

# Calvary Christian School Handbook



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A ministry of Calvary Full Gospel Church

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## Mission Statement

***“Seek first the kingdom of God and His righteousness and all things will be added unto you.”***

***Matthew 6:33***

## A Note From The Pastor

“Teach me Thy way O Lord, and lead me in a plain path.” Psalm 27:11

Calvary Christian School is honored to partner together with you in providing an atmosphere conducive to making the prayer of the Psalmist a reality. We recognize and make a strong commitment to provide a staff of teachers, a God honoring curriculum and atmosphere that will enable your child to grow academically and develop a personal relationship with Jesus Christ.

Calvary Christian School will honor God by putting

- God’s kingdom first on a daily basis
- Teach and commit to Biblical principles
- Acknowledge the privilege of ministry to God, by loving and instructing your children in the ways of the Lord.

It is our prayer that God will be honored and your children will excel at Calvary Christian School.

*Pastor David Farina - Senior Pastor, Calvary Full Gospel Church*

## Educational Philosophy

The primary mission of Calvary Christian School is to encourage each child to develop a personal relationship with God by accepting the free gift of salvation through faith in Jesus Christ. The child will be encouraged to grow in this relationship by experiencing God’s abundant love, grace, forgiveness, and power through daily Bible study and practical application of God’s word. It is our desire that each child will allow God to govern his/her entire life based on the trust relationship with Jesus fostered through their experience at Calvary Christian School.

Our second goal is for each child to experience academic success based on his/her own God given ability. As such, our role is to ignite the spark for each child to become a lifetime learner. The Bible clearly states that we are fearfully and wonderfully made. As a result, we will also strive to build up each child socially and emotionally in an effort to create an environment that is conducive to learning.

Calvary Christian School is licensed by the State Board of Private Academic Schools and is a member of the Association for Christian Schools International (ACSI). Calvary Christian School does not discriminate on the basis of gender, race, ethnic group, or religion.

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# Admission and Withdrawal

## Admission

All Kindergarten children must be 5 years old by September 30 of the appropriate school year to qualify for entrance.

In addition, all children entering *Calvary Christian School* must demonstrate social, emotional, and academic readiness. Testing and/or previous records may be necessary to determine if our school is appropriate for the child. We will ask parents to sign a record release form to obtain academic, health, and behavioral records from the previous school. Calvary Christian School reserves the right to accept or decline enrollment based upon the ability our school has to benefit each individual student.

## Withdrawal

In the event that a student needs to withdraw from Calvary for any reason, we request **two week's notice in writing**. Tuition and other financial obligations must be fully met before leaving the school. If a child attends any part of the month, the full month's tuition will be charged. No registration or book fees will be refunded. Consumable books may not necessarily be given to the student upon withdrawal.

We are required to notify the Superintendent of Schools in the Pennsbury School District when a student withdraws from our school. The Superintendent will ensure that the student enrolls in another school.

# Assessment

## Grading Scale

**In Grades 1 through 8, each subject area will be graded according to the following scale:**

A+ = 97-100	A = 93-96
A- = 90-92	B+ = 87-89
B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76
C- = 70-72	D+ = 67-69
D = 63-66	D- = 60-62
F = 0-59	

**The following scale will denote the progress in Grade K:**

- M = Mastered
- check= Still in Progress
- + = Improvement Shown
- N= Needs improvement

## Report Periods

There are four marking periods during the course of the school year. Please reference the current *Calvary Christian School* calendar for exact dates.

## Report Cards

Report cards will be issued four times during the school year. For non-conference times, the report cards will be sent home in an envelope in the student's folder after the close of the marking period. We will notify parents that the report cards are being sent home.

## Interim Progress Notes

The purpose of the interim progress notes is to apprise parents of their child's academic progress *half way through the marking period*. Each subject area will be evaluated. These too will be sent home in the student's folder.

## Conferences

Conferences are held at the school following the first and third marking periods. The school is closed that day to make the teachers available for conferences. Please schedule your conference within the allotted times. *Conference times will be awarded on a first come, first serve basis.* **The conference time form will be sent home with the student at least one week in advance.** This is a wonderful opportunity to constructively discuss and evaluate a student's progress and ask any questions. If you need a conference with your child's teacher at another time during the marking period, please communicate via a note to the teacher.

In the case of children with parents in separate homes, we will be happy to coordinate separate conferences. However, *the responsibility for scheduling such exceptions lies with the parents.* We will only send one conference form home.

## Assessment

### Standardized Testing

We will administer the Metropolitan Readiness Test (MET Test) to Kindergarten children in the spring of each year. We will additionally administer the Stanford Achievement Tests (SAT) in combination with the Otis-Lennon School Ability Test (OLSAT) to Third Grade students each April. Fifth Grade students will be administered the PSSA in the spring. This is the standard test for Fifth Grade students in Pennsylvania. Sixth, Seventh, & Eighth Grade students may also participate in a PSSA Assessments at the discretion of the school.

