

CALVARY CHAPEL ACADEMY

Parent/Student Handbook
2014-2015

A Ministry of Calvary Chapel Finger Lakes
Farmington, New York

General Information

Our Mission

Calvary Chapel Christian School is a Christ-centered school that teaches academic excellence while developing in students a Biblical perspective of the world. Through the Word of God we want to help conform our young people into the image of our Lord Jesus Christ, as well as encourage a lifetime of service to Him. We are in partnership with our parents in ministry to their children. As an extension of the Christian home and the church, CCCS supports parents who seek to obey Biblical instruction, which gives them ultimate responsibility for the education of their children. (Deut. 6:4-9). Our focus is:

- Teaching a Biblical Worldview
- Developing Godly Character
- Equipping for Life

Calvary Chapel Christian School does not discriminate on the basis of race, color, national or ethnic origin.

Office and School Hours

The Calvary Chapel Christian School office is open from 8:00 a.m. to 4:00 p.m. during the school year. Summer hours for the office are 9:00 a.m. to 4:00 p.m. The office phone number is (585) 398-2218. The fax number is (585) 398-3250.

Our school day for all classes begins at **8:15 a.m.** (Those arriving in their classrooms after 8:15 a.m. are considered *tardy*.) Dismissal times for our students are: **Kindergarten – 12:30 p.m.**, and **1st through 8th grades – 2:45 p.m.** **Please make every effort to be timely in picking up your child.** (Students should not remain after 3:30 p.m. unless involved in a supervised activity.) The building is opened at 7:30 a.m. and closed at 5:00 p.m. On Wednesdays the building is closed at 3:00 pm.

Grade Placement

Based on prior report cards, standardized test scores, IEPs or other evaluations, the administration will determine the appropriate grade placement within our school. To be admitted to Kindergarten, a student must be 5 years old by December 1st of that school year. A first grader must be 6 years old by December 1st of that school year.

Attendance

It is important that you make school attendance a priority. Your child, in turn, will see school as important. This will also help to establish the positive traits of responsibility and dependability.

“And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him”. Colossians 3:17.

Students should also arrive in their classrooms on time where attendance will be taken. Promptness is important to the smooth operation of our program and also to the development of each child's personal habits. If your child is tardy, he/she must bring a written excuse signed by you.

The following are **legal** absences:

- Personal illness
- Illness or death in the family
- Impassible roads or weather making travel unsafe
- Attendance at a medical clinic
- Approved school-sponsored trips
- Quarantine for a dangerous disease

Please note that missing school for other reasons such as family vacations or activities is considered an **illegal** absence. It is recognized, however, that this may occur from time to time and is beyond the control of the individual student. It is the responsibility of the student to make up any missed work.

When your child is absent, please report the absence at (585) 398-2218 by 9:00 a.m. When your child returns to school after an absence, you must provide a written excuse that gives the dates and the nature of the absence. The parent or guardian must sign this excuse. In case of prolonged illness or excessive absenteeism, the school may request a medical report from the family's physician.

An absence is defined as any time a student is not present in the classroom for a minimum of one-half of any scheduled school day. Twenty one (21) or more absences is considered excessive. Absences exceeding this limit may result in consideration for retention and/or dismissal from school. A parent conference will be held with the administration to attempt to correct the situation.

If your child becomes ill while in school, he/she will be given attention by a staff member who will contact you if your child needs to be sent home.

You should **not** send your child to school if he/she has:

- Fever at or higher than 100° in the past 24 hours. (Your child should be fever free for 24 hours without the use of fever-reducing medication before returning to school.)
- Vomiting in the past 24 hours
- Diarrhea in the past 24 hours
- Chills
- Sore throat
- Strep throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night
- Head lice – until your child has been treated according to the doctor's instructions

Early Pick-up

All students are expected to remain in school until dismissal at the end of each school day. Any students picked up early should be signed out at the school desk by a parent or legal guardian. Students should only leave early in the event the student has a scheduled doctor and/or dentist appointment, or family emergency. Early pick up for other reasons are *strongly discouraged* and should be very limited throughout the year. Students miss valuable teaching time, as well as important announcements, assignments, closing instructions and reminders. Before opting to pick up your child early, please consider the following: Is it essential to take my child out early? What subjects will my child be missing? Will my child miss valuable teaching time or a scheduled test?

