

# School



*“They that wait upon the Lord shall  
renew their strength; they shall mount  
up with wings like eagles...”*

*Isaiah 40:31*

# School Information

Calvary Chapel Christian School was established in August of 1997. Our colors are royal blue, gold, and white. Our school mascot is the eagle. The verse for our school is:



*“The grass withers, the flower fades, but the word of God stands forever.”*

Isaiah 40:8

# **Welcome to Calvary Chapel Christian School!**

Welcome to Calvary Chapel Christian School! We are truly grateful that you are giving us the privilege of ministering to your children. We trust that it will be a profitable year for them spiritually and academically.

Our staff is dedicated to serving the Lord through serving you and your children. We are grateful for the opportunity that God has given us in continuing this ministry at Calvary Chapel Merritt Island.

This Manual has been designed as a tool to help familiarize you with our school and specific policies pertaining to Kindergarten and 1st grade. Please read it carefully, and be sure that you understand the guidelines which have been established with the student's best interest in mind. We want you to understand what Calvary Chapel Christian School offers and what is expected in return.

We anticipate having a great year, and we are looking forward to what God has for all of us at Calvary Chapel Christian School this year! If you have any questions, or if we can be of service to you in any way, please don't hesitate to call the School Office at (321) 459-2900.

God Bless You!

The Administration

# Philosophy of Education

The basis of our philosophy is belief in God the Father, Jesus Christ our Savior, the Holy Spirit and God's Word – the Bible. We believe in the authority and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, truth and practice. The Bible will be used and taught as the final authority for TRUTH. Our belief is that God is sovereign now, in the past and in the future. We believe we have been created in God's image, and the Bible gives us the moral principles by which to live. We strive to meet all the needs of the student – spiritual, mental and physical. The following is a sentence outline of the major elements of our educational philosophy.

1. Education is a parent/family responsibility  
(Deuteronomy 6:6, Ephesians 6:1)
  - A. The home is the center of a child's training.
  - B. The church and the Christian school act as supplements to the ministry of the home.
  - C. The school acts en loco parentis, as representatives of the parents, even in matters of discipline.
  - D. The school provides assistance to the parents.  
However, the school adheres to the principles and vision of our church, Calvary Chapel Merritt Island.

- E. The school seeks and welcomes input from parents.
- 2. Education is Whole Person Oriented (Matthew 22:37 & Luke 2:40, 52)
  - A. Heart: Educationally, this is related to the body and active participation in the nurture thereof. This includes missions, assemblies, sports, etc...The idea is of “doing” that which is good.
  - B. Soul: The immaterial part of a person. Educationally, this relates to the spiritual components of the student. Bible study, prayer, and worship are all important aspects of this area. The idea is directed toward the relationship we have with the Lord.
  - C. Mind: The understanding, intellect, and faculty of the mind. Educationally, this relates to the academic aspect of a student’s life. The idea is to teach a Christian worldview and the truth of the Gospel of Christ.
- 3. Christian education has results. (Matthew 22:37 & Luke 2:40, 52)
  - A. To love our neighbors as ourselves.
  - B. To be integral, functioning members of society (salt and light).
  - C. To impart a Christian Worldview and Christ-like nature.

- 4.** Education encourages listening, dialogue, and interaction. (Luke 2:46)
  - A. The classroom environment should be one that is suitable for students to clearly hear the teacher, without distractions and interruptions.
  - B. The classroom environment should foster a place where students can safely ask questions, dialogue with peers and the teacher, and discuss pertinent themes related to the subject being studied.
- 5.** Education requires discipline. (2 Timothy 2:15)
  - A. The classroom environment should be challenging, yet attainable.
  - B. Teachers should have a balanced view of discipline: firm, fair, and consistent.
- 6.** Education should have a clear and flowing methodology. (1 Corinthians 14:40)
  - A. Curriculum should flow and build upon prior instruction.
  - B. Curriculum should be Biblically precise and historically relevant.
  - C. Curriculum should encourage academic, spiritual, and physical growth.

All goals and objectives are based on the Bible.

These goals and objectives include:

1. All that we do is to the glory of God. (1 Corinthians 10:31)
2. Our primary goal is to assure the salvation of all of our students. (Matthew 28: 19, 20)
3. To promote the maturity of our students in doctrine and practice. (Ephesians 6:4; Colossians 1:28-29)
4. To train our students in Christian service and ministry. (2 Timothy 2:2)
5. To teach our students a sound mastery of basic learning skills, self-discipline and good work habits. (2 Timothy 2:15)

We believe in the conviction that the knowledge of the Bible and of Jesus Christ is essential to the development and growth of the individual in spiritual, mental and social areas.

All staff and faculty have a personal commitment to Jesus Christ. They do and will continue to allow the Lord to minister through them by the power of the Holy Spirit.

The school is an extension of the family and also an extension of the church. In this capacity, we will promote the relationship of family, church and members of the body of Christ.

Our belief is that God is sovereign now, in the past, and in the future. We believe we have been created in God's image and the Bible gives us the moral principles by which to live. We strive to meet all the needs of the student – heart, soul, and mind.

## **Our Purpose**

In today's world of tumult and shifting values, it is imperative that our children be given the best opportunities to develop strong intellectual and moral character. CCCS is a Christ-centered, spiritual and academic environment that seeks the best education and the richest fulfillment of potential for each student. Our purpose and desire is to train the whole student so that he or she will develop according to the example of our Lord Jesus Christ; a godly influence in the world.

Our goal is that each student will experience the full, regenerating power of Jesus Christ and the Word of God through the work of the Holy Spirit in their lives. At the same time, we expect each student to strive for the highest development of each of his or her God-given gifts and talents.