### Testing and Remediation

Sometimes children need additional academic assistance. After the parent has collaborated with the teacher to explore all possible options within the classroom, if you feel that your child needs additional diagnosis and remediation for academic problems, contact the office. Our school is eligible for diagnostic and remedial services through Catapult Learning (services provided to students within the school day). We will also be happy to share any additional resources that we are aware of. We do not have a remedial program of any kind (resource room, tutoring) that is sponsored by Calvary Christian School.

# Arrival and Departure Times

## School hours

**Calvary Christian School will begin promptly at 9:00 AM and end at 3:30 PM. It is imperative that students arrive on time for school on a daily basis.**

Children may arrive as early as 8:30 AM if not enrolled in Before School Care.

## Pick Up and Drop Off Points

Students who arrive between 8:30 - 8:55 AM may be dropped off at the bus area (doors with glass to the left of the front door). They will be greeted by a staff member. After 9:05, the student is late and needs to be signed in in the office. We ask that parents please avoid walking up to the classroom, as it causes disruption to the start of the school day.

Students may be picked up outside on the carpeted area of the old sanctuary/near the fellowship area. ***Please do not walk up to the classroom.*** If we do not know an individual coming to pick up your child, please be prepared to have that person bring a photo ID to be verified against the child's Emergency Contact Form in order to release the student. *Please remember that all of our staff is involved in the dismissal time with keeping the children safe and secure. This is not an appropriate time for a conference - please schedule time to talk with the teacher at a mutually convenient time.*

**Do not park along the curb at any time** - you will block the buses and will pose a safety hazard.

## Bus Transportation

Public school districts will transport children who live within a 10-mile radius of the school. Please contact the office for specifics regarding bus transportation by the school districts. Requests for the following school year should be submitted to Calvary no later than June 1 in order to be arranged for the fall. Any problems or questions concerning transportation, once it is established, should be directed to the transportation department. **If you are picking up your child instead of having your child take the bus on a given day, we MUST get a phone call or a note from the parent ahead of time. Notice by 2:30 PM is preferred.**

# Attendance and Lateness

**It is very important that all students are present each day and arrive at school on time.** Students who arrive to school each day on time and prepared without being rushed are ready to learn. Students may arrive beginning at 8:30 AM to prepare for the day.

## Attendance

It is our desire that students receive the maximum learning time at school. If your child is sick or otherwise cannot attend school, please call the office at

(215) 736-2391 before the school day begins at 9:00 AM. When the child returns to school, an absence card will be sent home for the parent to sign and return. This absence card should be returned to the teacher within 3 school days and list the reason that the student was absent. The completion of make up work can be discussed between the parents and teacher. The student is responsible for completing all work in a timely manner. This may require extra work to be done at home and/or at recess time during school.

We understand that some children get ill more than others do. However, if a child is absent for 10 days within a given marking period, the Director/Assistant Director will phone the parents notifying them of the number of absent days. All further absences past the 10 days within a given marking period will require submitting a doctor's note for each absence.

In reference to family vacations, we recognize the importance of spending time together as a family and the educational and emotional value of many trips. Parents should request in writing the dates that a student would miss due to vacation. It is not recommended that students whose academic performance is below average take time off for vacations during the school year. Students are responsible for all missed work and tests to be completed in a timely manner.

### Lateness

*Calvary Christian School* begins at 9:00 AM. Students should be in the classroom (not just in the building) at 9:00 AM ready to learn. **A student is considered late if he or she arrives in the classroom after 9:05 AM.** Parents must walk the late student *into the office* (not the classroom) and sign in on a late sheet. We will allow one late day for any reason within a given marking period without needing to return a tardy card. After that day, a tardy card will need to be completed for each lateness and this will be recorded in the student's permanent record. If lateness becomes a steady pattern of behavior, the administration will phone the parents in order to help solve the problem of lateness.

### Leaving Early From School

When a student needs to leave early from school, we will require a note to the teacher or phone call in advance. We understand that of course emergencies happen that prevent advance notice. We will have the student sent down to the office - please do not walk up to the classroom. Please take your student's overall academic performance into consideration when scheduling appointments, etc. during the day. Your child may miss an important lesson that may or may not be able to be made up. Please keep early pick ups to a minimum. The student is responsible for any class work missed.

