

CALVARY CHRISTIAN SCHOOL HANDBOOK

423 North 23rd Street

Wilmington, NC 28405

School Line: (910) 343-1565

Fax Line: (910) 762-5847

Inclement Weather Line: (910) 762-5608

www.calvarychristianwilmington.com

WELCOME TO CALVARY CHRISTIAN SCHOOL

Dear Parents,

Thank you for considering Calvary Christian School. Since 1991, we have been preparing children, both academically and spiritually, to face the challenges of today and tomorrow. We believe that each child is a gift from God and that each child comes with a unique set of qualities and needs, which are important. Our teachers have many years of experience in the classroom and a great love for the students they teach. Also, our church views our school as a vital ministry both to the children and their families. At Calvary we are working hard to move our school forward in every area and welcome the support and input of our parents. In fact, we believe the most important education your child receives is from you at home, which is why we want to be a partner with you in your child's education. I pray God will bless you for choosing Christian education.

In Christ,

Nick Smith
Administrator

MISSION STATEMENT:

The main objective of Calvary Christian School is to lead each child in a pursuit of educational excellence and a saving knowledge of Jesus Christ. The school will endeavor to provide an atmosphere that is conducive to the highest gains in knowledge, skill and wisdom without any hindering limitations. However, it is also most important that parents/guardians create an atmosphere at home that is supportive of our school.

NOTICE OF NON-DISCRIMINATORY POLICY:

Calvary Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students of our school. Furthermore, it does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies or school administered programs.

CHRISTIAN EDUCATION AND BIBLE CURRICULUM:

Proverbs 1:7 says, "The fear of the Lord is the beginning of knowledge." Therefore, we believe the Bible offers the best guide for this life and the only hope for the life to come. Christian character development is an important aim of our school. Therefore, all students will hear about God and the saving grace of the Lord Jesus Christ in our program of studies and activities from both pastoral staff and faculty.

OUR STAFF:

We are very proud of our well-trained Christian staff. All of our teachers are well-qualified and have been carefully selected for their educational backgrounds, teaching experience and their sensitivity to the individual needs of students.

REQUIREMENTS FOR FACULTY AND STAFF:

Each employee must be a Christian and have a personal assurance of salvation. Employees should have a Christ-like lifestyle, taking no part in activities that the Scripture condemns, such as immorality, homosexuality, pornography or illegal drug use.

We believe Christian teachers should set the best example possible in front of their students by fleeing from any appearance of evil. Even though we realize the existence of differences of opinion in the area of Christian liberty, the need for consistent standards among the staff of our school is essential.

Faculty and staff members are required to dress modestly and neatly, keeping in mind the professional nature of their position.

Because Calvary Christian School is a ministry of Calvary Baptist Church, we feel it is in the best interest of the church and school for faculty and staff to be active members of Calvary Baptist Church. An exception will only be made if the faculty or staff member is already an active member of another Bible-believing church. Also, each teacher must agree with the following doctrinal statements:

- 1) We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- 2) We believe that there is one God, eternally existent in the persons of the Father, Son and Holy Spirit.
- 3) We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His

miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

4) We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.

5) We believe in the resurrection of both the saved and lost – those that are saved unto the resurrection of life and those that are lost unto the resurrection of condemnation.

6) We believe in the spiritual unity of believers in our Lord Jesus Christ.

7) We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

CHURCH ATTENDANCE:

Church attendance is encouraged as being a part of everyone's life. As a Christian school, we encourage our students to attend the services of a Bible-teaching church. Our goal is to complement the spiritual training of the student's home and church.

PROGRAMS OFFERED:

1) 3 & 4 Year Old Preschool (9:00 a.m. – 12:00 p.m.)

We offer 2-day, 3-day and 5-day programs for Preschool. See *Schedule of Fees and Tuition* by clicking on the "Forms and Downloads" icon on our website.

Please note: Children attending the 3 Year Old Preschool class must be 3 years old by their first day of school no matter what point during the year they start. Children must also be fully potty-trained (not wearing diapers or pull-ups and able to wipe themselves) to attend the 3 & 4 Year Old Preschool. Our preschool teachers can only help with buttoning and zipping.

