to excellence in every aspect of our students' lives. In addition to developing Christian character and Biblical values, Calvary Chapel School strives to provide academic excellence through a Christ-centered learning environment and teachers who are dedicated to the Lord and their students.

Academic Progress

In the K4 class, we measure progress using a scale of "Excellent", "Satisfactory" and "Needs Improvement". K5 uses both this progress scale as well as a traditional percentage grading system.

For 1st-8th grade, we measure progress through a traditional percentage grading scale of:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59% and below	F

While every subject is important, Calvary Chapel School places specific emphasis on core classes of Math, Science, Language, and History.

A student's overall achievement is evaluated quarterly. The following strategies will be implemented under the advisement of the teacher. Special exceptions may be applied.

- A Student Achievement Plan & parent conference may be necessary for any student receiving a "D" or below in any core class
- Students who receive a "C" in a core class for two consecutive quarters, will be recommended to attend summer tutoring.
- Students who receive a "D" in a core class for two consecutive quarters will be required to attend summer tutoring.
- Students who receive a "F" in a core class for two consecutive quarters will be required to repeat the grade level and/or subject or attend summer school at the expense of the parent.

Achievement Plans

An AP will automatically be issued to students who have a grade of D or below. An AP is a platform we use to work with the student and parents to get the child back on track academically. It is a document that will contain the individual responsibility of the teacher, parent, and child to address the problem directly. AP's will generally be a 15-minute meeting to go over the conditions. Teachers reserve the right to put a student on an AP or a behavior plan for any reason.

Daily Preparedness

A student is required to be prepared each day according to the guidelines of the class. Should the student not be prepared (homework, books, projects, etc.) they will receive an Administrative Demerit to help in the training of personal responsibility. Students may not call home for items missing unless requested to do such by the teacher/administrator. We understand that it is difficult to allow natural consequences to occur with our children. However, if the parent creates a culture of “rescue ranger” all we do is enable the child. Please resist the temptation to consistently bring in your students forgotten lunch, homework, project, book, water bottle, dress down clothes, etc. This will help in developing responsibility and the training of your child.

Homework

Homework is an integral part of the school program. Therefore, each student is expected to complete homework assignments. Homework is given for:

- practice and to reinforce classroom instruction.
- remedial performance to help overcome difficulties.
- special projects.

Mid-Term Progress Reports

Mid-term progress reports are emailed to help keep parents informed of how their child is doing academically. Parent/teacher meetings are held twice a year. Parents who desire additional information regarding their child’s progress are invited to contact the homeroom teacher or call the office to arrange a meeting.

Report Cards

Report cards are given quarterly to parents at either our Parent Teacher Fellowship (PTF) or Parent Teacher meeting (PTM). Report cards are signed by parents and returned at the meeting. A copy of the report card will be emailed. The final report card is mailed in June along with Standardized testing scores, pending a cleared financial balance.

Tests

Testing is an essential part of the educational process. Classroom testing allows for us to keep teachers and parents informed of academic progress while also evaluating teaching methods and curriculum. Standardized testing, allows for the school and parents to evaluate how students compare nationally both individually and as a school.

Administrative & General Information

Attendance & Absences

We expect parents to make every effort to have their children present each school day, for the entire day. Our curriculum is one that builds upon the previous day's work. To be counted present for the school day, a student must be in attendance for at least one half of the class periods during the school day. To ensure your child's success, it is essential that absences be kept at a minimum. If an absence were to occur, we strongly recommend you contact the office to pick up missed class work.

In considering an absence, please be mindful of your child's academic standing. We strongly discourage time away from school for students who are struggling academically. Combined excused and unexcused absences exceeding the state guidance may result in failure for the quarter. Exceptions may be considered in cases of extenuating circumstances, such as an extended illness requiring hospitalization, or doctor's orders (a note from the doctor must be provided).

Unexcused Absences

Unexcused absences are defined as any absence that does not meet requirements for Excused Absences. Students will receive a zero in all subjects missed. Unexcused absences totaling 10 days in any one quarter will result in failure for the quarter in all classes.

Excused Absences

Illness: For each day a student is absent due to illness, he/she has one school day to complete make-up work. Parents must provide written notification of the illness upon return to school. We strongly encourage parents to call in to request a pickup of books and/or assignments for the day.

If your child is absent due to illness for an extended period of time, please arrange to pick up classroom assignments to complete at home. A student's teacher may determine the need for extra class or after school time in order to help them catch up. CCS reserves the right to request a doctor's note for extended illness absences.

Emergencies: Absences due to a family emergency include hospitalization or death of an immediate family member. Please follow the same procedure for illness.