Functioning as an extension of the Christian home, CCCS supports parents who seek to obey biblical instruction, which gives them ultimate responsibility for the

education of their children (Deuteronomy 6:7-8). Because the Christian approach to learning differs significantly from the secular viewpoint, CCCS offers a curriculum rooted in a God-centered view of life. This view holds that God's Word is the standard for all truth. The curriculum, taught by a qualified Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church.

## **Our Living Curriculum**

The teaching staff at CCCS is qualified and thoroughly dedicated to helping each student toward positive spiritual, mental and physical growth. Since our school is a ministry of Calvary Chapel Merritt Island, all of our teachers are born-again believers and hold to our statement of faith.

## **Our Instructional Program**

Our desire is to see each and every student strengthen their relationship with Jesus Christ. We also desire that they have a sound mastery of basic learning skills, and acquire self-discipline, good work habits and biblical social values. The Bible – God's Word – is carefully and purposefully integrated into all curriculum.

# **Enrollment and Admissions Policy**

Calvary Chapel Christian School is an outreach of Calvary Chapel of Merritt Island. All children of parents who desire a Christian education for their children are welcome to submit an application to the school office. Calvary Chapel Christian School makes no distinction concerning an individual's race, color, or ethnic origin because we acknowledge that there is no preferential treatment with God (Romans 2:11). It extends to all the rights, privileges, programs and activities made available at the school. It does not discriminate on the basis of race or ethnic background in administration, educational policies, financial aid or other school-administered programs. Applications are available in the school office during the year.

A child must be five years of age on or before September 1, of the year that they are to enter school in order to be enrolled in Kindergarten. Kindergarten students entering school are required by state law to have all required immunizations and a recent physical examination. All enrollments of students, both new and re-enrollments, are handled through the school office.

## **Admissions Procedures**

CCCS seeks to admit students who are committed to spiritual, personal and intellectual growth.

1. The applicant must submit the Student Application, completed and signed by parents, to the School Office.
2. If the student has an IEP, school must receive this prior to enrollment. Parents may be asked to meet with our Principal to discuss the IEP.
3. Parents will complete the admissions process by completing additional registration forms and by paying the registration fee.

All students are required by law to have shot records, physical forms and birth certificates on file with the school office before school begins. We do accept immunization waivers due to religious beliefs.

Once the student has been officially enrolled we will request the records from the school previously attended.

## **Accounting & Tuition**

1. In order to register for a new school year, all previous balances must be current.
2. **Registration Fee**: Call the school office for current prices. This fee is non-refundable.
3. **Book and Materials Fee**: Call the school office for current prices. The book and material fee is due in **June**. This fee is non-refundable.

4. **Tuition**: Calvary Chapel Christian School is a ministry of Calvary Chapel of Merritt Island. All expenses are paid out of tuition and registration payments. We have been able to offer a relatively low tuition compared to many private schools. The first month's tuition is due in **July**.
5. **Withdrawal Fee**: If you withdraw your child and you have paid in full, you will be charged a 10% administrative fee to refund your unused credit balance. This does not apply to the non- refundable registration or book fees.

## **Leaving During the School Year**

1. A two week notice is required when withdrawing your child(ren) from our school. If you fail to notify us, it will be assumed that your child is still enrolled, and you will be charged two additional weeks from the last day of attendance.
2. Make sure the school office is formally notified by you in person. This will help expedite the transfer of appropriate files to the next school.

## **Tuition and Child Care Payments**

Parents have the option of paying in full or electing a payment plan.

The installment plan allows you to make 10 equal monthly payments beginning July 15<sup>th</sup>, with consecutive

payments **due on the 1<sup>st</sup> of each month and considered late after 4:00 pm on the 10<sup>th</sup> of each month.** We ask that you please mail or deliver your tuition payments by the first of each month, beginning with the month of July. A **late fee of \$20.00** will be added to your account if monthly tuition payment is not received by 4:00 pm on the 10<sup>th</sup> of each month.

Childcare bills are due weekly, upon receipt. For your convenience, a secure box is located outside of the preschool after care room for payment. If you pay in cash, and would like a receipt, please come to the school office to make your payment.

Please note that payments received will be applied to invoices in the order that they were charged to your account. **You cannot designate your payment for tuition if other charges exist on your account.**

## **Past Due Accounts**

We understand that circumstances sometimes occur causing a financial burden. Therefore, you will be expected to contact us if your account becomes two weeks past due. This will allow you to resolve the matter in a way that will not jeopardize your child's enrollment in our school. Otherwise, if no payment plan is reached, we will be forced to withdraw your student.

# Donations and Gifts

Calvary Chapel Christian School and Preschool are non-profit entities. The tuition is kept as low as possible to make a Christian education available to those who desire a Christ-centered education for their children. Because the tuition and fees may not cover all of the operating expenses, gifts are welcomed. All cash gifts and gifts-in-kind are income tax deductible, as long as they are not designated for an individual. For information regarding proper procedure, contact the school office.

# Child Care Procedures

**Child Care hours are from 6:30 am until 6:00 pm**

These policies are established for the safety of your children. Please have your children abide by them.

1. Extended day care is available for all students who will be on campus before and after school. There is no pre-registration. Each student will sign up on a daily basis.
2. No students are to be left on school grounds earlier than 6:30 am or later than 6:00 pm. (If any child is left after 6:00 pm, a charge of \$5.00 for the first ten minutes and \$1.00 per minute thereafter will be

assessed beginning at 6:00 pm **according to the school's clock.**)

3. All Calvary Chapel Christian School children on the school grounds must go to child care at class dismissal time. The only exception is if a child is participating in an after school program supervised by an adult. If a child is not picked up after the program is finished, he/she must then go to After School Care.
4. All children in child care must be signed in and out by a parent. Children cannot sign the parent's name. Failure to sign in or out will result in the maximum Before/After care charge.
5. You will receive a weekly Child Care invoice from the office, which is due upon receipt.
6. Remember, these policies are established for the safety of your children, please have your child abide by them.