## Before and After School Care

Before and After School care is available through *Calvary Child Care Center*. The child care center opens at 6:30 AM and closes at 6:00 PM. A late fee is assessed

if children are picked up after 6:06 PM. During the morning care time, breakfast is provided along with a time for play and devotions. The after care program includes an afternoon snack along with devotions, an opportunity to complete homework, outdoor play, arts and crafts, games, and other fun activities. *Please call the office for enrollment and tuition information.*

Further, care is offered for an additional fee for days when *Calvary Christian School* is closed but *Calvary Child Care Center* is open. Prior notice of needed care is required. Please refer to your current school year calendar for a list of those days. The drop in rate is different than the contracted rate for Before/After Care.

Before and After School care is provided through *Calvary Child Care Center*. As such, the policies and procedures for the child care center will apply. That information will be given to parents upon enrollment in the Before and After School program. One of the requirements that differs from *Calvary Christian School* is that students enrolled in Before and After School must have an annual physical. Additional paperwork is required – please see the office for details. Tuition for Before and After School care is assessed on a monthly basis.

## **Discipline and Student Conduct**

The discipline policy of *Calvary Christian School* is based on the Word of God, the Bible.

*Proverbs 22:6* - “Train up a child in the way that he should go and when he is old he will not depart from it”.

*Galatians 5:22* - “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self control. Against such there is no law”.

The goal of the discipline policy is to promote self-control within students and to establish a safe and secure environment that is conducive to learning. The Bible is very clear about our responsibility as adults to guide the behavior of children. This is what the Lord has to say about discipline in Hebrews, Chapter 12 starting at verse 5 through 11: “ *‘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 corrects everyone He accepts as a son’. Endure hardship as discipline; God is treating you as sons. For what son is not disciplined by his father? If you are not disciplined, (and everyone undergoes discipline), then you are illegitimate children and not true sons. Moreover, we have all had human fathers who disciplined us and we respected them for it. How much more should we submit to the Father of our spirits and live! Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in His holiness. No discipline seems pleasant at the time, but painful. **Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.***”

It is important to understand God’s heart of love when we look at this passage and in setting the goal for our discipline policy. We begin this process with realistic expectations, understanding the nature of a child. In addition, as is the heart of the Father, we will discipline in love.

### How does this translate to us?

Calvary Christian School teachers and staff *will strive to, with God's grace and help:*

- ♥ Balance correction with love while administering discipline.
- ♥ When correcting - speak to a child privately, which will avoid an audience and therefore avoid embarrassing a child (exceptions may be necessary when safety is at risk).
- ♥ Set the stage for success by clear communication, implementation of transitional activities, offering choices when possible, speaking to a child positively and creating a happy atmosphere.
- ♥ Maintain a proper tone of voice (exceptions may be necessary when safety is at risk).
- ♥ Avoid the use of group punishment (when the whole group is punished for the misbehavior of a few).

*This is the framework that we strive to work within during the course of a normal school day.*

### How does this translate to the students?:

While at school, on the bus, or participating in any school activity, we will expect students to:

- ✍ Speak and act respectfully.
- ✍ Follow directions and requests.
- ✍ Not interfere with the teaching and learning environment.
- ✍ *Be prepared and responsible* - both in preparation for school and throughout the day.
- ✍ Obey school rules.
- ✍ Maintain a positive and teachable attitude.
- ✍ Take full responsibility for his/her own actions and the consequences thereof.

**We need parent support in order to make the school experience a success for everyone. The relationship between teachers and parents for the benefit of the student is crucial to the learning process.**

### How does this translate to the parents?

We need parents to:

- \ Communicate effectively with the teacher.
- \ Address concerns and questions *immediately* as they occur. Please bring classroom situations to the classroom teacher first and address items privately.
- \ Contact the teacher via note or phone call within the school hours (teachers are generally in the building from 8:00-4:00).
- \ Respect the students and teacher by avoiding conversations at drop off and pick up times, but rather to phone or send a note in. The teacher is always willing to speak with parents at an appropriate time when he/she can give you her undivided attention. The beginning and ending parts of the school day are very busy times. It is disruptive to try to carry on a conversation at

those times when the teacher needs to focus his/her attention on the children.

- ( **Support the discipline decisions that occur during the school day.** The Bible says that no discipline at the time seems pleasant. If your child is disciplined during the day, rest assured that you will get the *child's version* when your child arrives home. We will attempt to communicate necessary information to explain the situation further when needed. Assume that the teacher has acted in your child's best interests and out of love. If greater clarification is needed concerning the behavior, please contact **the teacher** immediately in an effort to support the overall effectiveness of the discipline received. Remember, the Bible says that “..Later on, however, it (discipline) produces a harvest of righteousness and peace for those who have been trained by it.”

### Conduct and Consequences

We understand that all children misbehave – that is part of their sinful nature and the learning process. Simple situations will be handled within the day and parents may not always be informed about minor offenses. We will take a firmer approach to repetitive issues and sudden severe behaviors.