2) Kindergarten – 8th Grade (8:45 a.m. – 3:00 p.m.)

Please note: It is important that your child be on time for school, as instruction begins promptly at 8:45 a.m.

PRESCHOOL:

Preschool supplies needed:

- 1) a change of clothing for emergencies placed in a large zip lock bag with your child's name clearly written on it
- 2) a book bag or backpack to transport books and papers
- 3) 1 large bottle of school glue
- 4) 1 family size box of tissues
- 5) 1 package of flushable wipes
- 6) 1 box of medium size crayons
- 7) 1 box of any size Ziploc bags
- 8) 1 container of Clorox/Lysol wipes
- 9) crib sheet (standard size)
- 10) blanket

Each Preschool child who stays for Extended Care will take a nap. Children need to bring a crib-size sheet and a blanket. All washable items will be sent home on Fridays to be laundered.

Please note: All children in the Preschool should only wear tennis shoes to school, not flip-flops, sandals, hiking boots, etc.

EXTENDED CARE:

Extended Care hours:

- 1) 3 & 4 Year Old Preschool (7:30 a.m. – 9:00 a.m. and 12:00 p.m. – 5:30 p.m.)
- 2) Kindergarten – 8th Grade (7:30 a.m. – 8:45 a.m. and 3:00 p.m. – 5:30 p.m.)

Extended Care will be billed separately from your tuition and on a monthly basis and may be paid directly to the school office. See the *Schedule of Fees and Tuition* sheet for current rates.

Please note: If you pick up your child after 5:30 p.m., for each 15 minute increment you will be charged a late fee of \$10.00 (i.e. 5:31-5:45 p.m. = \$10, 5:46-6 p.m. = \$10).

ADMISSION PROCEDURE:

Information is available on our website (see cover of this handbook) or upon request by calling our school at (910) 343-1565. A visit to tour our facility and to speak with our School Administrator is required for enrollment and may be arranged at this time. You may also receive a *Calvary Christian School Packet*, which includes all registration forms that must be filled out, a schedule of current fees and tuition, a school year calendar, etc. This information is also readily available on our website.

Upon completion of the registration forms, payment of all registration fees, and setting up an account online with the FACTS Tuition Management Program, your child's name will be placed on our student roster. This will hold your child's spot in the class.

Please note: All forms, including medical forms and school records (if transferring), must be completed and received before your child can start school.

FINANCES:

All payments due for tuition, book fees, registration and other special fees must be paid in accordance with our tuition schedule. No refunds will be made for fees. Accounts not paid in full by the 10th of the month will be assessed a 15% late fee. A returned check fee of \$25 will be assessed for each time a check is returned due to insufficient funds, closed account or stopped payment.

In an effort to improve efficiency at Calvary Christian School, as well as your overall experience with our institution, we have transitioned to FACTS Tuition Management Company. Please note that all monthly tuition payments will be handled through FACTS and will not be paid to the school office. FACTS is only being implemented to handle tuition. Extended care, lunch orders, and field trip money will be handled as is stated elsewhere in this handbook. For questions concerning FACTS please visit their website at www.factsmgt.com or call the school office to speak with Karen Garris or Nick Smith.

Delinquent Accounts:

Because of limited enrollment that supports our financial standing, it is understood that parents/guardians will pay tuition for the amount stated in the *Schedule of Fees and Tuition*. All past due fees and tuition must be paid before the report card will be issued at the end of each reporting

period. Report cards will be held if an account becomes outstanding during any grading period or if satisfactory arrangements have not been made with the school. Any account is considered delinquent after 30 days and if all delinquent accounts have not been paid and brought current after a total of 90 days have lapsed, the student will be suspended until payment has been made. School records will not be released until the outstanding balance is paid in full.

Please go to the church office to make Extended Care payments and a receipt will be given to you immediately. If you mail a payment, a receipt will be issued. If you do not receive a receipt, contact the office immediately. Do not send payments with students at any time. We accept check, cash, Discover Card, Visa and MasterCard. Please make checks payable to “Calvary Christian School” and write the student’s name in the memo line.