## **School Rules**

The following School Rules have been established to maintain and promote the safest and most effective environment for learning. These school rules will be enforced at all times and are in addition to individual classroom rules, which may vary.

1. All students are to be respectful and obedient to teachers and faculty at all times.
2. All classroom and homework assignments are to be completed and turned in on time. Homework days are normally Monday, Tuesday, and Thursday.
3. Students are to be good examples of Christian young people both on and off campus. Students are to show respect for the rights and feelings of others. Fighting, cheating, using bad language, etc., are not examples of Christian conduct.
4. Playground rules must be obeyed at all times.
5. No electronics or cell phones are allowed on campus without prior consent from the administration. No toys to be brought from home unless previously approved by the classroom teacher. These items will be taken to the office and will be returned to parents only.
6. No gum is allowed at school at any time.
7. Students are not allowed to leave the campus with other than those adults listed on their emergency card.
8. Students who are signed out of After School Care may not be on school grounds without adult supervision.

9. No inappropriate roughhousing or touching in a way that offends. No improper boy-girl touching.

## **Playground Rules**

The following rules were created to make the playground as safe as possible, not to take away the fun. Please review these rules with your child(ren).

1. Absolutely no running or shouting in the hallways, on the way to the playground or otherwise.
2. No climbing in or hanging on the trees. Trees and plants make our school look nice. Do not play in planted areas, trees, or in the planters. Do not pull off their branches or leaves. No playing with sticks or branches.
3. No one is allowed in the building during recess except to use the restroom.
4. Do not go outside the fence unless accompanied by a teacher.
5. Not allowing people to play in your game is selfish. Let everyone play. Share playground toys with everyone.
6. No climbing on any objects not designed for that activity.
7. No tackling, wrestling or playing karate.
8. No throwing of objects such as mulch, rocks, dirt clods, sand, etc.
9. No "hard ball" baseballs allowed.
10. Absolutely no running in the parking lot.
11. All snacks and lunches are to be eaten at the lunch tables, not on the playground.

12. "Tag" games may only be played on the grass.
13. No jumping off any playground equipment.
14. No twisting of, jumping off of, or standing on swings or climbing on the swing frame.
15. One person per swing, slide and rocking equipment at a time.
16. No climbing on the fence.
17. It is not safe to climb on the basketball poles.
18. Do not play around or behind the storage shed.
19. Stand clear of swing area.
20. Remember the no touch rule.
21. No carving on the trees.
22. Students may only go to the office with adult permission.
23. No building forts.
24. No climbing on the picnic tables.
25. No going beyond the field into the wooded areas.
26. Please do not argue with the playground teacher. They know the rules better than you. They are there to help you have a fun and safe time. They are there to take care of you while you are on the playground.

## **Dress Code**

Calvary Chapel Christian School wishes to maintain a consistent Christian testimony. As Christians, it is our desire for each student to please the Lord and be a good witness to others in both appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits and proper school behavior. We require

students to dress modestly and attractively without drawing undue attention to them. Students should avoid extreme or questionable fads and fashions. We believe that proper student dress in association with continual effort for good attitude and behavior are important elements of our wholesome Christian learning environment. We reserve the right to determine that which “attracts undue or excessive attention to the wearer...” and is therefore, unacceptable. Thus, we desire that school dress be appropriate, modest and safe for school activity.

The dress code encourages students to show their originality and express who they are by the way they use their gifts and talents to serve the Lord and others rather than by the way they dress. The dress code applies to students when school is in session and while on the school campus, as well as to all student activities (field trips, sporting events, school plays, graduation, etc.) on and off campus. No clothing, articles of clothing, jewelry or accessories related to a secular group, gang, characters that do not align to Christian values will be permitted on campus or at any school activity.

## **Girls and Boys**

- Should be neatly dressed at school. All clothes must fit properly. They should not be too tight or too baggy.

Specifically, the current trend of extremely oversized clothing is not acceptable.

- Jeans, pants or shorts must be of appropriate size, not too baggy or too tight. Excessively ripped/frayed, excessively worn, and/or dirty clothing is not acceptable. Jeans that are bought faded are acceptable.
- No part of any undergarment should be visible (even through clothing).
- Hair should be a natural hair color. No extreme dying. If hair length becomes a distraction, the administration reserves the right to ask the child to have it trimmed.
- Hair should be worn in a clean, neat, attractive manner (not in the eyes, etc.) Avoid extreme or questionable hairstyles.
- No tattoos, whether temporary or permanent, should be visible at any time.
- Hats are not permitted (with the exception of Hat Day and during sports activities).
- Shoes or sandals (with heel straps and closed toe) must be worn at all times. Flip-flops, spiked heels and platform shoes, including platform sneakers, are not permitted.

- Safety pins should not be used as decorations or used in excess on clothing.
- Safety pins in the ears are not acceptable.

### **Girls:**

- Shorts, skorts, and skirts should not be shorter than 5 inches from the top of the knee. For younger children shorts must be worn under dresses and skirts for modesty when on the playground.
- Hemlines with slits above the five (5) inch rule are not acceptable.
- No type of body piercing is permitted, except on the ears. Jewelry is to be limited to two earrings per ear (no dangling earrings), three bracelets, one watch per wrist, three rings per hand, and one or two necklaces.

### **Boys:**

- Make-up, nail polish and earrings are not permitted.
- No type of body piercing is permitted.
- One bracelet per wrist.
- One necklace may be worn.