Accounting

Tuition may be divided into 11 equal monthly payments. Tuition billing is done in advance. The Initial Payment (Student Fee) is due July 20th, the September tuition (payment 2) is due August 20th, October tuition (payment 3) is due on September 20th and so forth. For those who pay the entire year in advance, there is a 5% discount if all tuition is paid by August 1st.

All accounts are expected to remain current. Payments are due 30 days after the invoice is issued. In order for students to begin the school year, their Initial Payment (due July 20th) and September tuition payment (due August 20th) must be paid. Any outstanding payments from the previous school year must be made as well.

Should tuition be unpaid 45 days after the due date, your child or children may be unable to attend CCCS until payments become current. It is essential that you communicate with the administration before your account gets to this point!

Quarterly report cards will be held if excuses are not current. At the end of the school year, final report cards will not be released until **all tuition payments and all absence/tardy excuses** have been received.

Withdrawal

If a student withdraws from Calvary Chapel Christian School by prior to the first day of school in September, all fees and tuition payments are completely refundable. After this date the Initial Payment is not refundable. If a student is later voluntarily withdrawn or dismissed due to discipline, the full tuition for that month is still due. Questions about your account may be directed to Pastor Mark Leckie (585) 398-2218, or our bookkeeper, Michele Emmel (585) 398-3550.

Health Procedures

The administration should be notified of medications that your child will be taking during school hours. A completed Medication Form, signed by a **parent and physician**, must be given to the school office before any medication may be distributed. All medications should be brought to the school office by a parent. Medication will be stored in a locked cabinet, and then distributed to the student at the appropriate time by a school staff member. Students are **not allowed** to carry medication of any kind, including “over the counter” medications.

Please note that the school and church carry property and liability insurance. Primary accident and sickness insurance is the responsibility of the parents, however.

Spiritual Life and 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 attending CCCS, the student indicates the desire to become a sincere, cooperative member of the student body. This is important in order to provide the best possible setting for growing spiritually, physically, socially and academically.

Students are expected to be **Trustworthy, Respectful, Responsible, Fair, Caring and Good Citizens**. Examples of infractions would be the following:

<u>Expectation</u>	<u>Infraction</u>
Trustworthy	Dishonesty, deception, or unreliability
Respectful	Lack of respect toward authority or others
Responsible	Not following directions, lack of self-discipline or self-control
Fair	Not sharing, not taking turns, or blaming others
Caring	Unkind, teasing, name calling or bullying
Good Citizens	Lack of cooperation, stewardship or servanthood

Spiritual life is never the result of superimposed rules; therefore the CCCS standards of conduct are not designed merely to produce a pattern of outward conformity. **Our school desires that students demonstrate, by their conduct, an inward acceptance of Christ and an attitude of submission to His Lordship.**

The following are things that we want to **encourage**:

- 1) Love Jesus! (Matt. 22:37; John 8:42).
- 2) Love one another. (John 15:12,13).
- 3) Patriotism – We will recite the Pledge of Allegiance in the classroom.
- 4) Ladies first – Boys are asked to let the girls go first. Show respect and courtesy. (Open the door, etc.).
- 5) Be an ambassador – Greet visitors when they come to CCCS.

Social Conduct

Scripture exhorts believers not to abuse their liberty in Christ. We are to behave in a manner that will not cause others to stumble or be hindered in their growth. “Let every one of us please his neighbor for his good to edification.” (Romans 15:2). “Abstain from all appearance of evil.” (1 Thessalonians 5:22).

Students’ personal relationships should be above reproach. Boys and girls should be able to be friends without compromising each other’s integrity or reputation. Inappropriate affection can happen even in elementary grades. As a result, students are not allowed to affectionately hold hands, kiss or hug, pass notes, etc.