Planned Absences: In order for the planned absence to be excused, parents must give the teacher a written request for work at least 3 days in advance. This allows the teacher ample time to get the student's work ready, thus insuring the student does not fall behind. Such includes family time, religious holidays, funerals, and unique situations pre-approved by the principal.

While we encourage family time away to help build parent child relationships, we strongly discourage time away from school for students who are struggling academically

and reserve the right to deny the planned absence excused request.

Extended absences (over 3 days) require at least one-week advanced notice. Work given to a student prior to their planned absence must be completed and returned on the day they return to school. Failure to turn in assignments on time will result in an Administrative Demerit. Tests and quizzes with newly presented material (i.e., new during the time of absence) must be made up within two days of the student's return to class.

Early Dismissals/Late Arrivals

Parents should follow planned absence procedures and give advance notice to teachers.

Chaperones/Volunteers

All chaperones must sign a Chaperone Agreement to participate in any activity. CCS will request background checks on all chaperones & volunteers as deemed necessary by the activity. Any discrepancies in the findings will be dealt on a case by case basis. All findings will be held confidential with the administration.

Background Checks

Level 1 background checks are done on all chaperones/volunteers in staff supervised settings. For example: assisting a teacher in the classroom, working in the office or cafeteria, chaperoning a daytime field trip with school staff, onsite fundraising and event planning. Level 1 refers to a state only, name-based check and an employment check. Our screening will include, but is not limited to, the FDLE Public Access System, Sexual Offender and Predator search, and Sarasota and Manatee Clerk of the Court records. These are all free, public search engines.

Level 2 background checks will be performed on all chaperones/volunteers who work with students in unsupervised settings. For example: chaperoning an overnight field trip and working with a student in a setting not supervised by school staff. Level 2 background check refers to a state and national fingerprint-based check. Families will be responsible for the fee accessed by our current VECHS approved, fingerprinting agency. **FDLE Waiver Agreement (adapted for CCS)** With level 2 background checks you hereby authorize Calvary Chapel School to submit a set of your fingerprints to the Florida Department of Law Enforcement (FDLE) for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to you. You understand that you would be able to receive any national criminal history record that may pertain to you directly from the Federal Bureau of Investigation (FBI). Pursuant to Title 28, Code of Federal Regulations (CFR), Sections 16.30-16.34 and that you could then freely disclose any such information to whomever you chose. By submitting to a Level 2 background check you understand that, your fingerprints may be retained at FDLE and the FBI for the purpose of providing any subsequent arrest notifications, upon request you may obtain a copy of the criminal history record report if any, CCS receives and that you are entitled to challenge the accuracy and completeness of any information contained in any such report. You acknowledge, you are aware that procedures for obtaining a change, correction, or updating of the FDLE or FBI criminal

history are set forth in F.S. 943.056 and Title 28, CFR, Section 16.34. You may obtain a prompt determination as to the validity of any challenge before you make a final decision about your status as an employee, volunteer, contractor, or subcontractor.

Class Parties

Parents are encouraged to participate in class parties and are considered chaperones. No siblings are allowed during class parties enabling chaperones to focus on supporting the staff and student safety.

Field Trips

Parents are encouraged to participate in their student's class field trips and are considered chaperones. All chaperone drivers must have a current copy of their vehicle insurance and driver's license on file with the office. These are updated annually. No siblings are allowed during field trips enabling chaperones to focus on supporting the staff and student safety.

Communicable Disease Policy

The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly, by a susceptible host, infected person or animal to other persons.

Parents should not send students to school with fever (100.4), diarrhea, vomiting, pinkeye or discolored nasal discharge and **must be fever and diarrhea free for 24 hours without the help of medication.** *Please do not medicate your child to reduce fever and send to school.* If any child develops one of these symptoms after they are dropped off, we will call the parents to have them picked up. Parents are to notify the school of any contagious illness in order to prevent further proliferation of any disease/virus/bacterial infection.

Periodically, administration will conduct lice checks without prior notification to the parents. We will inform individual families of any issues. Should a parent become aware that their child has lice outside of school, they should inform the school immediately. In the event that a child is found to have head lice, parents will be notified to come and pick up their children or find a way to have them picked up from school. Once the child begins treatment (including lice comb and prescribed treatment) they may return to school. After 7 days child will be rechecked.

Correspondence & Communication

If you need to speak to a teacher or staff member, please leave a message with the front office and the appropriate staff member will return it as they are available. Please note that teachers are not permitted to leave their classrooms to answer telephone calls, except in case of emergency.