Outlined are the basic steps in sequence used when trying to resolve a child's behavioral problem:

1. The teacher will work with the student individually. A variety of approaches will be taken as needed. Prayer with the student will be an integral part in solving behavioral problems.
2. Contact the parents by note or phone and ask for their support. Teachers will request a response from the parent in writing to confirm the communication has been received.
3. If the behavior is still not resolved and a disruptive situation occurs, the teacher has the option to send the child to the office and an Incident Log may be completed (a copy sent home). The Incident Log will detail the incident, intervention, and student's response. Parents will be notified that the Incident Log form will be sent home that day and must be signed and returned to school. A copy will be retained in the child's permanent file.
4. Should the inappropriate behavior still continue, a conference with parent, teacher, and administrator (and student if appropriate) will be scheduled. An action will be taken as a part of the conference. A follow up conference may be necessary to evaluate the progress of the student's behavior.
5. At this point, some possible actions may include, but would not be limited to: recess detention or suspension (1, 2, or 3 days). Students will be expected to make up all work missed. In the event that a student is suspended, a re-entry conference with parent(s), teacher, administration, and student is required. In the re-entry conference, the student will be expected to state why he or she was suspended, communicate remorse, and be able to articulate how he or she will avoid repeating the behavior. Prayer will be an integral part of the re-entry process, clearly communicating God's forgiveness, compassion, and grace.

6. If all else fails, disenrollment from the school may be necessary.

### Sudden and Severe Behaviors

Situations that are of a more **severe** nature will require a more severe consequence. These situations may warrant immediate removal of the student from the school for a minimum of 2 days. Some examples may include, *but are not limited to*:

- Physical harm to an adult in charge
- Uncontrollable emotional outburst which poses the threat of physical harm to self or others
- Any severe behavior that the administration deems necessary to require immediate removal of the student from school.

Suspension and/or expulsion from school shall be the sole prerogative of the administration. In the event that a student is suspended, a re-entry conference with parent(s), teacher, administration, and student is required. In the re-entry conference, the student will be expected to state why he or she was suspended, communicate remorse, and be able to articulate how he or she will avoid repeating the behavior. Prayer will be an integral part of the re-entry process, clearly communicating God's forgiveness, compassion, and grace.

Each classroom has a specific system set up for rewards and consequences. Each teacher will communicate their specific classroom discipline system.

## Financial Information

Tuition is assessed annually and can be paid either monthly or annually. Tuition must always be paid in full regardless of attendance. We accept checks or money orders only for payment - please, no cash.

### Monthly Payments

Monthly payments are due each 1<sup>st</sup> of the month. If the 1<sup>st</sup> of the month falls on a weekend or holiday, tuition is due on the following business day. A *late fee of \$50.00* is assessed if tuition is received after the 3<sup>rd</sup> of the month. We reserve the right to withdraw a student if tuition is not received in a timely manner. The Financial Obligation Form must be signed and stay in the child's file. Payments should be placed in the tuition box outside of the office.

If a student takes the bus both to and from school and a parent cannot come to the school during the week, parents have the following options to ensure that their tuition checks reach us:

- Send the check in an envelope with your child in his/her folder. Please clearly mark the envelope "tuition" and the teacher will send it down to the office. Please consider your child's level of maturity and responsibility when choosing this option.

- Parents may mail their tuition checks. Deadlines for receiving monthly payments still apply, so parents would need to ensure that checks are mailed in plenty of time.

### Discounts

*Calvary Christian School* is pleased to offer two discounts to enrolled families.

Sibling Discount – For families with two or more children enrolled (in either the child care center and/or *Calvary Christian School*), a 5% discount will be applied. If 3 or more children are enrolled, a 30% discount will be applied – no further discounts would apply to multi-child families.

Church Discount – If a family is “consistently attending and faithfully financially supporting *Calvary Full Gospel Church*”, that family would be eligible for the church discount. 10% is deducted from the tuition. A parent must sign the space provided on the current policies in order to verify that his/her family meets these criteria. If a family ever ceases to meet these criteria, it is important to notify the office immediately. If families are eligible for both the sibling and church discounts, both discounts will be awarded.

***Discounts are contingent upon a child's account remaining current. If a family's account becomes delinquent, the discount will be removed from the student(s)' tuition.***

### Fees

There are several fees that apply to *Calvary Christian School* families:

Registration Fees are due upon registration each year. This is an annual fee. When a student registers for the upcoming school year, the registration fee is due. Most families register for the following year at our annual Open House. This is non-refundable.

Book/Material Fees are collected annually. This fee is used for the purchase of the student's consumable books for a given school year.

Returned Check Fees apply if a check that you give to us is returned for insufficient funds for any reason.

Technology Fees are payable to *Calvary Christian School*. This is assessed annually but can be paid in monthly installments.