Other Money:

Money that is sent to the school for reasons other than Extended Care must be enclosed in a sealed envelope with the following information on the front:

- 1) Teacher’s name and room number
- 2) Amount
- 3) Purpose

Withdrawal Policy:

Official notice of withdrawal may come only from the parents/guardians and receiving the notice will determine the withdrawal date. A student not coming to school does not affect or set the withdrawal date. All tuition, fees and charges must be paid in full at the time of withdrawal before grades or school records will be released. Tuition will be pro-rated.

Refunds:

Paid registration fees will only be refunded in cases where a parent’s/guardian’s job relocation before the first day of school takes them out of New Hanover, Brunswick or Pender Counties. Emergency situations will be evaluated by the administration to determine eligibility for refund.

CLASS WORK POLICY:

All class work is to include the student’s name, date and subject when applicable. All work must be neat and legible. A teacher may refuse to accept any work that does not meet these two standards.

HOMEWORK POLICY:

Homework assignments made by the teacher should be completed by the student and turned in at the time designated. Copying another student’s homework (plagiarism) is not an acceptable practice at Calvary Christian School. Doing so is considered a form of cheating and will result in an automatic grade of zero.

GRADING SCALE:

Students in Kindergarten – 2nd Grade will receive “Satisfactory”, “Unsatisfactory” or “Needs Improvement” marks to reflect their efforts. Students in the 3rd – 8th Grade will be graded on a seven-point scale that is broken down as follows:

100-93 = A

92-85 = B

84-77 = C

77-70 = D

70 and below = F

PROGRESS REPORTS:

Progress reports will be given out for Kindergarten students twice a year – after the second nine-week period and at the end of the school year. Elementary and middle school students, 3rd – 8th Grade, will receive a progress report mid-grading period. For 1st – 8th Grade a report card will be issued at the end of the nine-week grading period. These reports are to be signed and promptly returned to the student's teacher as an indication of the parent's/guardian's awareness of the student's progress.

PROMOTION:

Decisions regarding promotion and retention will be made on an individual basis. A student will be promoted if he/she successfully completes the following:

- 1) Absent for no more than 25 days
- 2) Satisfactorily completed assignments, tests, etc. for his/her grade level
- 3) Upon the request of a parent concerning the retention of their child, a meeting will be held with the teacher of his/her grade level and the School Administrator. The final decision will rest with CCS personnel.

ATTENDANCE POLICY:

In order for your child to gain the most out of school he/she must be regular in attendance. Do not keep your child at home for reasons other than sickness or emergencies. Planned absences, such as family vacations must be excused in advance and missed assignments must be completed by the student as instructed by the teacher. If a student is absent more than 25 days during the school year, his/her promotion to the next grade is jeopardized. Only work missed due to excused absences, such as sickness, injury, death in immediate family, doctor appointments, court or administrative proceedings and educational opportunities with parents/guardians may be made up for credit.

Once a student arrives at school in the morning he/she is not to leave the grounds until school is dismissed unless special arrangements are made. If an early dismissal is necessary, a written notice should be sent to the teacher stating the reason and time for leaving. In all situations the parents/guardians must come to the classroom and show identification to sign out the student.

Parents/guardians who need to pick up students during the day and failed to send a note should contact the office in advance so that the student will be ready when parents/guardians arrive.

ABSENCES:

When a child has been absent, he should bring a written excuse when he returns to school. If he is absent for more than two days, the parents/guardians should call the office and leave a message for the teacher. Assignments should be picked up so that students will not get behind in their work.

TARDIES:

The school day begins promptly at 8:45 a.m. for Kindergarten – 8th Grade and 9:00 a.m. for Preschool.

All students should be in their classrooms at this time. Late students will not be admitted to class without a late slip and acceptable reason. Every three tardies that a child acquires will result in one absence.

ARRIVAL AND DEPARTURE PROCEDURES:

Parents are to park in the Plaza Drive parking lot and accompany their child to their classroom. Do not allow your child to come in by themselves unless they are in the 4th Grade or higher. Also, according to North Carolina law, no child may remain in cars unattended.