Teachers are available, with advance notice, to meet with parents to discuss issues

regarding their student's performance and/or behavior in school. We request that parents not "stop in" expecting an immediate meeting regarding their student progress.

Information does periodically go home through the students to include test packets, progress reports and other school news & notifications. Teachers will set their own classroom standards as to when and how often parents should check the "Take Home" folder or composition book.

If you have any questions regarding academics, school functions, classroom practices or discipline actions, please contact the school office. We are here to serve you and your family.

Dress Code

The purpose of a dress code is to make it possible for students to participate in school without the distraction of uncomfortable or inappropriate clothing. The dress code encourages the wearing of modest clothes that are neat, clean, and honoring to the Lord.

1. PreK:

- a) Closed-toe shoes or sneakers. Socks must be worn.
- b) Clean, comfortable, and modest play clothes. No mid sections can be showing and no 'spaghetti' strap tops.
- c) Shorts, slacks or jeans must be worn at the waist, have a fitted or elastic waist, have a hem, be walking length, with no holes/tears. Extreme bell bottomed, flare, or overly tight-fitting pants (i.e. skinny jeans) are not permitted.
- d) Shorts under skirts and dresses are required.

2. Kindergarten-8th

- A) Uniform shirts are required and may only be purchased at The Children's World uniform supply store. Uniform tops must be tucked in.
- B) Uniform bottoms are required and can be purchased at the store of your choice. Uniform bottoms do not include sweatpants, athletic apparel or denim jeans. Please ensure they are in keeping with the following guidelines:
 - a. *Color: Solid navy blue, khaki or black.*
 - b. *Shorts: must be worn at the waist, have a fitted or elastic waist, have a hem, be a minimum of walking length (1in above the knee), with no holes/tears. Belts are preferred but not required.*
 - c. *Pants: Must be worn at the waist, have a fitted or elastic waist, have a hem, with no holes/tears. Extreme bell bottomed, flare, or overly tight-fitting pants are not permitted. Belts are preferred but not required.*
 - d. *For girls: Skirts, skorts and jumpers must have a hem and be a minimum of walking length (1 in. above the knee)*
 - e. *Sweaters and hoodies with a school logo are preferred. Sweaters and hoodies not containing school logo must be of good taste and should not include any logo or slogan that may cause division.*

- C) Shoes: Closed-toe shoes or sneakers. Socks must be worn. No beach sandals. On PE days, rubber soled sneakers are required (no platform or open-backed sneakers).
- D) No temporary tattoos.
- E) Hair: Must be neat, clean, out of the eyes, and off the face. Boys must have a presentable haircut. Students may alter the color of their hair as long as it still has a natural look to it. No obvious, unnatural color changes to the whole head or to part of it will be allowed.
- F) Jewelry: All jewelry must be in good taste and not excessive. No piercings except for girls' ears. Boys' piercings must be removed while on school campus.
- G) Head Covering: hats, caps, or hoods only allowed on cold days and are to be worn outside only. They should be removed once inside the building and during class time.
- H) Dress Down Days: No tank tops or spaghetti straps, profane or inappropriate logos or designs are permitted. No biking shorts, spandex, tight fitting clothing or lettering on the backs of shorts and pants. Dress code rules still apply.
- I) Spirit Days: Spirit Days are on Fridays only. Students must wear their purchased spirit shirt with jeans. Uniforms bottoms are also permitted.

If a student at any time does not abide by the above format, the student may receive a demerit, or the teacher/administration may remove the student from class until the problem can be rectified. If the problem is a recurring one, the student may be suspended. Administration reserves the right to initiate policies on new fads and changes in style throughout the school year. A student's compliance to the policies contained herein is at the discretion of administration.

Electronic Devices

Electronic devices such as cell phones, ipods, iwatches, ipads and tablets are to be turned off while on school property and during school hours by students. If a student refuses to comply, the electronic device will be confiscated, and a demerit will be issued. The electronic device can be picked up after school in the office by an adult. Administration has the right to deny any new technology that distracts/disrupts the classroom.

Electronic devices may be permitted on long car trips (in excess of 2 hours) as authorized by the teacher/administration. Parental guidance is required and expected for playlist and content. Any content that is found to be offensive will result in the device confiscated until the end of the trip and will result in disciplinary measure. Video games/movies/apps are to be "E" for everyone or may be "PG" with authorization of the teacher/staff. No "M" Mature or PG13 content is permitted. Administration reserves the right to disallow these devices on any given trip.

Hours

K4 and K5 classroom hours are 8:15 a.m. to 12:30 p.m. 1st-8th classroom hours are 8:15 a.m. to 2:50 p.m. Drop off begins at 7:50am. Pickup ends at 12:40 for K4/K5 and 3:15 for Aftercare, 1st-8th.