Any additional fees will be listed in the current year's policies. Please check your current Policies and Procedures for the exact amounts of the fees.

### Delinquent Accounts

*Calvary Christian School* expects each family to prayerfully consider the financial obligation that they are making to our school before registration. It is important to keep all accounts current. In the event that an account becomes delinquent, the parents will be notified and proper actions will be taken. If parents have a special circumstance that creates a temporary financial difficulty, please communicate that to the office.

If a student transfers to a new school, academic records cannot be sent until accounts are paid in full.

**Please refer to your current copy of the Policies and Procedures for *Calvary Christian School* for this year's specific amounts for tuition and fees.**

## Food

*Calvary Christian School* is pleased to offer lunches and morning snacks on a daily basis. The menu consists of nutritiously balanced food that is child-appealing for a nominal cost. Students have a daily option to either bring their own lunch & morning snack or purchase lunch and snack from school. A copy of the current menu will be sent home in the monthly newsletter. Parents should review the menu with the student and only purchase the menu selections that are appealing to the student. There is one meal choice per day.

### Meal tickets

Meal tickets can be purchased through the office in various quantities. The price is based on the number of tickets purchased at one time. The meal ticket does include both morning snack and lunch for one day for Grades K-5. Middle school does not have morning snack. Meal tickets should be purchased with a separate check or money order. Tickets are valid for any school year.

In the event that a child forgets his or her lunch, we will issue an IOU for a lunch and snack for that day. An IOU statement will be sent home with the student and should be paid within three school days.

### Packed Lunches

Packed lunches brought from home should include a morning snack and lunch. We are not able to refrigerate or warm any items brought from home. In addition, we ask parents to refrain from bringing any glass. Please limit the sugar content of snacks and lunches - we strongly recommend healthier choices for food.

### Snack Cart

The PTO at Calvary has initiated a snack cart. The snack cart is brought out each day after lunch and is filled with a variety of different snacks. A snack can be purchased for between \$.25 - \$.50. Each child is solely responsible for his or her snack money. *We ask that parents only allow their children to participate in the snack cart if their children are responsible eaters, meaning that they will eat their lunches first before purchasing a snack.* We will assume that parents give permission for their children to purchase a snack if money is brought in, regardless of how much lunch has been eaten.

### Cafeteria Details

**Parent volunteers are a great asset in staffing lunch time!! ☺** Our normal teaching staff is scheduled to be with the children during recess on a rotation basis. We gratefully encourage all of our parents to participate in the lunch room volunteer program. Students are expected to show the same respect to the parent volunteers as their own teachers.

## **Health and Safety**

### **Physicals**

Each child is required to have a physical upon original entry into school and again in Sixth Grade. A Child Health Assessment Form is available from the office. The physical should include vision and hearing examinations. A School Health Record is constructed for each child and maintained by the Pennsbury School District school nurse.

### **Immunizations**

*Calvary Christian School* is required to follow the Pennsylvania Immunization Regulations. The State Board of Private Academic Schools mandates that all students must be adequately immunized in order to be admitted into school. Provisional attendance is granted provided that the student's form documents at least one dose of each vaccine and a written plan is made to finish the vaccination schedule.

#### **All students must have the following immunizations documented upon admission:**

- 4 doses of DPT - the fourth administered after the student's 4<sup>th</sup> birthday**
- 3 doses of IPV or OPV**
- 3 doses of Hepatitis B (no two doses may be less than 28 days apart)**
- 2 doses of MMR**

Parents who oppose vaccinations for their children for personal reasons only need to write a letter stating their personal objection to all or specific vaccines. Students with missing immunizations may be excluded from school in the event of a contagious illness outbreak.

### **Dental Forms**

Students are required to have a dental examination upon original entry into school and again in grades 3 and 6. Parents should obtain a dental examination form from the office.

### **Vision and Hearing Screenings**

The school nurse from the Pennsbury School District comes annually to *Calvary Christian School* to conduct vision and hearing screenings. If any concerns are discovered at this time, the nurse will mail a form home to the parent indicating her findings. Height and weight are also checked at this time and each student's BMI (body mass index) is calculated. Notices will also be sent by the nurse if there are concerns in this area.

## Medications

Medicines can be administered during the school day provided the following conditions are met:

- Medicines are in the original container with the student's name marked clearly.
- The instructions for administration of the medicine are written clearly on the bottle or doctor's note. If the parent comes to the school, we ask the parents sign the Medication Log in the office. If the medicine is sent in with the student, it must be stored in the office, not to be kept with the student.
- The only over-the-counter medicines that we will administer without a doctor's note are decongestants and antihistamines.

## Emergency Contact Forms

Parents are required to fill out an emergency contact form for each child enrolled. This information must be kept current. We need to be able to reach a parent at all times. Should one or both parents be at a different phone number for the day, please call the office to report that phone number.