This dress code is not all-inclusive. Any situation not specifically covered herein will be resolved by the administration in accordance with the general intent and

purpose of the code. However, in the case of questionable or immodest dress, the school reserves the right to detain a child in the office and contact the parent or guardian in order to bring appropriate clothing.

## **Standards of Conduct**

One of the unique purposes of Calvary Chapel Christian School is to prepare Christian young people for effective service for Christ in whatever career they choose. Since effective Christian service can be performed only by those who are truly Christian, CCCS desires for each student a vital, personal relationship with God through faith in Jesus Christ, and asks all students to measure their lives by scriptural standards of conduct.

Each student should understand that attending CCCS is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to CCCS a student indicates his/her desire to become a sincere, cooperative member of the student body.

Spiritual growth is never the result of superimposed rules, and therefore CCCS standards of conduct are not designed merely to produce a pattern of outward conformity.

The school desires that the students demonstrate, by their conduct, an inward acceptance of Christ and an attitude

of submission to His lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of the rules and standards. To produce an environment which will encourage these goals, CCCS expects every student to demonstrate, by attitude and behavior, a life committed to following Christ. *“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.” 1 Timothy 4:12*

While attending CCCS, all students are expected to follow the guidelines stated herein **365 days a year, on and off campus!**

## **Christian Lifestyle**

Custodial parents and students are expected to live by a scriptural standard of behavior which is consistent with the principles of conduct encouraged by the Christian community. Students must at all times while enrolled at CCCS, refrain from:

1. The use of illegal drugs, alcoholic beverages, or any form of tobacco.
2. Involvement in immoral activities.
3. Swearing, telling dirty stories or using language unbecoming to a Christian.

4. Acts of dishonesty, such as cheating\*, lying or stealing.

\*Cheating may consist of:

- A. Copying someone's work to submit as one's own (including class work, homework or other assignments).
- B. Giving or receiving answers or stealing tests.
- C. Plagiarizing (i.e. copying other people's material and not attributing it to them).
- D. Looking at another student's test or quiz.
- E. Using a "cheat sheet".
- F. Any form of communication during a test or quiz. (This behavior merits a "0" on that test or quiz).
- G. Stealing a test or the distribution of a stolen test.
- H. A student doing another student's homework, project, or paper.

Students who violate these standards may be suspended and/or dismissed from school. Students should also make every effort to avoid compromising situations which might give the appearance of being involved in the above activities.

# General Standards

In the interest of creating an orderly campus and wholesome atmosphere, the following behavior is not permitted:

1. Displaying on one's clothing or personal property such items as pictures or emblems which exalt groups or movements that are contrary to biblical standards.
2. Bringing or possessing fireworks, firecrackers, matches or other flammable materials on campus.
3. Chewing gum.
4. Electronics, cells or magazines except by special permission.
5. Tampering with, or taking items from, another student.
6. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including pepper spray; or, threatening to bring a weapon to school.
7. Using, possessing, selling, furnishing or being under the influence of any controlled substance (illegal drugs or alcoholic beverage) or intoxicant of any kind.
8. Sexual harassment of individuals, whether verbal, physical or environmental. Any type of bullying.

**Expulsion will be recommended upon the first offense for violations involving drugs, weapons, and explosives.**

These regulations apply to the student in the following situations:

1. On school grounds (this includes the parking lot as well as vehicles on school property).
2. Going to or coming from school.
3. On lunch break, whether on or off campus.
4. At, going to, or coming from school sponsored activities.

## **Classroom Conduct**

In order to maintain a classroom environment which allows for maximum learning, teachers establish those standards they deem necessary. However, the following standards are for all classes:

1. Students must always demonstrate respect for, and cooperation with, teachers.
2. Students will be **on time** to class and will be prepared with the necessary materials and mental attitude which indicates a readiness to learn.

3. Communication of any kind between students, which is disruptive to the teacher or classmates, is unacceptable.
4. Personal grooming is inappropriate during class sessions and is not permitted.
5. Students leaving class for any reason will be issued a pass which will remain in the student's possession while the student is out of class.
6. Food, beverages and gum will not be brought into the classrooms except during lunch/snack time.
7. Students may not be in classrooms or offices unless a teacher or staff member is present.
8. The teacher's desk, briefcase, grade book and other belongings are personal property and will be treated as such by students.
9. Classroom material, furniture, pets, educational property of CCCS, and other belongings are property of the school and will be treated as such by students.

## **How Misconduct is Handled**

When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change and improvement necessary to comply with these standards. As

much as possible, misbehavior in the classroom will be handled by the teacher.

Methods of maintaining student discipline at CCCS include the following:

1. The teacher and student will have a meeting regarding the misbehavior, wherein the teacher may lower the citizenship grade and/or make a parental contract.
2. The teacher may write a referral wherein the student will be sent to the office and may be assigned a consequence\*.
3. The teacher may request a conference to include the parent, teacher, student and administration.

\* Consequence will be determined by the Administration.

If after a reasonable amount of time, the teacher feels that there is a continuing problem in behavior or attitude, he or she will refer the student to the administration for further disciplinary action. In certain serious misbehavior, such as disrespect to teachers, student fighting or violations of the Christian lifestyle standards, students will be referred immediately to the administration.

Detention, work assignments, probation or suspension may be used as part of the discipline procedure.

Students may be expelled (withdrawn from enrollment in school) for continued violations of school standards or if a single offense is particularly serious. Expulsion is handled by the Administration and the School Board.

## **Discipline Policy**

One of the most important lessons for any student to learn is how to properly respond to authority. The students must be guided to a proper response to God and their parents and teachers. In order to accomplish this goal, we must set discipline standards that are enforced fairly, consistently, and lovingly.