Early Release

Early Release for students begins at 12:30 p.m. and ends at 12:45 p.m. No extended care available on early release days.

Aftercare Service

Aftercare for students in K4 and K5 begins at 12:30 p.m. and ends at 2:50 p.m. The cost for this service is an additional \$100 per child per month.

Extended Care Service

Extended Care for students begins at 3:15 p.m. and ends at 5:30p.m. The cost for this service is an additional \$11 per child, per day.

Office Hours

Office hours are 7:45a.m. to 3:30p.m. Parents should come directly to the office when coming to school for any reason. Parents may NOT to go to the classrooms unattended. Lunches, homework, instruments, etc. may be left in the office to be delivered to the student by school staff. If you are volunteering or visiting, parents must sign in and receive a pass.

Invitations/Solicitations

We encourage students to socialize with their friends outside of school. We do, however, want to be considerate of children's feelings. We ask that all personal invitations (e.g., birthday, Christmas parties, end of school year party...etc.) that do not include the entire class, be given outside of school to ensure that no one's feelings get hurt due to being left out. Invitations and solicitations for other church or civic events, not at or sponsored by Calvary Chapel Sarasota, must go through the school office for approval before distribution.

Lunch Program

Students eat with their class each day with lunches brought from home or purchased at the school. Please note, microwaves are not available for students. Lunch boxes should have the student's first and last name on them.

Café

Café is available Monday-Thursday with the exception of Friday (Pizza Day). The Café menu consists of: hot lunches, microwaveable type foods, fruits, vegetables, milk and juice. These items are chargeable against a prepaid café account. The account is good only for café. A note will be sent home when the account is getting low. Families must keep their account in good standing or the account will be suspended, and no further orders will be taken for that student. If an account is more than 30 days over due, a Credit Card will be obtained with preauthorization for monthly charges until paid in full.

Medication Policy

All medicine, including cough drops, must stay in the office; students are not to have medication of any kind in their possession. Parents should bring medicine to the school

office with written instructions as to how it should be administered. Calvary Chapel School will periodically administer cough drops or other basic medication, as deemed appropriate by school administration, if permission has been granted in writing by the student's parent or guardian.

Calvary Chapel School will administer prescription medicine if:

- The medicine is in the original container with the child's name and the prescription is written on it, and
- There is written permission for the specific medication.

Class & Mission Trips

4th-8th grade trips are a vital part of the CCS experience and are considered part of the student's classwork. If for some reason a student is not able to participate in this school day event, families must notify Administration whereby alternate assignments will be coordinated.

Newsletters

The office prints a school newsletter once a month. A monthly calendar, current events, and other general information are included to keep you up-to-date on what's happening at your school. Parental input is appreciated and welcomed. Submissions must be given before the 15th of the month.

Parent-Teacher Fellowship

Parent-Teacher Fellowship is an opportunity for the school to come together and share information, updates and upcoming events. Report cards will also be presented for your viewing, requiring a signature and will be emailed the following day. Attendance is required of parents. Please make every effort to arrange childcare for your child/ren. Childcare is not provided, and it is preferred that only parents attend. Parents will be credited 1 Parent Partner hour for their attendance. Parents not able to attend the PTF must contact their child's teacher to schedule an individual meeting before the child's report card can be emailed. There is one PTF a year at the end of second quarter.

Parent-Teacher Meetings

Parent-Teacher meetings provide the teacher with more one on one time with parents to go over grades and classroom behavior. These meetings are also an opportunity for teachers to give updates on school related items and allow for development of communication and relationship between the parent/teacher. Report cards will be presented for viewing, requiring a signature and will be emailed within a week. Parent-Teacher meetings take place during the week after the 1st and 3rd quarter.

Please know that if ever you need more time with the teacher simply call the office. A meeting will be scheduled at that time for you to meet with the teacher. We strive for great communication/relationship with our families, teachers and staff.

Parent Partner Program

Our Parent Partner Program is vital to the community of CCS. Parental service in the classroom and around campus offers practical assistance that optimizes the school's overall effectiveness and helps to maintain a modest tuition. Involvement also helps to establish a sense of community and allows the parent a front row seat into the daily workings of the school. As a parent partner you will experience first hand, the heart of the CCS ministry.

As part of the Parent Partner Program, parents are required to provide at least 21 service hours during the school year. Hours can be fulfilled with various opportunities to include PTF's, field trips, mission trips and class parties. Please contact the school office for more information.

