



# Introduction

Dear Parents and Students,

The staff and faculty of Calvary Christian School have made a commitment with parents to educate their children spiritually as well as academically. We will instruct them academically and guide them in their social, emotional, physical, and spiritual growth. This will enable them to be equipped for what God has ordained them to accomplish.

This handbook has been prepared in order for you to have a written guide of the procedures and rules of the school. When parents choose to place their children in CCS, they agree to accept and abide by the policies and procedures of the school. Therefore, parents and students are responsible for the contents of this book. It should be kept handy for reference during the year. You will receive written notice if any changes in policies or procedures occur during the school year.

The need for quality Christian education is more evident than ever as we raise our children today. It is our purpose to provide a high-quality education which is centered on Jesus Christ as our Savior.

As your child's first and most important teacher, you are encouraged to pray for your child daily as well as to support your child in his/her homework including daily reading practice. Another way to support your child is to become involved in the school. Please plan to volunteer in some way during the school year. This can include assisting in the classroom, doing something for your child's teacher at home, assisting on a field trip or volunteering at a fund raiser or other parent sponsored event.

Adherence to the Policy Handbook ensures that the school will function in an orderly manner and will be able to provide a safe and peaceful learning environment. This will allow us to bring honor and glory to our Lord in all we do.

May God Bless You and Your Family,

Bill Deakins  
Principal

## About Calvary Chapel Boise

Our primary goals are as follows:

1. As a church family, our goal for activities is patterned after the simple program of the first Christians. In Acts 2:42 we are told they "continued steadfastly in the apostles' doctrine [teaching] and fellowship, in the breaking of bread, and in prayers."
2. Our goal for activities outside the church is centered upon Christ's commission that as a result of the empowering of the Holy Spirit, we will be "witnesses to Me [Jesus] in Jerusalem, and in all Judea and Samaria, and to the end of the earth" (Acts 1:8).
3. Our goal as individuals is to emphasize a life of deepening intimacy with Jesus Christ. As the Apostle Paul prayed, "to know the love of Christ; that you may be filled with all the fullness of God" (Ephesians 3:19). To thereby be able to live out, in practical terms, a life that is "beholding as in a mirror the glory of the Lord, we are being transformed into the same image, from glory to glory, just as by the Spirit of the Lord" (2 Corinthians 3:18).

Overarching these three goals is a sincere desire in and by God's grace to do all because of love, knowing that whatever we do without love "profits nothing" (1 Corinthians 13:1-3).

One other thing we would like you to know is that none of these things are being done perfectly. In a world where promises and words often outdistance reality, we are happy to admit we are moving forward but certainly have not arrived.

I trust and pray that God's grace and love through Jesus Christ will be your ever-growing experience.

In His Grace,



Pastor Bob Caldwell

## Statement of Faith

The whole Bible is our creed. Therefore, any effort to define what we believe necessitates a desire to emphasize the whole Word of God as the source of our core beliefs.

Furthermore, it seems unwise to be owned by the labels of much of Christendom, whether it's Fundamental, Pentecostal, Calvinism, Charismatic, Dispensational, Reformed, etc.

It's unrealistic to think that any individual, man-made system of beliefs is completely error free or, conversely, without merit at all. It is therefore our sincere desire to seek to teach the Bible; be true to its original languages; and be respectful to the historical context, the context of each passage, and the accepted and normal use of language (i.e. being able to discern the difference between a parable and a proverb, a prophecy and an historical account, etc.). We trust that this will enable us to understand the intended meaning and truth that is to be found in God's inspired word.

Our nonnegotiable, core beliefs, which transcend labels, are:

*We believe in the inspiration of the Bible; in God the Father, Son and Holy Spirit; in the virgin birth of Christ. We believe in Jesus Christ's blood atonement that provides forgiveness from sin and delivers us from the judgment for sin that awaits all mankind. We believe in His bodily resurrection and second return to establish His Kingdom upon the earth, followed by the millennial reign of Christ after which He will create a new heaven and a new earth.*

# Mission Statement

It is our mission to help parents prepare their children to lead a victorious Christian life.