Since the teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important that the teacher and parent establish a close working relationship, and the teacher will contact parents about any problems concerning their child. It is of the utmost importance that the parents support the teachers in matters of discipline, and it is equally important that the teachers keep the parents informed of any problems.

At times when it becomes necessary, a teacher may refer the child to the office. In this event, Administration will deal with the situation. At that time, the child will be counseled with, prayed with, and-if necessary-disciplined

further. The parent will be notified in the event that this happens.

Occasionally, there is a child who does not respond to our ministry. If working with the parents does not bring about a marked improvement in the child's conduct, we reserve the right to remove any child from our school at any time. This will only be done in extreme cases, and particularly when the child is a bad influence on other children.

At Calvary Chapel Christian School, the emphasis in discipline will always be in love. More than anything else, we want each child to know that he or she is loved. However, love does not necessitate a tolerance of disobedience. Real godly love sets the highest standard for people, and then provokes them to love and good works. This is the goal of all discipline at Calvary Chapel Christian School.

# School Day



*“Show me Thy ways O Lord; teach me  
Thy paths.”*

*Psalm 25:4*

# The School Office

The school office hours are as follows:

Monday through Friday: 8:00 am — 4:00 pm

Calvary Chapel Christian School's phone number is: **459-2900**. If you get the answering machine, follow the instructions and dial **115** to leave a message. We are sometimes out of the office for a few minutes or on another line and are unable to answer the phones, but our voice mail system will indicate a message and your call will be returned as soon as possible.

## School Hours

Kindergarten hours are from 8:30 am until 1:00 pm

First grade hours are from 8:30 am until 3:00 pm

Your child will be added to the After School care list if he or she is on campus after class dismissal time.

## Absences

Attendance at school provides a student with **classroom experience**. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that

experience to be made up. For this reason, failure of a student to attend class without the knowledge and consent of parents and/or school staff will be seen as a serious problem and will not be allowed.

Failure of a student to attend school will be considered an absence. Each absence will be considered either **excused or unexcused**. **The Florida Department of Education requires a written excuse signed by a parent or guardian after an absence.** The specific reason for the absence must be stated before the absence can be excused. **This note is to be given to the teacher.** If your child is absent due to illness or an emergency, it is best to call the school prior to the beginning of school so this can be noted on the student's record.

Regular attendance is one of the greatest contributing factors to success in school. Also, the State Department requires good attendance. The law states, "Each school should establish procedures to ensure good attendance. A student, who is absent more than nine (9) days within a semester or more than four (4) days within a nine (9) week period, will not receive a passing grade for the semester.

Absences **not** counted in the nine (9) days/four (4) days attendance policy are:

- A. court dates
- B. religious holidays
- C. illness with medical documentation
- D. chronic and extended illness

Calvary Chapel Christian School will meet the minimum requirements of the State of Florida for school attendance. Because of this, it would greatly benefit your child if all appointments were made before or after regular school hours.

## **1. Excused Absences**

An “excused” absence is an absence with the knowledge and consent of parents and school staff due to a personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or absences due to a providential hindrance.

**The following are considered valid excuses for school absences:**

- A. Any illness requires written confirmation by a licensed physician.

- B. Days missed while attending court must be verified by a note from a parent.
- C. Death in the immediate family must be verified by a note from a parent.
- D. Unforeseen circumstances such as car trouble and accidents should be reported by the parent to the office as soon as possible.

If a parent did not call in and report to the office staff on the day of the absence, upon returning to school the student is to bring a signed note from the parents detailing the cause of the absence. The note should be neatly written. The student should present the note to the teacher at the beginning of class.

## **2. Unexcused Absences**

An absence will be considered unexcused when there is not a written note about the absence or the reason is unacceptable. All non-emergency absences or absences for the sake of convenience of parent or student will be an unexcused absence. An absence with the knowledge and consent of the parents and school staff for any reason other than those listed above will be considered unexcused. Students will receive a 59 for all assignments missed during an unexcused absence.

### **3. Absentee Procedure**

A parent or guardian must call the school office at 459-2900 between 8:00 am and 9:30 am on the morning of the absence. You may also email the school regarding an absence. The address is [school@calvarychapelmi.org](mailto:school@calvarychapelmi.org) - Give your name, student's name, teacher/class and a brief reason for the absence. This helps us know the whereabouts of all students. Pre-arranged absences will be handled through the school office and by written notice only. Emergency absences will be handled on an individual basis.

### **4. Extended Absences**

When a student will be out of school for an extended period (a planned absence of 4 days or longer), it is the responsibility of the parent to notify the administration in writing. After the parent notifies the administration, they must then contact the teacher and obtain all work assignments for the period of the absence. Work will be completed and turned in according to the regulations established at each grade level.

## **Homework Requests & Make Up Work**

If your child is going to be absent, please leave a message in the school office between 8:00 am and 9:30 am. The School phone number is 459-2900.

Homework Requests may be submitted for a student who has been or will be absent for more than two days. Please allow 1-2 days for the teacher to gather and prepare the necessary work.

## **Make-up Work**

Students absent due to illness or valid reasons will be allowed to make up all schoolwork. The responsibility of completing make-up assignments rests solely with the student. Generally, students will be allowed one day make-up for each day of absence. Tests or exams missed due to absence may be made up on the day following the student's return or otherwise deemed by the teacher.

## **Tardiness**

A tardy student disrupts the class and misses valuable time in class at the beginning of the day. Any student arriving after 8:35 am is considered late. In that event, a student is to report directly to the School Office for a tardy slip. Your child may need to wait in the school office in order to not disrupt the class. Tardiness will negatively affect your child's grades. **Continued tardiness by the student may result in a parent-teacher or parent-administrator conference.**

We understand the Barge Canal Bridge may sometimes cause a problem for you with getting your child to school on time. If you are stopped by the bridge, please accompany your child to the office and explain the situation to the Administration. Your child's teacher will be in their classrooms at 8:15 am each morning ready to receive your child.