It is the parents' responsibility to log service hours in the Parent Partner Program Hours Log in the school office by the middle of May. A single event log form is available outside the school office for use when the office is closed.

Parents can choose to opt out of the Parent Partner Program by paying the non-participation of \$200 for the full 21 hours.

Please follow the dress code when on campus as a Parent Partner, which includes modest tops, no tank tops. Shorts are to be modest length (1" above the knee).

School Management Software

Calvary Chapel School is online with a program called, "RENWEB" that enables the entire school community (i.e., staff, teachers, parents, and students) to view a variety of school information online. Such information includes calendar, lesson plans & homework, grades, attendance, behavior, documents, phone directory and more. Parents can access the site through the school website using our district code, CALCS-FL.

Security

Calvary Chapel School takes the safety of our students seriously. The following measures have been taken to insure security on campus: gated campus, monitored and recorded cameras, a closed campus to outside visitors, Level 1 background check on all chaperones participating in class events, Level 2 background check on all chaperones participating in any overnight activity. We are always reevaluating the security of the school and may implement more measures in the future.

Sports Program

Calvary Chapel School encourages students to participate in the sports programs throughout the school year. Students may continue in a school sponsored sports program during each season if:

- they maintain sufficient academic status ("C" or better in all classes) and;
- they maintain good citizenship throughout the program (e.g., students have less than three (3) detentions during each specific sport season). Each sport season change, zero's out the detentions counted against the student, but only for the

purpose of their participation in the sports program.

Team practices and competitions typically occur after regular school hours (i.e., after 3:15 p.m.). Parents are responsible to adjust their pick-up arrangements during practice and competition days. We welcome parental input and involvement in the sports program.

Tardiness

Promptness is a valuable character quality. Students that arrive after 8:15 a.m., are considered tardy. All students must sign in to obtain an Admittance to Class slip; elementary students must be accompanied by an adult. Persistent tardiness is not accepted. Each unexcused **tardy after five will be automatically fined \$5.00 per student.** Excused reasons are family emergencies (i.e., illness, injury), an accident on the way to school, medical appointments and extreme weather conditions. Please notify the teacher of any planned appointments as you would planned absences.

Telephones

A telephone is available in the office for student use for emergencies or if requested by a staff member. Telephone calls to students during the day are limited to emergencies. Forgetting textbooks, home work, lunch boxes, permission slips, or musical instruments is not deemed an emergency. Students will be permitted use of the telephone at the end of the school day if their ride has not arrived during the standard pick-up time.

Transportation, Drop off & Pickup

Parents are responsible for their child's transportation to and from school. For off-campus activities, such as field trips or sporting events, the school relies on the assistance of parents to transport children. Students who ride bikes or walk to and from school must have written permission from their parent/guardian on file in the office.

Parent/guardians should utilize the car lineup for student arrival and dismissal. Car line arrivals take place from 7:50-8:15 a.m. Students are to be with their teacher at 8:15 a.m. in order to begin preparing for the day. Students arriving after 8:15 must sign in to obtain an Admittance to Class slip; elementary students must be accompanied by an adult.

Car line dismissals are from 2:50-3:15 p.m. Parents should stay in their car as staff members will assist students to their car. We request that parents not circumvent the pickup line by coming to the office to retrieve their children, except for unusual circumstances (i.e. medical appointment) and with advance notice.

Students that are not picked up by 3:15 p.m. will be cared for in the Extended Care room. After 3:15 p.m. the student becomes part of extended care and families will be charged \$11 per student for the day.

Students will only be released to the parents/guardians and persons designated by the parents via the Authorized Pickup Form. To add temporary or permanent authorizations, parents should contact the office in advance.

Visitors

This is a school and the safety and protection of students is first and foremost. Only visitors with approved business will be allowed to proceed about the campus during school hours. All visitors must sign in and out through the school office and obtain a Guest Pass. The pass should be returned at the end of the visit.

Parents are encouraged to visit the school to have lunch with their children. If possible, please notify the office in advance of your intent to have lunch with your child so your child's teacher can be made aware of your visit.

Discipline & Heart Training

Our teachers recognize the great responsibility and privilege of training our students' young hearts toward the things of the Lord. Teachers daily lead by example in the demonstration of the fruit of the Spirit in their lives. In our warm and caring environment, teachers will help students learn many things that will encourage them to grow academically and spiritually and to do their best for Jesus.

"Train up a child in the way that he should go, and when he is old he will not turn from it." Proverbs 22:6

"Whatever you do, work at it with all your heart, as working for the Lord, not for men," Colossians 3:23

We know that God has created each child uniquely and that each one possesses different temperaments and personalities. This however, does not mean that we will lower God's standard in any way. We recognize that our job is to help our students come up to God's standard, while acknowledging the differences of each child.