It is important for parents to arrive promptly for pick-up at dismissal time. If you arrive early, please wait quietly in the hall until the teacher dismisses your child.

No child will be released to anyone other than the parent or those authorized by the parent in written form. See the *Child Release Form* by clicking on the "Forms and Downloads" icon on our website. If an emergency arises and you cannot pick up your child as planned, please telephone the school and inform us as to who will be coming for your child.

For the safety of children and staff, school doors will be kept locked during school hours, but will be opened at arrival and dismissal times. Please come to the office should you need any assistance.

Any child that is brought to the school prior to the designated time of instruction must either remain with the parents/guardians or report directly to Morning Extended Care. Under no circumstances is a child to be left at school without being placed under the supervision of an adult. Also, any child who is not picked up promptly at 3 p.m. must immediately report to Afternoon Extended Care. Those who are not under the supervision of an adult before or after school will be escorted to the appropriate location and may receive further action including additional fees, more stringent pick-up/drop-off procedures, etc.

DRESS CODE:

Parents/Guardians are responsible to send their child to school with correct dress and grooming. Good taste and modesty should be considered as guidelines for what is proper and acceptable. All apparel should be free from distracting or offensive peculiarities or extremes. Also, those children in Kindergarten should only wear tennis shoes to school, not flip-flops, sandals, hiking boots etc. No child in any grade is allowed to wear hats. Students who come to school with dress or grooming that is deemed unacceptable will be required to secure the appropriate clothing. Repeated offenses will result in parent/teacher conferences.

TELEPHONE, COMMUNICATION & ELECTRONICS POLICY:

Students may use the office telephone for emergencies and sickness only. No cell phones or pagers are allowed to be used at any time. No outside communication to parents, friends or otherwise will be allowed. This restriction will enhance our goal of providing the best possible safety of our students. Text-messaging and signaling activities will be considered as unfavorable behavior and be dealt with accordingly. All personal electronic equipment, such as PSP, Nintendo DS, iPods, etc. are not permitted to be used during the school day; however, they are permitted during Extended Care and other possible times provided that the data being accessed is appropriate and that the device is only being used by the child to whom it belongs. Parents/guardians are encouraged to be aware of the

content on their child's electronic devices. Calvary Christian School is not responsible for any loss or damage to any child's electronic device. The status of the use of these items will be monitored and, if necessary, removed.

CARE OF PROPERTY:

Calvary Christian School belongs to God. Any willful damage or destruction of school property will not be tolerated. The student will be expected to pay a reasonable amount for any damage (willful or accidental). Any act, such as littering, writing on walls, defacing of the building or any other act of negligence will be dealt with accordingly.

RULES OF BEHAVIOR:

Realizing that all behavioral possibilities cannot be specifically addressed in writing, the following general rules are applied at Calvary Christian School:

- 1) Involvement in criminal activity, immorality, pornography, homosexuality and drug use are strictly prohibited. Violation of these rules on or off campus may result in suspension or expulsion.
- 2) Guns, knives or any weapons are strictly prohibited. Any such items will be confiscated and appropriate discipline will be administered.
- 3) Fighting, lying, stealing, cheating, vulgarity, smoking, etc. are considered serious offenses and will be given the disciplinary action deemed necessary.
- 4) No student will be retained who, after being warned, continues to be disrespectful to teachers, administration or fellow students.
- 5) Attitude may be manifested in many ways by what is said, tone of voice, facial expression and by the way one stands, sits or walks. "Body language" often betrays our verbal language. No student will be retained who, after being warned, continues to be disrespectful with regard to "attitude."

DISCIPLINE:

We feel at Calvary Christian School, that it is vital that children learn self-discipline and respect for the rights of others. Calvary Christian School expects cooperation from both students and parents/guardians in the educational process. If, at any time, the school feels that it is not receiving this cooperation, the school may request that the student be withdrawn. Calvary Christian School has the right to dismiss any child who threatens the safety or interrupts the learning of other students. In cases such as fighting, theft and leaving school property without permission, more stringent measures may be implemented (probation, suspension). In extreme circumstances a child may be expelled if deemed necessary by the administration of Calvary Christian School or the School Board.