Through prayer, the Word of God, and by the power of the Holy Spirit we will:

- Help build the foundations for knowing God, our Creator, and belief in His only Son, Jesus Christ our Savior.
- Foster in each child a love of God and the courage and confidence that comes from knowing that God loves them.
- Teach our children to speak, read, and write, so that they will be able to communicate effectively.
- Teach our children God's order in math, science, and social sciences that will give them knowledge of the world around them.
- Foster in our children the learning skills, social skills, and behavioral skills that will help them succeed in school and in society.
- Help nurture in our children their God-given strengths and talents to allow them to serve God.
- Develop in each child the understanding that they are responsible for themselves, the choices they make, and the consequences of their actions.
- Create a sense of Christian love and community.

“But thanks be to God who gives us the victory through our Lord Jesus Christ.”  
1 Corinthians 15:57

## Standard of Conduct

*“And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what [is] that good and acceptable and perfect will of God.”* Romans 12:2

A CCS student is expected to conduct himself/herself in a manner that is consistent with the Christian faith. Discipline is administered in a loving, positive manner and students are guided in changing attitudes and behavior and in becoming self-disciplined individuals. Students shall be responsible for their own behavior. They are expected to obey all rules and regulations developed by the school for the orderly operation of educational and extracurricular programs. Students are personally responsible for:

1. Showing respect for the rights and feelings of others.
2. Behaving in a way that helps create a positive learning environment.
3. Controlling behavior on campus and in hallways so that classes in session are not disturbed.
4. Protecting and conserving all school property.
5. Maintaining good behavior both on and off campus and most certainly at all school activities.

The classroom teacher will handle most discipline but any major infraction in K-8<sup>th</sup> will be referred to the principal and may include loss of privileges, in-school suspension, out-of-school suspension, or expulsion. Preschool students may lose recess or center minutes for inappropriate behavior. See **Discipline**.

# Admissions Policy

CCS admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

CCS seeks to admit students who will experience success in its program. The school does not have the required resources to serve children who need special education programs.

*Preschool and Pre-K students must be toilet trained, have an acceptable attention span, and be able to follow simple directions.*

To enter Preschool, a child must be three years of age by September 1.

To enter Pre-Kindergarten, a child must be four years of age by September 1.

To enter Kindergarten, a child must be five years of age by September 1.

To enter First Grade, a child must be six years of age by September 1.

A placement qualification evaluation will be given before students, K-8<sup>th</sup> are admitted to our program. The purpose of the testing is to help determine the level of work the prospective student is doing. The program at CCS is advanced, and students who test below grade level may be required to do remedial work or repeat current grade level at CCS.

All K-8<sup>th</sup> grade students are on academic and behavioral probation during the first nine-week grading period.

Parents and students should agree with the statement of faith and all the policies set by the administration. We encourage at least one parent to be a born-again believer in Jesus Christ. Regular fellowship with a local body of believers is expected.

Parents must submit students' immunization record (or exemption), birth certificate, and application forms to CCS with the registration fee (one registration fee per family).

If we receive your registration after the class has filled for the year, we will hold the completed registration form on file and add the prospective student's name to a waiting list.

## General Information

Calvary Christian Preschool, Elementary and Middle School all fall under the overall direction of the Principal. The Preschool is directly under the leadership of the Preschool Director. The School Ministry Board is available as a support to both school staff and parents. See **Communication**.

For clarification in this Handbook, the word *Preschool* refers to both the Beginning Preschool class and the Pre-Kindergarten Class. The word *Elementary* refers to Kindergarten through 5<sup>th</sup> grade and the word *Middle School* refers to 6<sup>th</sup>-8<sup>th</sup> grades.

**School Year—Days/Hours** \*Please see corresponding school calendars

Regular Days

Preschool and Pre-K: 8:30 AM – 12:00 PM

K-5: 8:30 AM – 3:15 PM

Middle School: 8:30 AM-3:15 PM

Early Dismissal Schedule

K-8: 8:30 AM - 11:45 PM

### Office Hours

The CCS office hours are as follows: 8:00 AM until 3:45 PM daily on school days.