## **Lunches and Snacks**

We encourage healthy eating habits at Calvary Chapel Christian School. Lunches brought from home should be nutritious and should not contain soda, candy or foods with a lot of added sugar. If students are found with these items they may not be permitted to eat them.

If the student is staying for afternoon Childcare they need to pack a nutritious snack to be eaten then. **Sharing or trading of food items is not permitted.**

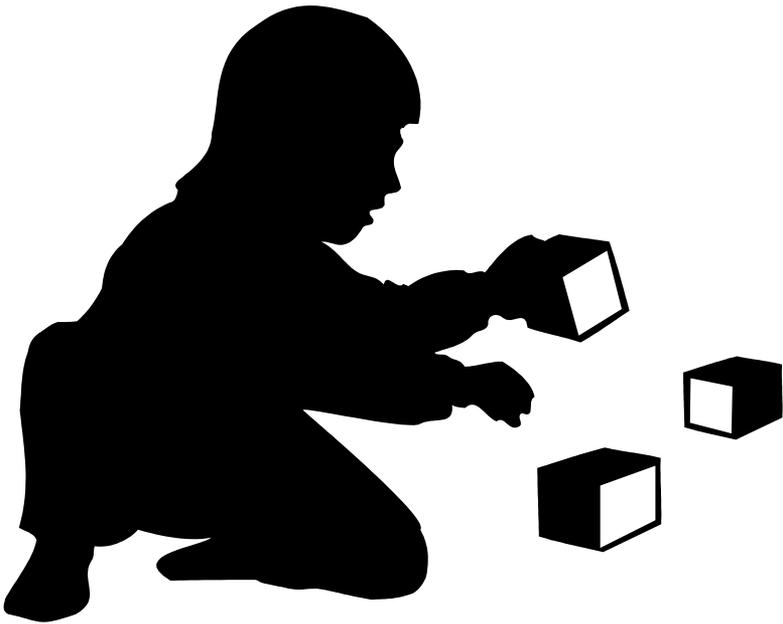
## **Withdrawal Procedures**

If your child will be leaving Calvary Chapel Christian School to attend another school, please contact the school office at least two days prior to the child's last day so that we can process the appropriate papers to insure a speedy delivery of your child's records to the next school. This must be done by the parent or legal guardian.

# Leaving the Campus During the School Day

A student must be signed out by a legal guardian if he/she is to leave school during class time. You must sign out the student in the School Office prior to getting the student out of class. If a person picking up your child is not on the authorized pick-up form, you must send permission in writing. Phone calls are not acceptable. You may also wish to add this person to your pick-up list which you will need to do **personally**. If your child has a prearranged appointment, please send a note with him/her to give to their teacher in the morning. If an emergency arises and your child needs to be taken out of class, please contact the school office. PLEASE NOTE THAT STUDENTS WILL NOT BE RELEASED TO ANYONE UNDER THE AGE OF 16.

# Instruction



*“Give instruction to a wise man and he will be yet wiser, teach a just man, and he will increase in learning.”*

*Proverbs 9:9*

# Curriculum

Calvary Chapel Christian School offers a curriculum based on a Christian perspective of education. We feel it is important to integrate scriptural principles into each area of subject matter. It is our goal to teach our students the basic knowledge necessary for functioning in today's world. The methods and materials used by Calvary Chapel Christian School are scripturally based and give the teacher a clear plan for teaching scripturally sound principles throughout the day.

We believe God is not only interested in the academic goals themselves but, also, in the ways by which we reach these goals. We believe in the importance of living the Christian life and being a godly example to our students. Our methods should pattern themselves after our Lord, which include: encouraging, training, disciplining, reproofing, correcting, and exhorting. We have curricula which is most suitable in reaching our goals of excellence in academics with a strong Christian foundation.

Our textbooks are chosen after prayerful consideration and evaluation and will be provided for all students. Non-consumable texts are rented by the parents. Lost textbooks may be found in the Lost and Found in the School Office. Students should look for lost books immediately. New books must be purchased (by the

parents) in the event that a student has had his/her book(s) damaged, lost or stolen.

## **Home Learning**

Home learning is an integral part of the school experience by providing vital reinforcement of school time instruction and aiding the student in learning to be disciplined. It is also a tool used to allow parents to observe and help their child in developing the study habits needed for higher learning. Home learning will be assigned as deemed necessary by the teacher. It has been observed that in order for a child to succeed at Calvary Chapel Christian School, parents must be directly involved in the home learning process and the process of checking seatwork and tests that come home weekly.

# Report Cards

At the conclusion of each quarter an evaluation of the student's progress for an entire nine-week period will be recorded on the student's report card.

Letter grades are defined as follows:

- |                    |                   |
|--------------------|-------------------|
| A = Excellent      | D = Below Average |
| B = Above Average  | F = Failure       |
| C = Average        | I = Incomplete    |
| / = Not Applicable |                   |

Kindergarten will use the S(Satisfactory), N(Needs Improvement), U(Unsatisfactory) system.

A checkmark in the area of classroom conduct indicates that improvement is needed.

Calvary Chapel Christian School's Grading Scale:

98-100	A+	74-76	C
94-97	A	70-73	C-
90-93	A-	67-69	D+
87-89	B+	64-66	D
84-86	B	60-63	D-
80-83	B-	59 and below	F
77-79	C+		

# Retention

It may be the recommendation of the school that a student repeat a grade level. For many children this has proven beneficial in their educational, social, and emotional development. The decision to retain a student will be made only after prayer and conferring with the parents, teacher, and administration.