Minor Infractions

In developing self-discipline, students shall be responsible for their own behavior. They are expected to obey all the rules. In the interest of creating an orderly environment and wholesome atmosphere, the following are not permitted:

- 1) Tardiness to class
- 2) Class disruption (talking, rowdiness, etc.)
- 3) Infringement on the rights or safety of others
- 4) Failure to complete assignments
- 5) Chewing gum (gum is not allowed at the school, inside or outside the building during school hours, 7:30 a.m. to 3:15 p.m. Gum is also not allowed at after-hour school events).
- 6) Eating food and drinking beverages during class time

The above infractions may result in lunch detention or after school detention. After school detention is from 2:45 p.m. to 3:15 p.m.

Major Infractions

Students are expected to live by a standard of behavior that is consistent with the Word of God. While enrolled at CCCS, students must at all times refrain from:

- 1) Extreme insubordination or disrespect
- 2) Fighting or physical harassment
- 3) Verbal harassment (excessive teasing, gossip, slander, lying, etc.)
- 4) Profanity, vulgarity, inappropriate stories or jokes (written or verbal)
- 5) Stealing
- 6) Vandalism or graffiti
- 7) Cheating
- 8) Possession of a weapon or dangerous object (gun, knife, etc.) on campus
- 9) Drug, alcohol or tobacco involvement or possession
- 10) Sexual misconduct, pornography

Students who violate these standards will be subject to disciplinary consequences, which may include dismissal from school. Students should also make every effort to avoid compromising situations that might give the appearance of being involved in the above activities. **Violation of the list above, whether before or after school hours, on or off campus, may result in immediate suspension or expulsion.** The consequences will be applied at the discretion of the school administration, as the Lord leads. CCCS reserves the right to dismiss a student at any time who is out of harmony with the school goals, or whose behavior or attitude disrupts the peace and culture of our school. Attending CCCS is an ongoing privilege, not a right.

Cheating and Plagiarism

Plagiarism (to steal or pass off the words of another as your own) and cheating are serious offenses in school. Cheating includes:

- Looking at another student's test or quiz paper.
- Using a cheat sheet.
- Aiding or allowing cheating.
- Any form of communication during a test or quiz.
- Stealing a test or the distribution of a stolen test.
- Doing another student's homework, paper or project, or copying another student's work.

The consequences for cheating or plagiarizing are:

The first offense results in a zero on the quiz, test or paper and a teacher/student meeting with the administration.

The second offense results in a zero on the quiz, test or paper, a parent conference with the administration, and a three-day suspension.

The third offense results in expulsion.

Cell Phones

CCCS students are not permitted to use cell phones in school from 7:30 am to 3:15 pm. Use of a cell phone during school hours is subject to discipline. *They must be kept out of sight and turned off.* If it is deemed necessary by the administration, students may come to the School Office, and will be allowed to use an office phone. Should a student become sick during the school day, a school staff member will call home. If you wish to contact your student during the school day, please do so through the school phone.

Other Restricted Items

Students are **not allowed** to bring the following items to school:

- Radios, iPods, MP3 players, CD players, electronic games, Kindles, walkie-talkies **or any other electronic device. (These items may be used after 3:15 pm, or when an after-school event has been completed.)**
- Knives, guns, squirt guns, weapons (even toy replicas)
- Matches, lighters, laser lights
- Toys
- Roller blades, skate boards, Heelys
- Comic books, magazines, non-school books (these must first be approved by the teacher)
- Pets or other live animals
- Chewing gum (Allowed only after 3:15 pm, or when an after-school event has been completed.)

Exceptions to the above list would be for a specific situation or project, and only by special permission from the administration.