Disciplinary Process:

- 1) When a child exhibits inappropriate behavior, the teacher will talk with the student explaining the reason the behavior is considered a problem. Potential consequences of the identified behavior will be explained to the child (i.e. physical safety, health safety or disruptive to the learning of others).
- 2) Repetition of the behavior will result in age appropriate restriction of privileges (i.e. age appropriate supervised time-out, loss of privilege in certain classroom centers).
- 3) Persistence of the disruptive behavior will require monitoring of the child to prevent self-injury or injury to others. Immediate contact will be made with the parents/guardians through the emergency numbers that have been provided by the family. It will be necessary for the responsible party to come to the school and remove the child from the learning environment. The School Administrator will

make the evaluation to determine when the student may return to the school or if the child will be returning to the school at all.

4) Continued occurrences of inappropriate behavior will necessitate direct parental involvement in the disciplinary process. A conference will be held with the teacher and parents/guardians by appointment at a convenient time, which will not interfere with instruction. The purpose of this conference is to more clearly inform the student's parents/guardians of the issues of concern. A list of community resources will be made available to the parents/guardians to assist them with correction of the identified inappropriate behavior. The school's expected behavior will be discussed with the parents/guardians. Then, acceptable solutions to the problematic behavior, the consequences of continuation of the problematic behavior and the next step in the disciplinary process will also be discussed.

5) The next step in the process is a meeting with the parents/guardians and the School Administrator. This meeting will be held to discuss progress toward solutions identified in the parent/teacher conference and conditions necessary to continue education at Calvary Christian School.

For more information see the *Discipline and Behavior Management Policy* by clicking on the "Forms and Downloads" icon on our website.

PARENT/TEACHER CONFERENCES:

In order for parent/guardians to be kept informed firsthand of their child's progress, they are encouraged to schedule conferences at any time they believe it may be necessary. Calvary Christian School administration and staff welcome these opportunities and desire to be of help to the students and their families. Please call the administration office and leave a message for the teacher to contact you and schedule a conference.

Conferences may be held, as needed, to discuss your child's progress. We require parents/guardians to schedule conferences with teachers instead of meeting with them on an impromptu basis. Teachers are required to perform duties before school and before their departure from school; therefore, any unscheduled conferences can cause problems in their daily schedules and duties and will not be permitted.

OPEN HOUSES:

Refer to the *School Calendar* by clicking on the "Forms and Downloads" icon on our website for the dates of all Open Houses. The nature of the Open House will vary from time to time, but generally follows these objectives:

- 1) to acquaint the parents/guardians with the philosophy of Christian education and the school curriculum
- 2) to assist both parents/guardians and teacher in recognizing the academic, emotional, spiritual and disciplinary needs of the child
- 3) to provide an opportunity for the parents/guardians and teacher to know and fellowship with each other
- 4) to provide the parents/guardians an opportunity to see the achievements of the student

ACCIDENTS AND ILLNESS:

A primary concern of Calvary Christian School is to secure a safe and healthy environment for your child.

Children must have a completed medical form on file the first day of school. They must be found to be physically and emotionally able to attend school by the child's physician. The medical form must also have a current record of immunizations attached to it. Children who are not feeling well and/or display symptoms of a contagious illness need to be kept at home. Symptoms within the last 24 hours such as those listed below require at-home care:

Chills	Fevers
Persistent coughing	Headache
Diarrhea	Red or swollen joints
Earaches	Puss or inflamed eyes
Skin rashes	Sore throat
Listlessness	Nausea or vomiting

Children who do not feel well cannot concentrate at school and expose others to their illness. If a child develops symptoms of an illness while at school, we will notify the parents as soon as possible. Since we have no facilities to care for sick children, it is important to have them picked up as soon as you are notified.