Areas of Character that we work on include:

Respect

Hard work

Self-control

Preciousness

Orderliness

Honesty

of others

Doing right

Effective classroom discipline is a necessary ingredient for a healthy learning environment. Calvary Chapel School seeks to achieve this goal by helping students learn self-discipline and good character traits. Students are expected to respect and obey their teachers, as well as school and church staff. They are also to exhibit God honoring behavior with their classmates. The primary purpose of discipline at Calvary Chapel School is not punitive, but rather to train the heart of the child. When disciplinary action is necessary, it will be carried out with the best interest of the child in mind. It is because we love the child that we discipline him.

"...My son, do not make light of the Lord's discipline, and do not lose heart when He rebukes you, because the Lord disciplines those He loves, and He punishes everyone He accepts as a son."

Hebrews 12:6

"All discipline for the moment seems not to be joyful, but sorrowful, yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness." Hebrews 12:11

When misconduct occurs, corrective measures will be used to help the students change his/her behavior and attitude. All students receiving corrective action will be prayed for and addressed Biblically by staff to help them acknowledge:

- Why they are being corrected
 - ★ to help them to understand what it was that necessitated action
 - Bad fruit (*Galatians 5:16, 19-21*)
 - What the temptation was (*James 1:13-14*)
- Who is being sinned against (i.e., God, *Psalms 51:4*)
- What they need to do as a result of their action (e.g., ask forgiveness from those offended, *Colossians 3:13*)
- What consequences are forthcoming (e.g., parents will be called, *Hebrews 12:10*)
- What they should have done and should do in the future (*1 Corinthians 10:13*)

Full cooperation is expected from both students and parents for the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Calvary Chapel School, whether or not there is any definite breach of conduct, he/she may be requested to transfer out.

Calvary Chapel School uses different discipline policies for different age groups. In our kindergarten classes (K4-K5), we use a STOP LIGHT policy. In grades 1-8 we use a MERIT and DEMERIT policy. Both policies are outlined below.

K4 & K5 Discipline Policy

Stop-Light Discipline

A “stop-light” image will be visible in the classroom at all times. Our “stop-light” is unique in that it has 4 lights: Green, Yellow, Red, and Black. Students will be taught that each color has a specific meaning. They are as follows:

Green - God's mercies are new each day. Our students will begin every day on the green light regardless of how they did yesterday.

Yellow - A student's name will be written next to the yellow light when the student fails to heed a warning. This student will receive a minor consequence that is designed to help him remember in the future. Parents will be notified.

Red - If a student needs to be spoken to repeatedly, the student's name goes next to the red light. A consequence is issued, and parents notified.

Black - The black light is used for major infractions that require immediate discipline. This includes hitting, lying, and cheating. Parents are called to come to school and administer discipline. If the parent cannot be reached or is unable to come in, the student will be sent back to class; he/she will lose classroom privileges for the remainder of the day.

Below is a list of some steps that may be used in Early Elementary Discipline. A student may:

1. Receive a 'teacher's look'.
2. Be called by name with a low, firm voice.
3. Rest their head on the table.
4. Lose a privilege/timeout during recess.
5. Receive a firm talk with the teacher outside of the classroom.
6. Go to the Principal's office for a talk.
7. Have parents called to come to school to administer discipline.

A parent conference may be set up after school to discuss ways of encouraging the student toward righteousness.

Grades 1-8 Discipline Policy - Merit and Demerit Policy

Merits and demerits are a means to communicate with students and parents in the areas of: behavior, character, and attitudes observed by staff at Calvary Chapel School.

Merit

When we witness a student displaying Christ-like character and/or when a student goes above and beyond the high standards at Calvary Chapel School, we consider it an honor to bless them through issuing a merit. Merits are worth 1 point towards their Citizenship grade.

MERIT... Congratulations! Your efforts are appreciated!
Parents: Please sign and have student return to teacher the next morning.

Student Name _____ Date _____

<input type="checkbox"/> Good Works and Service	<input type="checkbox"/> Gracious Attitude
<input type="checkbox"/> Sacrificial Giving	<input type="checkbox"/> Attaining Personal Goal Set by Teacher
<input type="checkbox"/> See you growing in Christ	<input type="checkbox"/> No Demerits for 2 Weeks
<input type="checkbox"/> Encouraging Peers	<input type="checkbox"/> Caught you being good!
<input type="checkbox"/> Act of: Kindness Humility Politeness	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Exemplary Character Trait: Honesty Faithfulness Generosity	

TEACHER: 8th Grade 5th Grade 2nd Grade Music
 7th Grade 4th Grade 1st Grade Other:
 6th Grade 3rd Grade PE _____

ADDITIONAL COMMENTS (TEACHER USE ONLY):

Please feel free to call with any questions.