Dress Code

The dress and appearance of the students at CCCS should be consistent with the school's Biblical emphasis. Therefore, we seek to glorify our great God and Savior Jesus Christ in our appearance. Dress should be characterized by neatness, moderation and modesty. Students are expected to follow the Dress Code with an attitude of compliance, not attempting to push every boundary. **The following applies to the staff and students in Kindergarten through Eighth Grade.**

- 1) Hats and hoods may not be worn inside the building. (Girls may wear bandanas, however).
- 2) Students may not be barefoot. Shoes, boots, or sneakers must be worn. Shoes with rollers and bedroom slippers are not allowed.
- 3) **Sneakers/tennis shoes are needed for PE classes.**
- 4) **Sleeveless shirts, blouses or dresses are not allowed**, such as tank tops or dresses with straps.
- 5) **Low-cut tops are not allowed. No shirts or blouses with sheer material.**
- 6) **Shirts must cover the waist completely at all times.** No skin should be showing when one bends over or reaches up. **If the outer shirt is not long enough, then a longer undershirt must be worn to cover the skin at the waist.** (Please test this out at home!)
- 7) Shorts and skirts may be no higher than 3 inches above the knee.
- 8) **No skin-tight shirts or pants. No jeggings or other "skinny" jeans.**
- 9) **No leotards, leggings or yoga pants**, unless an appropriate length skirt is also worn over them.
- 10) No pajamas.
- 11) No underwear showing. Excessively baggy pants are not allowed.
- 12) No jewelry that requires body piercing, except earrings on girls. No earrings or cosmetics on boys.
- 13) No painted hair with unnatural hair coloring.
- 14) No Mohawk style haircuts, or spiked hair.
- 15) Writing on hands, arms or other areas of the body is not permitted.
- 16) No visible tattoos, permanent or temporary.
- 17) No shirts, jackets, hats or other personal items that display potentially offensive material such as Harry Potter, skeletons, secular rock groups, alcohol products, etc.

Any questionable outfits or items are subject to administrative discretion. We reserve the right to interpret the dress code in a way that is consistent with our mission and purpose. Should there be articles of clothing worn by a student that seem inappropriate or distracting, we reserve the right to ask that they be changed.

If an outfit is in violation, the student will be sent to the office to wait for a change of clothing from home. A student will not be permitted back into class until appropriate clothing is obtained.

***The dress code is in force while students are at school, on field trips, performing in concerts or attending any other school-related activities. Parents are asked to be proactive in monitoring what their children wear.**

Thank you for your cooperation!

Student Safety

The throwing of objects is not allowed. Thrown objects such as **apples, rocks, snowballs, etc.** can cause harm to others. Therefore, the first throwing offense for a K-8 student is a detention (lost PE class for K). The second offense for K-8 is a one-day suspension. This applies to anything thrown outside or inside the building.

Homework

Students absent due to illness, excused absences, suspension or other valid reasons will be allowed to make up all missed work. **The responsibility for missed work lies totally with the student.** Generally, one day for each day absent should be allowed for the completion of the work. Parents are expected to encourage and monitor the completion of all homework assignments and that the completed work is turned in to the teacher.

Promotion Policy

Students must pass all required courses each year in order to assure promotion to the next grade. Required courses are Bible, English, history, math and science. A student who fails any of the required courses must repeat it again next year in order to move on to the next grade.

Standardized Testing

Stanford Achievement Tests will be administered to our students. These tests allow the school to assess our curriculum and student progress. This year we will test grades K-8 in the spring.

The Library

The library is to have a quiet, orderly atmosphere conducive to study, reading and research. Students should treat the library books and resources with care. They should abide by the library rules and guidelines as set by our librarian.

Computer Use

The computers in the library are for the benefit of CCCS students, to use for God-honoring purposes. (There are filters on all computers at Calvary Chapel of the Finger Lakes).

- Students may use the Internet only for the purpose of research for a class, or for other special purposes permitted by the school administration.
- Students may not use the computers to play music, games or other forms of entertainment unless directed to do so by the CCCS office.
- Students may not visit music websites. The only exception is a Christian website for worship music. The CCCS administration must first approve this site.
- Students may not use the computers for e-mail, Facebook or other social network sites.
- **Personal laptops** may be used by CCCS students only with special permission from the administration. Special guidelines for laptop use will be enforced in these situations.