# Chapel

Chapel provides opportunity for Calvary Chapel Christian School students to participate in a collective worship service. It is a time of spiritual enrichment and exposure to a variety of Christian experiences. The aim of all chapel times is to magnify Jesus Christ. Parents are always welcome to attend.

Chapel is an important part of school life at Calvary Chapel Christian School. It is an opportunity for the students to hear some of our CCMI Pastors and staff. Students are required to attend Chapel and are expected to come desiring God to minister to them. 3 year old Preschool through First grade Chapel begins at 9:15 am. Many of our students have come to a deeper commitment to Christ during Chapel. The students should come expectantly – looking for God to use the time to help them grow.

1. Each student will demonstrate proper courtesy and Christian hospitality to all guest speakers by listening carefully and behaving properly. Their attitude toward the speaker should be respectful and attentive.
2. At no time will studying or doing school work be allowed in Chapel.
3. There is to be no unnecessary talking, distracting, or disturbing others.
4. No food or drinks are allowed.

***Allow God to speak to you and to those around you!!***

## **Field Trips**

Field trips of an educational nature are vital to the curriculum enrichment emphasis at Calvary Chapel Christian School. Each class will be going on field trips during the year. For each trip, every child must have a permission slip and a medical release form signed by the parent or guardian. Transportation is usually by carpool. Parents driving on field trips and providing transportation for children other than their own will be required to provide proof of auto insurance and a valid driver's license. Parents will be notified in advance of any extra field trip expenses (admission fees, souvenirs, food, etc.). Since these fees are

generally paid in advance, **there will be no refund on field trip fees.**

Please remember that both students and parents need to abide by the dress code while on field trips.

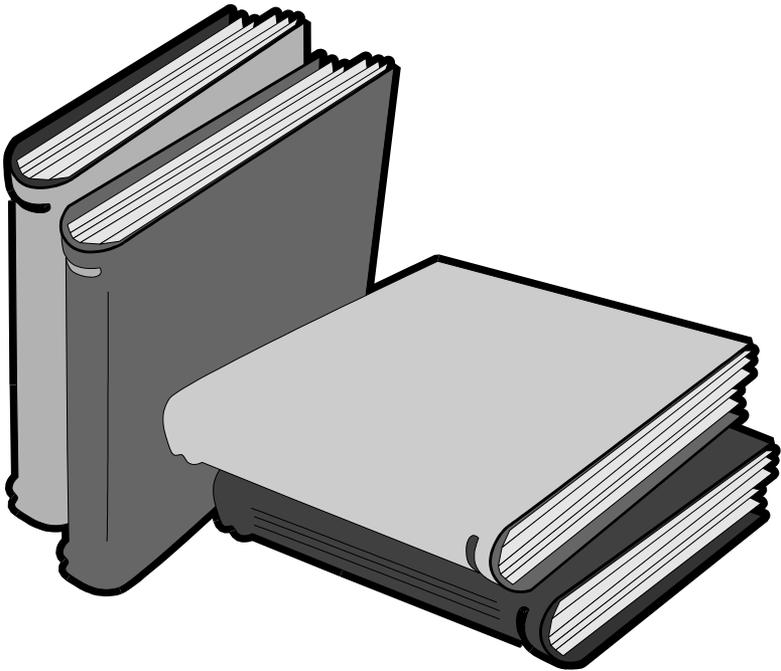
## **Class Parties**

We invite our parents to participate in class parties without siblings. These parties are celebrations for the classroom child and will be held at the end of the school day. Your cooperation, in light of these policies, is greatly appreciated. If you bring in a goodie bag for all students, please steer clear of inappropriate cartoons and excessive amounts of sweets. Please clear all items above with your child's teacher.

## **Fire Drills**

It is required by law that schools conduct fire drills. Students are expected to become familiar with these instructions so that all drills can be conducted with a minimum amount of confusion.

# Operational Procedures



*“Commit thy way unto the Lord, trust  
also in Him”*

*Psalm 37:5*

# **Evaluation — Parent Conferences**

Evaluation is an ongoing process by both parents and teachers at Calvary Chapel Christian School. It is our aim that you become involved in this evaluation process, regular conferences and discussions with your child's teacher as well as with your child. Parents are encouraged to visit the classroom and the teacher. We schedule two parent conferences a year (preferably with both parents) for all students. This is a minimum obligation. Additional appointments may be made by contacting your child's teacher any time you feel a conference would be helpful.

## **Telephone Use**

We will not disrupt the classroom. We will collect messages and deliver them to the teacher at a convenient time for them. The telephone in the office is for the use of the teachers and staff of Calvary Chapel Christian School only. If you need to get a message to your child during the school day in the case of an emergency, please call the school office and the message will be given to your child. If you wish to get in touch with a teacher, please call the school office and leave a message. The teacher will return your call at his/her earliest convenience. The School Office number is 321-459-2900.

Students will only be able to use the office phone if they have a “phone pass” from their teacher. Students may not use any other phone in the building.

## **Materials and Facilities**

The materials and facilities at Calvary Chapel Christian School are dedicated to God in His service. Basically, each individual is responsible for what he or she is issued. Lost books or school materials must be replaced. Compensation for any vandalism to the building or property must be made to Calvary Chapel of Merritt Island.

## **Emergency and Health Procedures**

All persons, including volunteers, who are in regular contact with the children shall be in good health and free from communicable disease.

## **Student Injuries**

If a student is injured on campus, the student should report this injury to a teacher, administrator, or the office immediately.

All of the staff have been trained in Red Cross First Aid and CPR. When a child has been injured we evaluate the situation on a case-by-case basis. When appropriate we apply ice packs to bumps; Band-Aids to cuts and scrapes,

etc. If more serious, we will notify the parent. Accident Reports are completed for all injuries.