## Wellness Policy

The following guidelines must be strictly followed in an effort to keep all children healthy:

- Should your child become ill while at school, we will phone you at work and expect your child to be picked up as soon as possible. If leaving work for this reason poses a problem, we suggest finding an emergency contact person that will be able to do this for you.
- Should your child need to visit a doctor due to an illness, we will need a certificate of return from the doctor stating the date when your child can return to school
- Sick children must remain at home until they are well enough to come back to school. Specific amendments to this policy include but are not limited to:
  - a. A child must be **fever free for 24 hours** before they may attend school
  - b. A child must be **free from vomiting for 24 hours** before they may attend school
  - c. If a child has diarrhea he/she must **remain at home for 48 hours unless your doctor sees the child** and sends a note dictating otherwise.  
*Diarrhea is defined by one of the following:*  
*One runny stool accompanied by a fever (101+) or 3 runny stools in succession*
  - d. A child will need to leave school and be seen by a physician should any discharge be evident from the eyes.
  - e. A child must remain at home until he/she has been on an antibiotic for a full 24 hours or appropriate doses
  - f. A child will need to leave school if any contagious condition is present. This would include ringworm. Medication must be applied for 24 hours or appropriate doses before the student is allowed to return to school.
  - g. Calvary Christian School has a "no nit" policy for lice.

*Exceptions to this wellness policy will only be made if a doctor's note states otherwise. The doctor must see the student in order for the doctor's note to be valid.*

## Homework

The purposes of homework are to help students master skills, develop a sense of responsibility and independence, encourage good study habits, and familiarize parents with what the child is learning in the classroom. The guidelines for homework include, but are not limited to:

- ◆ Each homework assignment will ideally be relevant to the curriculum content.
- ◆ Homework will be reasonable in length – specific time frames will be discussed at Back To School Night. *For any concerns or questions concerning homework, parents should keep in communication with the teacher.*
- ◆ Appropriate to the academic maturity and ability level of the student.
- ◆ Assignments will be clearly explained to the student. *If a student comes home unsure of what to do, as a means of fostering responsibility, allow your child to use the classroom social list to call a classmate. Please do not call the office for homework questions.*

In the event that there is a legitimate reason for incomplete homework, parents should send a note in with the child to the teacher. We understand that emergencies arise. **But this should be the exception, not the rule.** In such an event, parents need to communicate with the teacher. *Carefully consider the time commitment when enrolling in extracurricular activities after school. Homework needs to be the priority.*

*Each teacher will establish a Homework Policy for his or her classroom. This will be specific in terms of rewards and consequences for turning in homework assignments.*

## Reading Log

The purpose of the log is to promote a love for reading and develop a habit of reading for pleasure for all children. Good reading skills are the foundation of academic success. Each Monday, your child will come home with a log. This log must be completed Monday through Thursday and returned to school on Friday. The student is required to read for a small designated amount of time per evening, Monday through Thursday, and write a short summary of what was read (grade appropriate). The reading material for the log should be 1) in addition to the normal homework 2) something that the student enjoys (i.e. magazine, book, newspaper, etc). The parent will initial the log each night that the child reads. The Reading Logs are important and will count for a major grade for Integrated Language Arts.

## Summer Reading Work

Summer reading lists will be issued at the close of the school year for students to work on during the course of the summer. These are designed to keep students' minds sharp over the summer break. Summer reading work is a part of a grade when students return in the fall and is therefore *mandatory* (but fun too!).

## Internet Access

Calvary Christian School has adopted an Internet Use Policy for students. The Internet is used for classroom projects and curricular integration. We have a server-based filtering software to protect the students from inappropriate information. Signed parental permission must be given for a child to use the Internet at school. This form is given separately and must be signed and returned to Calvary Christian School promptly.

## Library

God has blessed Calvary Christian School with its own growing library. In an effort to maintain the library, a few rules have been established:

- Students will visit the library on a weekly basis. They will have the opportunity to borrow a book, which may go home. The book is due one week later on the class' library day.
- A fine of 10 cents per day will be assessed for an overdue book. A \$10.00 fee is charged for books that are lost or damaged.
- Library privileges are contingent upon appropriate and responsible behavior.
- We reserve the right to hold the final report card in June until all library books are returned.

## Parent-Teacher Relationships

When parents and teachers work together for the benefit of the child, this enhances the overall performance of the child in school. Building a strong parent-teacher relationship is one of Calvary's goals. Because many parents do not see the teachers on a daily basis, we need to develop other proactive systems for building relationships. It is our desire to PARTNER with you in order to raise children who love the Lord and love His Word.