### Child Sign In/Out

**Preschool:** For safety reasons, parents are to sign their child in and out of school. All children must be brought directly into their classroom by the person responsible for the child, and signed in on the sheets at each class window. When picking your child up from school you must also sign them out.

**K-8:** Students may be dropped off at 8:15 AM when the monitor has put out the green flag. If a red flag is displayed, students are to go directly to the gym due to inclement weather. If you are late to school, the parent **must** check the student in at the reception desk.

### Change of Address or Telephone Number

Please immediately report any changes of address or phone number to the school office. It is very important for the school to have current parental and/or guardian information at all times.

### Child Abuse

CCS personnel report any student reported or suspected instances of child abuse to the appropriate public authorities within 36 hours of observance in accordance with the law.

## **Child Custody**

If legal stipulations apply to your child, it is required that this information be communicated in writing, along with any legal documentation, to the school office. The release of a child to a parent may only be restricted by legal documents.

## **Classroom Observation**

Parents/Guardians are always welcome to observe in a classroom by appointment. Appointments can be made by contacting the school office. Observations are generally scheduled for 20-30 minutes. Appointments to talk to the teacher and/or staff should be scheduled during after school hours. City code requires that parents wishing to volunteer in the preschool **MUST** obtain a volunteer license from Boise City Hall before scheduling a volunteer time. We welcome and encourage parent involvement and volunteers.

## **Class Size**

The child-to-teacher ratio for all preschool classes will be based on a city-determined points system and will not exceed city code limits. In the elementary, we strive to maintain small class sizes to allow for individualization. We consider the optimal class size for all elementary grades to be 18 or fewer students per class.

## **Communication**

We value communication between the home and school. Please let us know, not only when your child will be absent for the day, but also if there have been events at home which may affect the student's day at school. If you feel your child has a problem at school, please follow Matthew 18 by praying first, then speaking with your child's teacher. If no resolution is found, please speak to the Director of the Preschool, or the Principal. If the need arises for further intervention, parents may call the elementary secretary and request to be placed on the School Ministry Board's monthly agenda.

## **Disaster Drills**

Fire drills and disaster drills will be held throughout the school year. Students must walk in line and are expected to refrain from talking, pushing, or running. Teachers or appointed staff members will be with their classes.

## **Electronics and Cell Phones**

Electronics and cell phones are not allowed on campus. The exception would be if the teacher requests such devices be brought to the school for instructional purposes. In this event electronic devices would be collected by the teacher and distributed at an appropriate time.

## Emergencies and/or Illness

If your child becomes ill or injured at school first aid will be administered, and you will be notified. If the student has a temperature 100° F or greater, is vomiting or has diarrhea, has significant pain, repeatedly complains, or has anything else out of the ordinary, you will be notified. If you are unable to be reached, the person listed under emergency contact will be called.

### When to Stay Home

- **Fever:** Your child should remain at home for a fever greater than 100° F. Your child may return to school when fever free for 24 hours without fever reducing medicine such as Tylenol or Ibuprofen.
- **Vomiting/Diarrhea:** A child with diarrhea and/or vomiting should remain at home and should not return to school until symptom free for 24 hours.
- **Conjunctivitis (Pink Eye):** A child diagnosed with pink eye may not return to school until after the first dose of prescribed medication. If the pink eye is determined to be viral, your child may return to school when both eyes are clear.
- **Rashes:** Common infectious diseases are most contagious during the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.
- **Strep Throat:** A child that has been diagnosed with strep throat may return to school after 24 hours of prescribed antibiotics.
- **Head Lice:** A child with head lice should remain home until treatment is given to kill the live lice. Please notify the school office if your child does contract lice.
- **Misc.:** Please keep your child home if he/she is experiencing discomfort that would interfere with the ability to function in school (i.e. uncontrollable cough, severe lack of energy, etc.).