A child must be free from contagious illness before returning to school. Children need to be free of all symptoms for 24 hours and/or released by their doctor. If your child has contracted a contagious illness, please notify the school immediately so that we can notify other parents of students in the classroom. Medications will be given to a child only if a proper medical form is filled out by the parents and returned to the teacher. Medication will be housed and administered in the school office.

Calvary Christian School policy is to notify parents/guardians of any accidents, so that you will know exactly what happened and what was done. In the case of emergency, we will meet the physical needs of the child, notify the parents and if necessary seek emergency care.

CLASSROOM PARTIES:

Any class party or outing must be teacher-sponsored. If any money is to be collected, it must be under the direct supervision of the sponsoring teacher. All activities must be cleared through the School Administrator in advance. Full details as to the purpose, date, location, supervision, etc. must be presented at that time. The following "special day" parties may be considered:

- 1) Thanksgiving
- 2) Christmas
- 3) Valentines Day
- 4) Easter

Any snacks that are brought to school with the intention of being shared must be purchased and remain in their original packaging containing the full list of ingredients in order to reduce the risk of allergic reactions.

LUNCH:

Elementary and middle school children and children in Extended Care may order lunch from one of the caterers we have deliver (lunch menus are located in the white bookshelf to the right of the school entry doors) or bring a lunch to school. If your child is bringing lunch to school please remember to place a frozen ice pack in your child's lunch box. This is necessary for basic food safety and complies with

health department standards for refrigerated food. Microwaveable meals that take 90 seconds or less to heat will be acceptable for lunch.

SNACK:

At mid-morning each day the preschool and elementary children will have a snack. Children should bring their snack from home on a daily basis. Candy, cookies and/or other high sugar snacks will not be allowed. Only 100% fruit juices will be served. Also, we are happy to remember birthdays. Parents are encouraged to bring in a treat to celebrate a birthday. Please make plans with your classroom teacher in advance.

As with classroom parties, any snacks that are brought to school with the intention of being shared must be purchased and remain in their original packaging containing the full list of ingredients in order to reduce the risk of allergic reactions.

FIELD TRIPS:

Field trips are an exciting aspect of the curriculum and are planned to relate to and expand the learning process. Parents are notified in advance of upcoming trips, welcome to accompany their child's class and may be asked to help provide transportation.

PARENT/GUARDIAN CHAPERONES:

There are times throughout the school year when parents/guardians may be asked to serve as chaperones at school-sponsored activities. Parents/guardians are encouraged to volunteer their services and should also follow the dress code and abide by the school policies.

SPECIAL COURSE STUDIES:

- 1) Band
- 2) Chorus
- 3) Art
- 4) Computers
- 5) Physical Education

We believe music is a vital part of a child's total learning experience. At Calvary, your child will learn to praise the Lord with music. Preschoolers enjoy their musical experience in the classroom. Elementary and middle school students participate in Band and Chorus. Chorus meets on a weekly basis and is for all students in Kindergarten – 8th Grades. Band is available to students in 2nd – 8th Grades. Through our band program, students learn to play instruments in the brass, woodwind and percussion families. In addition to Band, 3rd – 8th Grade students also participate in an Art and Computers.

LOST AND FOUND:

Calvary Christian School is not responsible for the loss of any personal property. Parents/Guardians are requested to insure all articles of clothing and any personal possessions be labeled with the student's name. Every effort will be made in helping to return to the student any items found that they may have lost. Lost and found boxes of unclaimed items are kept in the church office and after a

considerable amount of time are donated to Good Will.

INCLEMENT WEATHER:

When severe weather strikes, Calvary Christian School follows New Hanover County School schedules regarding openings and closings. Therefore, if New Hanover County Schools are closed, we will be closed. However, if New Hanover County Schools are on a two-hour delay, we will start at 10:30 a.m. No Morning Extended Care will be offered under these circumstances.

For updated reports on openings and closings you may call our office periodically for an automated message at (910) 762-5608 and also stay tuned to WECT-TV and WWAY.

SOLICITATION PROHIBITED:

Solicitation is forbidden at Calvary Christian School without the permission of the administration. This includes the selling of tickets, distribution of advertising or political materials, the circulation of petitions, etc.