## Newsletter

One of the ways to keep parents informed is through our weekly newsletter, highlighting current activities. You can expect to see the newsletter sent home with your child each Monday in the MONDAY ENVELOPE. In addition, the current menu will accompany the newsletter at the beginning of the month.

## Written Communication

You can expect ongoing written communication from your child's teacher. This will first come in the form of a weekly overview each Monday. The MONDAY ENVELOPE will contain important information from the teachers, PTO, and the office. Please read all contents, sign the envelope, and return the empty envelope by Wednesday. All other important written communication will be sent home with the child in his or her folder in the backpack during the week, so we ask parents to ***check each student's folder on a daily basis.***

## Contacting Teachers

When you have a question, concern, or comment, you are always welcome to contact your child's teacher. If the need arises, it is preferable that you send a note with your child requesting a phone call or return note. Your child's teacher will contact you either by phone or in writing at the first available opportunity. Teachers are generally available between 8:00 AM-4:00 PM. **Any questions or concerns regarding the classroom should always be addressed to the classroom teacher first.**

The teacher will always be happy to schedule a conference with you should you need to meet in person. However, the teacher is not typically able to meet with parents during classroom time. Please avoid drop off and pick up times for extended conversations. Parents should schedule a time for a meeting instead of walking up to the classroom during class time. Your comments, questions, and concerns are important to us. As such, we want undistracted time to meet with parents.

## Classroom Visitation

We will try to schedule at least one Parent Visitation Day per school year, which will enable you to view your child in a typical day. Parents will also observe the social interactions of the classroom. We respectfully request that siblings not attend Parent Visitation Day.

Parents are welcome to visit the classroom. However, all visits *must be scheduled in advance* as to not disrupt the general flow of the classroom. The time must be *mutually agreeable* between the parent and teacher. Please keep in mind that children often act differently when their parents are present in the room. If a parent needs to drop off an item during the school day, we ask that the item be brought to the office instead of the classroom.

## PTO (Parent Teacher Organization)

The PTO is a growing organization that meets monthly and is designed to support parents, teachers, and students. Parents will have an opportunity to participate in the offices and committees of the PTO. A time of fellowship is a benefit of participation in the monthly meetings. It is our desire to see parents involved in the functions and events of Calvary Christian School and to support the parent-teacher relationship. PTO meetings are held monthly, on the 1<sup>st</sup> Monday of each month.

## Ways To Get Involved

Given the family atmosphere at Calvary, we encourage your involvement. One of the ways to be a part of your child's school day is to volunteer time as a lunchroom parent at lunch and recess for Grades 1 and up. This is a 1 ½ (one and a half) hour commitment per week (1 day per week). Parents will help to serve and supervise lunch and/or supervise recess. Please contact the office for more information.

Another opportunity for involvement is to become a homeroom parent. The responsibilities of homeroom parents include (but are limited to): planning *and attending parties*, chaperoning field trips, supporting the teacher by assisting with

tasks related to the classroom. Homeroom parents are given priority status for chaperoning field trips. This is especially important when space is limited.

The PTO will continue to share information about ways to be involved in Calvary Christian School. A Volunteer Form comes home each fall. ***There are MANY ways to volunteer!***

## **School Parties, Events, Trips**

### **Field Trips**

Field trips are not only exciting for the students but also an educational enrichment to the program. As such, our staff plans many field trips throughout the school year. Field trips relate the curriculum to the students. The cost of the trip is determined by considering all of the components of the trip, i.e. transportation, admission, etc. The cost is the responsibility of the parents. Field trip attendance is always contingent upon the child's behavior.

### **Permission Slips**

A permission slip will be sent home for each trip. A completed, signed permission slip is required in order for the student to attend the field trip. If a financial hardship is present, please contact the office.

### **Class Parties**

We love to celebrate God's goodness! We will typically celebrate the following: birthdays (including teacher birthdays), Jesus Jubilee (this is in October - we do not celebrate Halloween), Thanksgiving, Christmas, Valentines' Day, and Easter. For any given party, parents can expect to hear from the homeroom parent as to what items they can contribute to the party (food, craft items, games, etc.) How often a parent is called upon will depend on the size of the class. Teachers will communicate the needs for the party with the homeroom parent.

## **Student Expectations**

One of the goals of a maturing child is to learn how to be responsible for his or her self. We understand that this is a learning process. Our role is to have realistic expectations for each developmental stage. Parents and teachers need to work together to help the student become independently responsible. As such, we are asking for parental support in this process. During Back-to-School Night, the teacher will share with families the realistic expectations of the age group.