### Medication Policy (K-8<sup>th</sup>) \*See Preschool policy below.

- Medications that are to be administered during school must be provided by the parent in the original container. The container must list the name of the medication, when it expires, and dosage requirements.
- The school may request written instructions from the health care provider.
- Parents may come to school and administer medication to their child if they wish.
- All medications that are to be taken at school must be kept in the main office and are not allowed in backpacks, lockers, desks, etc.
- A student that must use a self-administered medication for a potentially life threatening illness shall be permitted to possess and use a prescribed inhaler or an epinephrine auto-injector at all times. The student must fully understand how to self-administer the medication.

Parents are requested to provide back-up medication to be kept at school, should the student not have the self-administered medication when they need it.

- A separate agreement to carry inhaler or Epi-pen as well as a school authorization form will be completed as indicated.

**\*Preschool students must be given required medicine before and after school by the parent except for emergency medication. Children with asthma must have an extra inhaler that can be kept in a locked closet in the classroom. The child MUST be able to administer the correct dosage required.**

### **Extended School Program**

Extended School is available on a part-time or full-time basis for CCS students.  
Extended School Hours: 7 – 8:15 AM and 12:00 PM – 6:00 PM, M-F

Drop-ins will not be accepted due to Boise City ratio requirements.

Parents will be charged a \$10 (per 15 minutes) late pick-up fee per child beginning at 6:00 PM.

### **Extended School Summer Program**

The Extended School Summer Program is filled with engaging activities in the areas of art, PE, Bible, hands-on science, school skill review, field trips and outdoor activities. We offer part-time and full-time schedules to fit your needs.

### **Immunizations**

Idaho Code requires all students (Preschool-12) attending a public, private or parochial school in Idaho to meet minimum immunization requirements or have a valid medical, religious or personal exemption form on file at registration and before attendance to school (IDAPA 16.02.15).

### **Inclement Weather**

CCS will follow the same emergency closing policy as the Boise School District. We will not contact you personally, so please monitor the local radio and television stations for information on what procedures to follow.

### **Lost and Found Procedures**

CCS is not responsible for lost or stolen articles. All misplaced or lost personal belongings that have been left will be taken to the office for a week, then over to the Lost and Found at the church building. Unclaimed items will be given to the thrift store ministry for distribution.

All misplaced or lost textbooks will be taken to the CCS office. Please mark all of your child's belongings with his or her name.

## **Lunch and Snacks**

We cannot overemphasize the importance of a nutritional snack to enhance your child's learning capacity and ability. Please do not send candy or sodas.

(The Preschool and Extended-Programs are peanut-free.) Do not send peanut butter, peanuts, or nuts of any kind. Snacks containing nuts will be removed and given to the parent upon pickup.

Lunches from home are encouraged to be healthy, well-rounded meals (no soda or candy, please). Make sure you include anything your child will need (utensils, napkins, etc.). School lunches will be offered from WT Café at a cost of \$4 per lunch. Milk is available to K-8<sup>th</sup> grade students on a daily basis for a small annual fee.

## **Library**

We have a growing library and are very discriminating in the choice of books we have on its shelves. Books are selected to enhance what our students are studying, and for their personal reading enjoyment. Donations of new books or money will gladly be accepted by our librarian. Late and lost books will be assessed a fine.

## **Parent Teacher Organization/PTO**

The Parent-Teacher Organization plays an important role in the success of our school. The Parent-Teacher Organization functions as a parent resource to support the school. Projects such as a dinner and raffle, jog-a-thon, and coordination of room parents are just some of the many ways the PTO has helped the school.

## **Show and Tell**

Show and Tell is scheduled by the individual preschool classrooms. If your child brings an item that may be easily damaged, please give the item to the child's teacher for safekeeping. CCS and staff are not responsible for lost, damaged, or broken items. **Guns, swords, and toys that could hurt another child are not allowed.**

## **Telephone Use**

The telephones in the office are for exclusive use of the staff of Calvary Christian School. Student phone calls should only be placed on an emergency basis and with permission.

K-8<sup>th</sup> grade parents may call the school office before 2:00 p.m. and leave a brief message to be delivered to the student. We cannot be sure that messages left after that time will be delivered by the end of the day.

You may reach the teachers by calling the school office and leaving a message or by contacting them via email. Elementary parents also have access to Gradelink for communication options. The teacher will return the call or answer your email as soon as possible.