Each child is covered by school insurance for accidents occurring during the school day. Please contact the school office in the event of an accident to your child and the secretary will give you the necessary forms.

## **Student Illness**

If a student becomes ill, the student should request a hall pass from his/her teacher and proceed directly to the School Office. The school office offers immediate first aid to all injured students and ministers to those who are ill.

In order to be certain that sick children are in care environments where their needs can be met, and in order to minimize the spread of illness, Calvary Chapel Christian School will expect you to keep your child home when certain conditions exist. Often sick children require one-on-one attention, and we are unable to provide that kind of attention in our school office for long periods of time. If your child has a fever, we will consider this to be a sign of a contagion; and you will be expected to keep your child home until he/she is fever free for a minimum of 24 hours. If your child is vomiting, we will expect you to keep your child home. If your child has an unexplained rash, we expect you to keep your child home. If your child has a rash identified by a health

professional as not being contagious, we will admit your child, provided the rash is not making your child sick or excessively uncomfortable. If your child has significant symptoms of respiratory illness (thick colored mucus from the eyes or nose, serious cough, wheezing chest, red, runny eyes or crusty eyes, sore throat or earache), we will expect you to keep your child home. **As no nurse is available during school hours, you will be contacted by the school office to come pick your child up in the event of illness.** For infections requiring a doctor's prescription, please keep your child home 24 hours after beginning an antibiotic. For all other illness, the child may return to school if free from symptoms for 12 hours providing that the child's behavior indicates that he or she is feeling better.

**Note:** With stomach and intestinal illness, milk products can slow down recovery. Please check with your doctor regarding your child's diet after an intestinal or stomach illness.

If your child contracts a communicable disease, please notify the school office. Please bring a doctor's release when the child returns to school. The school follows DCF regulations as to when a child may return to school after a communicable disease.

If your child's runny nose or cough is an allergy, please explain to his or her teacher. Please help us to teach

students to wipe the nose when it is runny and cover the mouth when coughing or sneezing.

## **Leaving Due to Illness**

If a student is advised to leave, the parent will be contacted. When the parent, or other authorized adult, comes to pick up the student, they will be asked to sign out the child. Please be sure the student's emergency cards have names and current phone numbers of persons who have agreed to pick up your child if you cannot. Please list any cell numbers available for parents and emergency contacts. It is very frustrating for both the child and the office staff when a child is not feeling well, or there is an emergency situation, and employees are unable to contact an adult.

## **Student Medications**

We discourage the taking of medication during school hours unless there is a special reason or serious problem. Over the counter medication is discouraged. Medication outside of its proper container will not be accepted. All medication must be in the office and dispensed only by the administration. In order for the administration to dispense the medication, the parent must come to the school office to fill out the Authorization for Medication form. The parent should also write a note to the student's teacher to let her

know when the student should go to the office to take the medication.

***No student is allowed to take medication of any kind on their own or have any medication in their possession.***

## **Immunizations**

**Children must have their immunizations up to date and on file at the School Office.** The only exceptions are: Being otherwise advised by a physician, or if parents object to immunizations based on religious beliefs. Written statements by the physician or parent must then be on file at the school office.

Any student, regardless of grade level, must meet the current immunization requirements. Please make sure your child has been properly immunized. Consult with your physician or local health department. Immunization records must be presented at the time of registration.

A recent Student Health Exam (HRS Form 3040), a Certification of Immunization (HRS Form 680), and a birth certificate are required for all new students. It is the responsibility of the parent to update these as necessary.

# **Personal Belongings**

Calvary Chapel Christian School reserves the right to confiscate any personal belongings that are not appropriate for the school environment, such as cell phones, skateboards, ipods, ipads, Nintendo DS, Leapfrog electronic games, etc. The safekeeping of any personal item is the responsibility of the student. Please make sure that any appropriate personal items brought to the school are clearly labeled with your child's name.

## **Lost and Found Procedures**

The best way to insure the return of your child's belongings is to always put his/her name on items of clothing, lunch pails, etc. Items that are marked with a name will be returned to the student. If your child finds something on the school grounds which does not belong to him/her, then it must belong to someone else and should be turned into the school office where it can be properly placed so that the owner will be able to find it. Please make sure your child brings home things only belonging to him/her.

Small items, such as money or jewelry, will be kept in the school office. After one (1) month, money may be claimed by the person who found it.

# Closed Campus

We are a closed campus. This means that all students are required to remain on campus until the end of their school day.

# Class Visitation

Adult visitors are welcome in our school classes, **if permission has been granted at least one day in advance** by the administration as well as every teacher to be visited. A Visitor's Pass will be issued by the School Office, and the visitor will be asked to sign the log book. The Pass should be carried with the visitor for the entire campus visit. We do this as a precaution for our students, as we feel that it is essential to identify all adults interacting with the students. All classroom visitors must sign in at the school office. If you need to get a message or other items to your child(ren), please take it to the office and the secretary will see that your child is notified at a time that will not disrupt the class.

There will be no visitors during the first two weeks of school or the last week of school. Thank you for your understanding in this matter.

# Parent Volunteers

Parent Volunteers must sign the log book in the School Office and pick up a pass to enter the campus on every visit. All volunteers must sign out when leaving the campus and turn in their volunteer pass.

Parent Volunteer requirements are as follows:

1. All parents who come on campus, especially those who volunteer for us, must:
  - a) Check in at the office
  - b) Be in dress code
  - c) Be registered as a parent volunteer in the office
2. Parent Volunteers will agree to not discuss anything with other parents regarding teachers, students or classroom procedures.
3. Volunteers agree to follow the Matthew 18 Principle.
4. Parents must have a prearranged schedule set up through the teacher of the classroom for which they are volunteering.