Listed below are some practical examples of ways to foster responsibility:

- **Homework** - *Should your child forget his or her homework or purposefully not finish the assignment, allow them to face the natural consequence in school.* Avoid the temptation to rescue them by making a special trip to school to drop off the homework. Sometimes a missed recess can be the best motivation for remembering homework.
- **Belongings** - Everyone can be forgetful from time to time. However, *students need to take responsibility of their own belongings, i.e. hat, pencils,*

sweater, lunchboxes, meal ticket, etc. It is not the school's responsibility to keep track of students' belongings. Labeling items will help your child in finding lost items. We ask that you specifically label outerwear, including those navy sweaters that all look alike!

- Lunches - During the course of the year it is a common occurrence for a child to leave his or her lunch at home. *Again, we would encourage you to avoid rescuing your child by dropping everything and bringing the lunch to school.* Instead, let them feel the consequence of the action by getting an IOU from the office for a school lunch. Your child will still eat a nutritious lunch.

## Tidbits of Information

### Cell Phones

**Students are not permitted to have cell phones in their classrooms.** In the event that a parent wishes a child to bring a cell phone to school, the student must bring the phone to the office. The student is then responsible to remember to pick up the cell phones from the office at the close of the day.

### Social Lists

In the fall of each school year, we may develop a Social List for each class. The list will include each child's phone number for the purpose of inviting each other for social events and discussing homework questions. If parents do NOT want their child's information to be included in the list, please inform the office.

### Inclement Weather

In the case of inclement weather, the information for school closings and late openings will be found on:

- WBCB 1490 AM
- NBC Channel 10 / NBC.com
- KYW 1060 AM

We are listed as "Calvary Christian School" (Bucks County - not to be confused with Calvary Christian Academy in Philadelphia County). In general, but not always, we will be closed or delayed if the Pennsbury School District is closed or delayed. If the school is closed but the child care center is open, care will be offered (see the section on Before And After School Care).

If your child takes the bus, parents will need to ensure that the school district that transports your child is open and on time. If the school district is closed or delayed, the bus will be closed or delayed.

### Parking

When coming to the school, please use designated parking spaces. **Never park along the curb - this space is used strictly for buses.** The handicapped parking spaces along the fence are reserved for those who handicapped plates or placards. Only park in lined spaces.

## Uniforms

Calvary Christian School has adopted a uniform policy in an effort to remove the peer pressure element and set the framework for a sense of order. Exact specifications of the styles and colors that are acceptable can be obtained through the office. Variety has been built into the uniform choices in terms of colors available for blouses and shirts. In general, we ask that students wear their uniform on a daily basis in its entirety. Items that cover the uniform, such as jackets or pullovers, and hats may not be worn. *Uniforms should be tucked in and neat.*

When choosing shoes, please select navy or black rubber soled uniform shoes. Sneakers should not be worn as part of the uniform. On physical education days sneakers may be worn with the gym uniform. Sneakers may be brought in for outdoor activity times.

In the event that a family situation prevents a child from wearing his or her uniform to school on a given day, we simply ask that parents send a note in to communicate the situation. Again, this should be the exception, not the rule. We, as a school and parents ourselves, understand that unexpected situations may arise. *However, if the child is repeatedly out of uniform without communication between parents and the school, the office will need to contact the parents.*

## **PARENTS:**

**Please return the sign off sheet indicating that you have read this handbook.**

**Thank you for the privilege of learning and growing with your child at Calvary Christian School!**

*We are a ministry of Calvary Full Gospel Church, under the leadership of Rev. David Farina, Senior Pastor [www.calvaryfullgospel.org](http://www.calvaryfullgospel.org)*

**“Seek first the kingdom of God and His righteousness and all things will be added unto you” – Matthew 6:33**

***Please contact us at Calvary Christian School at any time!!***

### **Contact Information:**

Robin Laskey, Director

Linda Thiboldeaux, Assistant Director

Pat Martini, Staffing Assistant/Office Coordinator

Donna Brackett ~ Afternoon Office Coordinator

(215) 736-2391 - phone (215) 295-6691 - fax

WEBSITE - [www.calvarychristianschool1.org](http://www.calvarychristianschool1.org)

**Administration email addresses (current as of 9/06):**

**Robin Laskey ~ [rlaskey@calvarychristianschool1.org](mailto:rlaskey@calvarychristianschool1.org)**

**Linda Thiboldeaux ~ [lindat@calvarychristianschool1.org](mailto:lindat@calvarychristianschool1.org)**



# Sign Off Sheet

## Calvary Christian School

### HANDBOOK



I have read the Calvary Christian School Handbook in its entirety.

I agree to partner with Calvary Christian School in the education of my child.

I will uphold the policies, procedures, and guidelines of the school.

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Parent Signature

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Date

Student: \_\_\_\_\_ in \_\_\_\_ Grade

Student: \_\_\_\_\_ in \_\_\_\_ Grade

Student: \_\_\_\_\_ in \_\_\_\_ Grade

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Director Signature