# Tuition and Fees

## Policies Related to Tuition Payments

The following tuition payments plans are available:

Full payment in advance

Due September 1

Payment in advance each semester

Due September 1 and January 1

Payment over 10 months

Due the 1<sup>st</sup> or 15<sup>th</sup> of each month, (date designated on the tuition agreement form) September through June.

Standard tuition rates apply to all students admitted to the school. Registration fee is due at the time of enrollment and is non-refundable.

Discounts are available for families with more than one child in Calvary Christian School.

Payments may be made directly to the church accountant. Teachers will not accept payments. You may also pay at the CCS drop-box at the church reception desk or online at [www.ccsboise.org](http://www.ccsboise.org). Please note that you must signify that the payment is for CCS when paying online.

Payments are considered past due if the school has not received them by the date parents designated on the tuition agreement form. A late fee of \$20 is charged for any past due payments. There is also a \$20 charge for all checks returned because of insufficient funds. We encourage those families who have payday after the 15th to begin tuition payments the end of the month preceding the due date.

Please note that checks are payable to Calvary Christian School and are not tax-deductible as a charitable contribution (tithe). Please consult your tax professional if you have any questions.

Parents should not enroll children in the school unless they intend to discharge school obligations in full. Children of parents owing two months of tuition may not be readmitted to CCS the beginning of the third month without payment unless parents make suitable arrangements with the accounting office concerning payment of the overdue amount. A written plan of action will need to be made to the Church Administrator if enrollment is to continue.

## Scholarships

Financial aid is intended for families who show sufficient need. Due to limited funds, existing CCS families are considered first when distributing aid. Families seeking financial aid must submit a completed Financial Aid application and include their latest income tax forms and pay stubs. The information submitted will be reviewed by Calvary's Benevolence Committee to verify need. The school

must receive an Application for Admission or Readmission and the registration fee before the Financial Aid Application can be processed. A Financial Aid Application may be picked up at the CCS office during office hours (Mon.-every other Fri. 8 am-3:45 pm) or the church receptionist desk (Mon.-Fri. 9 am-5 pm). Preschool enrollment does not qualify for scholarship monies.

*All parents receiving scholarship monies are encouraged to donate 30 hours of their time in return for monies offered.*

### **Withdrawal**

When a student is voluntarily withdrawn from the school for any reason, tuition must be paid in full for each calendar month that the student was in attendance, on the basis of one-ninth of the annual tuition. If a student will be voluntarily absent for an extended period (vacation, etc) and plans to return to school, the full tuition is still due.

When a student is expelled or withdrawn at the recommendation of the school, tuition will be due on the basis of 1/180th of the annual rate for each day of attendance.

**Records will not be processed if there is a balance owing on an account.**

Parents must remember that they have made a year-long commitment and all monies are due and payable at exiting.

### **Transfer**

CCS will send a request for student records from the student's former school upon admission.

# Spiritual Guidance

## Daily Devotions

It is our supreme desire at CCS to know Jesus Christ and to be conformed in His image that we might be “rooted and grounded” in God’s Word and equipped for the ministry. Prayer and daily devotions are a major part of each school day. We begin each morning with class prayer and a devotional time. During the school day, students are encouraged to see the Lord’s will in every situation of their lives, along with Scripture memorization and Bible reading.

## Chapel

The spiritual aspect of an individual’s education is the highest priority at CCS. Students will study traditional Bible stories, parables, and miracles of Jesus. In addition, CCS strives to enable each child to take Biblical principles and apply what they have learned to their personal lives, considering what Jesus would do in each and every situation.

To help minister to our Elementary and Middle School students, we hold a weekly chapel service each Wednesday morning. This weekly meeting also serves as a forum for class programs. Parents are encouraged to attend.

# Curriculum

Much of our curriculum is based on the ABeka scope and sequence. While many of the ABeka materials are used, we carefully supplement or choose other materials when they are more appropriate. We emphasize communication skills, believing that in order to meet our goals, students need to be able to speak, read, write, and listen effectively.