PARENT SIGNATURE _____

Demerits

When a student exhibits unacceptable behavior, a demerit will be issued.

*"When the sentence for a crime is not quickly carried out, the hearts of the people are filled with schemes to do wrong."
Ecclesiastes 8:11*

An accumulation of demerits leads to more serious consequences (i.e., detention, suspension, and expulsion). Demerits accumulate within a quarter, but each student has a “fresh start” with zero demerits at the beginning of each new quarter.

Two types of demerits are presented to students to address issues that arise: Administrative (Demerit A) and Behavioral (Demerit B). Administrative demerits primarily address classroom training and count as one point against the Citizenship grade. Behavioral demerits address behavioral and character issues and count as two points against the Citizenship grade.

*** DEMERIT—A* ...the Lord disciplines those he loves...(Heb 12:6)**
Parents: Please sign and have student return to teacher the next morning.

Student Name _____ Date _____

No Homework
 Not Prepared
 Failure To Return Test Packet
 Failure To Return Demerit
 Not Working Sufficiently In Class
 Other: _____

PLEASE CALL TO SCHEDULE PARENT/TEACHER CONFERENCE: 366.6522

TEACHER: 8th Grade 5th Grade 2nd Grade Music
 7th Grade 4th Grade 1st Grade Other: _____
 6th Grade 3rd Grade PE _____

ADDITIONAL COMMENTS (TEACHER USE ONLY):

Please feel free to call with any questions.

PARENT SIGNATURE _____

*** DEMERIT—B* ...the Lord disciplines those he loves...(Heb 12:6)**
Parents: Please sign and have student return to teacher the next morning.

Student Name _____ Date _____

Disruptive, Disrespectful
 Persecuted Attitude When Corrected
 Poor Attitude Towards Peers Staff School
 Direct Disobedience
 Unkind, Belittling, Rude
 Inappropriate Language
 Talking Without Permission

Out Of Seat Without Permission
 Graffiti on Books, Desk or Body
 Inappropriate Hall/ Classroom Behavior
 Careless With Personal/School Property
 Other: _____

PLEASE CALL TO SCHEDULE PARENT/TEACHER CONFERENCE: 366.6522

TEACHER: 8th Grade 5th Grade 2nd Grade Music
 7th Grade 4th Grade 1st Grade Other: _____
 6th Grade 3rd Grade PE _____

ADDITIONAL COMMENTS (TEACHER USE ONLY):

Please feel free to call with any questions.

PARENT SIGNATURE _____

Detentions

Detentions result as an accumulation of demerit points or for serious behavioral issues. Detentions are to be served when an accumulation of Demerit A and B in increments of total 12 points for elementary and 6 points for middle school. The detention count (not points) carry over throughout the year and will generate specific communication with the parent/guardian and can lead to suspension and or expulsion.

Detention Specifics:

- Detentions are served on Thursdays.

- Students serving detention will go directly to the assigned Detention Room at 2:50 dismissal.
- Detention begins promptly at 3:00PM. If a student is late to detention or does not show up, he/she will receive an additional detention the next scheduled detention day.
- No homework is done in detention. Students will be working on a teacher given assignment.
- Dismissal:
 - For 1st grade:
 - Detention ends at 3:30 p.m.
 - Parents are to pick up their child at 3:31 p.m. at the school office.
 - For 2nd through 8th grade:
 - Detention ends at 4:00 p.m.
 - Parents are to pick up their child at 4:01 p.m. at the school office.
- Parents are considered late after 3:31 or 4:01 p.m. and will be charged \$5 for every 15 minutes after pick up time.

* DETENTION* ...the Lord disciplines those he loves...(Heb 12:6) <i>Parents: Please sign and have student return to teacher the next morning.</i>	
Student Name _____	Date _____
<input type="checkbox"/> Accumulation of 6 (MS) or 12 (Elem) Demerit Points <input type="checkbox"/> Lying to an Adult <input type="checkbox"/> Arguing with an Adult <input type="checkbox"/> Profane Language <input type="checkbox"/> Disrespectful Act More Serious than Demerit <input type="checkbox"/> Other: _____	TO BE SERVED: _____ <input type="checkbox"/> PLEASE CALL TO SCHEDULE A MEETING 366.6522
TEACHER:	<input type="checkbox"/> 8 th Grade <input type="checkbox"/> 5 th Grade <input type="checkbox"/> 2 nd Grade <input type="checkbox"/> Music <input type="checkbox"/> 7 th Grade <input type="checkbox"/> 4 th Grade <input type="checkbox"/> 1 st Grade <input type="checkbox"/> Other: _____ <input type="checkbox"/> 6 th Grade <input type="checkbox"/> 3 rd Grade <input type="checkbox"/> PE
ADDITIONAL COMMENTS (TEACHER USE ONLY): _____ _____	
Please feel free to call with any questions.	
PARENT SIGNATURE _____	

Cheating

Cheating on tests and quizzes will result in a failing grade.