## **Bible Curriculum**

The clear teaching of God's Word is the most important subject taught in our Christian school, and it is taught to all students each day. The Bible program presents the Bible in the narrative style in which it is written. The curriculum has been planned so that students going through the program will be thoroughly acquainted with the basic portions of Scripture. Students will study the traditional Bible stories, parables and miracles of Jesus, and conduct a continual study of the Bible during the year. Students will also be encouraged to apply what they have learned to their personal lives and consider what Jesus would do in each and every situation. Christian principles are integrated throughout the curriculum.

Elementary students are encouraged to bring their own Bibles; we currently use the New International Version.

## **Classwork Folders**

Every week, Preschool students will carry home their Classwork Folder, which includes the week's work and communication from the teacher. Elementary students bring home their Classwork Folder on the day designated by the and includes communication from the school and typically a form for parents to sign indicating they reviewed the student's work.

## **Field Trips**

Programs such as field trips and various other activities take place throughout the year. If an activity takes place off campus, a signed permission slip is required and will be sent home prior to the field trip.

## **Gradelink**

CCS values the partnership between the school and home. To help keep you informed about your child's academic performance, attendance and behavior each day, the Elementary and Middle School uses Gradelink, a web-based school management software. Gradelink provides a password-protected online resource for you to access this current information. Teachers may also be emailed through Gradelink.

# Academics

## Academic Promotion

Our goal as staff and teachers of CCS is to work to ensure academic success. While this policy is our benchmark, we recognize that there may be rare exceptions to promotion.

## Academic Probation

Elementary students who continually fail to apply themselves academically may be placed on academic probation for one grading period if his/her overall grade point average (GPA) FALLS BELOW A 2.0. If at the end of the probationary period the student achieves an overall GPA of 2.0 or above, he/she will be removed from academic probation.

## Elementary Report Cards Procedures

1 <sup>st</sup> quarter	Parent/Teacher Conferences
2 <sup>nd</sup> quarter	The original report card is sent home with the student.
3 <sup>rd</sup> quarter	The original report card is sent home with the student.
4 <sup>th</sup> quarter	The original report card is sent home for the parent to keep. A copy is retained and filed in the respective student's cumulative file.

Before any cards are processed, the account must be cleared with the church accounting office. No report cards will be processed when there is a balance owing on the account.

# Attendance

Regular attendance is essential for successful school work. CCS adheres to a 90% attendance policy, and students may be denied promotion to the next grade level if they miss more than 9 days during a semester. CCS expects every enrolled child to be in attendance each day school is in session, unless prevented by an excused absence.

## Excused Absences

Excused absences are those taken with the knowledge and approval of the parent or guardian for legitimate reasons, such as illness or professional appointments. It is the responsibility of parents to notify the school if their child is absent.

## Unexcused Absences

Absences other than those due to student illness, death in the immediate family, or an approved anticipated absence are considered unexcused. This includes truancy. Students will not be allowed to make up any missed work.

## Planned Absences

We strongly urge you to refrain from planning extended absences for your child during the school year. For unavoidable family activities that will lead to an extended absence, a note must be sent to the school giving the dates of the absence, submitted preferably at least two weeks ahead of time. Permission is granted at the discretion of the Principal or Preschool Director.

## Make-up Work

Make-up work is allowed for elementary students with excused absences. Individual teachers will determine which work needs to be made up and the time frame for completing the work.

Although make-up work is allowed, there is no substitute for carefully planned classroom lessons and the interactions that take place in the classroom between teacher and student.

## Tardiness

It is extremely important that students arrive on time. The Preschool students start their day with worship and a Bible story. K-5 starts their day together with the Pledge of Allegiance to the American flag, to the Christian flag and to the Bible. Students who arrive late disrupt this important time for both teachers and students. If your child arrives late, the flow of the class for the students and teachers already in the room is disrupted.

Being on time is a good start to a successful day. K-5 students are expected to be on the playground, in line by 8:30 AM when the bell rings. Middle School students will form a line and proceed to the classroom at 8:25 AM. Class begins promptly at 8:30 AM. All Preschool students are expected to be in their classroom by 8:30 AM. We want your student to have a successful day.

If a Preschool student is tardy, the parent must check the student directly into the classroom. If an Elementary or Middle School student is tardy, the student *and* parent must go directly to the office and sign in.

# Discipline

*“Listen to counsel and accept discipline, that you may be wise the rest of your days.” Proverbs 19:20.*

Children are looking for guidance and direction. Children actually expect to be disciplined and are much happier in an environment of consistency that has reasonable guidelines. Teachers and parents realize that good procedures of discipline are an essential part of a teacher’s job responsibility. The teacher is always in authority, and that authority must be respected at all times. Teachers have the responsibility to discipline the students when necessary. The school principal is the ultimate authority at the school.

A simple notification system is used to notify parents of student infractions. Keeping the discipline system simple is the key to consistent policies from teacher to teacher and grade to grade. It is our desire to notify parents of all disciplinary actions. No corporal punishment is to be administered at any time to any child while on our premises.

We learn by our mistakes, and God uses these times for our personal growth. All disciplinary decisions will be made prayerfully.

Attending CCS is a privilege that can be rescinded if a student does not do required work or becomes a disciplinary problem. If a student’s disciplinary problems are not able to be resolved to the satisfaction of the teacher and principal, that student may be asked to leave the school.

## **Harassment**

Our goal at CCS is to ensure the safety of every student, teacher, and staff member. Suspected incidences of harassment should be brought to the attention of the principal immediately for further evaluation and follow-up.

## **Parental Involvement**

The Bible clearly teaches that parents are ultimately responsible for the training of their children (Deuteronomy 6:7, Proverbs 22:6, Ephesians 6:1-4, and Hebrews 12:9). We will never replace a parent. Unless the parents and educators cooperate, the student cannot progress to his/her fullest potential. In short, we will work with a child as best we can, as long as the parents work in good faith alongside us.

Good discipline originates at home. The parent is the first teacher of the child and should develop in the child good behavioral habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher represents the parent while the child is in school.

2. Teach the child respect for the law, authority, the rights of others, and for the property of others.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with CCS in carrying out recommendations made in the best interest of the child.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.
6. Encourage your child to be enthusiastic about his/her homework and schoolwork.
7. Make sure your child has sufficient time for homework; find a suitable, quiet place for the child to study and assign a regularly scheduled time.
8. Create family agreements regarding telephone, electronic games and TV use.
9. When your child says there is no homework, suggest a substitute:
  - a. Reading— It is essential for developing readers to read at home daily. Daily Bible reading is also encouraged for all students.
  - b. Reviewing—class notes, arithmetic processes, grammar usage, spelling.
  - c. Research—for science or other long-term projects that have been assigned.

Your interest and support at home is important to your child/children and greatly appreciated by teachers and peers.

# Dress Code

Believing in a Biblical standard of modesty and in order to maintain reasonable standards of grooming, we expect students to adhere to the following dress code:

1. Students shall keep themselves neat, clean and well groomed at all times.
2. Children will keep their hair well-maintained.
3. Hats will not be worn in the building.
4. Shoes will be worn at all times. Shoestrings will be kept tied. Sandals are allowed only if they have straps that buckle or Velcro to secure the sandals to the feet. Flip-flops or shoes with stacked or high heels of any style are not allowed.
5. Students are expected to wear clothing that is functional for active play, particularly on PE days.
6. T-shirts, sweatshirts, or other clothing with inappropriate graphics will not be allowed.
7. The wearing of sheer or tight-fitting clothing, spaghetti straps, or shirts that don't cover the midsection is not allowed.
8. Girls will wear clothing of a modest length and modest neckline. The staff reserves the right to judge if clothing is immodest.
9. Gang attire is not acceptable.
10. Preschool and kindergarten students must have an extra set of clothing (underwear, shirt, pants, and socks) in a marked bag to leave in his or her classroom for accidents. If the child uses these emergency clothes, they will be sent home with the child, and we expect them to be replaced the next day.
11. Clothing depicting disrespect, aggression, or immorality in character will not be allowed. The school reserves the right to judge if clothing is acceptable.