*** 3 DETENTIONS*...the Lord disciplines those he loves...(Heb 12:6)**
Parents: Please sign and have student return to teacher the next morning.

Student Name _____ Date _____

Cheating / Plagiarism

Stealing

Fighting in Anger

Forgery

Other: _____

TO BE SERVED: _____

PLEASE CALL TO SCHEDULE PARENT/TEACHER CONFERENCE: 366.6522

TEACHER: 8th Grade 5th Grade 2nd Grade Music

7th Grade 4th Grade 1st Grade Other: _____

6th Grade 3rd Grade PE _____

ADDITIONAL COMMENTS (TEACHER USE ONLY):

Please feel free to call with any questions.

PARENT SIGNATURE _____

Suspension

A Suspension will cause the student to receive a zero on all quizzes, and 25 points off any test during the period of suspension. Tests are to be made up within 2 days of returning to school. A child serving any type of suspension is responsible to make up the school work missed. All homework must be promptly returned the following school day unless otherwise noted.

Citizenship Calculation

Every student begins each quarter with a “100%” in citizenship. Citizenship will be calculated by a point system. Points will be subtracted when the student receives a demerit, detention, or suspension. Points will be added when the student receives a merit. Every quarter the point system is reset to a “100%.”

Grades 1-5 Discipline Point system

- Administrative Demerit = 1 point
- Behavioral Demerit = 2 points
- Merit = 1 point
- Automatic Detention = 10 points
- Automatic 3 Detentions = 30 points
- Accumulative 1-Day Suspension = 20 points in addition to quarters total
- Accumulative 3-Day Suspension = 40 points in addition to quarters total

Demerit and merit points are reset at the beginning of each quarter.

Grades 6-8 Discipline Point System

- Administrative Demerit = 1 point
- Behavioral Demerit = 2 points

Merit = 1 point

Automatic Detention = 10 points

Automatic 3 Detentions = 30 points

Accumulative 1-Day Suspension = 20 points in addition to quarters sum

Accumulative 3-Day Suspension = 40 points in addition to quarters sum

Demerit and merit points are reset at the beginning of each quarter.

Behavior Communication

Elementary School

2 Detentions = Phone call from teacher

3 Detentions = Letter home

5 Detentions = 1-Day Suspension & Meeting with parents

6 Detentions = Letter home

8 Detentions = 3-Day Suspension & Meeting with parents

10 Detentions = Expulsion

**The detention count (not points) carry over throughout the year.*

Middle School

4 Detentions = Phone call from teacher

7 Detentions = Letter home

9 Detentions = 1-Day Suspension & Meeting with parents

12 Detentions = Letter home

14 Detentions = 3-Day Suspension & Meeting with parents

17 Detentions = Expulsion

** The detention count (not points) carry over throughout the year.*

Probation and Expulsion

A student may be placed on probation for a period of up to nine school weeks for one or more of the following reasons:

- Continued, deliberate disobedience
- A rebellious spirit which is unchanged after much effort by teachers and administration.
- A continued negative attitude and bad influence upon other students.
- Insufficient academic progress.
- A serious breach of conduct inside or outside of school.
- Failure of the parents to comply with or support the disciplinary procedures of the school.
- Failure of the parents to fulfill their financial responsibility to the school.

General Information & Invitation

Attendance at Calvary Chapel School is a privilege and not a right. Students forfeit this privilege if they do not comply to the standards and ideals of work and life at Calvary Chapel School.

It is the desire of administration and faculty to be of service to both parents and students. Please feel free to consult with the office about any problem or questions you may have. Teachers welcome coordinated visits from any parent, as well.

Thank you for the awesome privilege of assisting you in the raising of your child. We are truly honored that you have chosen Calvary Chapel School. We welcome any comments and suggestions that would make Calvary Chapel School an even better place to be as we strive to honor the Lord Jesus Christ in all that we say and do.

For school resources, including the school calendar and Renweb access, as well as great parenting resources, visit the school website at:

<http://www.calvarychapelschool.org>