Students who fail to comply with this policy will lose computer privileges and are subject to disciplinary action.

Food and Drinks

In order to keep our carpeting clean, students and teachers may **not** eat or drink in the lobby or hallways. Open cans, bottles, and cups of beverages may not be carried in the hall. (Sealed drinks, such as bottles or cans, may be transported from room to room if necessary.) **Students**

are not allowed to eat or drink while a class is in session. Students are expected to properly dispose of their own wrappers, bottles and cans. Let's all help to keep the classrooms clean!

Birthday Celebrations

We understand that it is not always possible to invite all of your child's classmates to your parties at home. However, in order to prevent hurt feelings, the school urges parents **not** to distribute invitations at school unless you are able to invite the entire class or all those of his or her gender. Please use alternative means such as telephoning or mailing invitations when limiting parties to specific friends.

Holiday Policy

The primary focus of all our holiday celebrations at school is to glorify our Lord and Savior Jesus Christ. The way a family chooses to celebrate holidays outside of school (such as Halloween, Christmas, Easter, etc.) is, of course, a personal choice. Christian parents vary greatly in what they feel is acceptable for any given holiday. We do not wish to intentionally or unintentionally stumble others. Therefore, please do not bring in or distribute items or merchandise that are often related to these holidays such as witches, skeletons, jack-o-lanterns, Santas, Easter Bunnies, etc., which could be offensive to others. Your cooperation and sensitivity are deeply appreciated!

Field Trips

Class field trips are intended for the students of the designated class or classes. CCCS students from other grades may not leave school to go on a field trip that is not intended for them. (In rare, unusual circumstances, the administration may grant exceptions).

Since field trips are a part of school, CCCS rules and guidelines are still in force on these outings.

We are grateful for parents who can drive for field trips! Field trip drivers are expected to help chaperone the class. Drivers may include any of their own children who are not enrolled at CCCS. (It is important, however, that the event is age appropriate for them and that they are well supervised.)

Closed Campus

Students are required to remain on the church/school grounds until the end of the school day. The exception would be for supervised class field trips or the participation in other school events. In all other cases, the parents must notify the school or be present in order for their child to leave school early. All students leaving early must be signed out at the school desk by a parent or legal guardian.

School Visitation

All visitors must report to the school office prior to going the classroom. If your child forgets lunch, homework or anything else, **please drop it off at the school desk**. We want to minimize the interruptions to our classrooms.

Student Visitors (Shadowing)

Student visitors are allowed at the school only by special permission. On the day of visitation, the visitor must go to the school desk to check in. A **parental permission note from the visiting student with a contact phone number will be required**. Student visitors are also subject to the school dress code and other school rules.

Vacations

Please plan family outings whenever possible around the school scheduled vacation times. Additional time off during the school year is *strongly discouraged*. Students miss valuable teaching time and can easily end up behind in their academics.

School Extra-Curricular Activities

Students are encouraged to participate in the available extra-curricular school activities. These activities can be very valuable experiences to our youth. More activities will be developed as the Lord leads and provides appropriate instructors and/or advisors. (Since CCCS is a part of Calvary Chapel of the Finger Lakes (CCFL), and supports the vision of the ministry, our teaching staff, head coaches, and club advisors are normally selected from CCFL members).

Child Protection

Under the **New York State Child Protective Service Mandated Reporter** section of the Child Protective Services Act of 1973, teachers and staff of schools and churches are considered MANDATED REPORTERS. If there is any suspicion of child abuse, the CCCS staff is obligated by law to report it. Of course, we pray that this situation will not arise. Should anyone desire counseling concerning this issue, pastors at Calvary Chapel of the Finger Lakes are available.

“...Except ye be converted, and become as little children, ye shall not enter the kingdom of heaven.

Whosoever therefore shall humble himself as this little child, the same is greatest in the kingdom of heaven.

And whoso shall receive one such little child in my name receiveth Me.

But whoso shall offend one of these little ones which believe in me, it were better for him that a millstone were hanged about his neck, and that he were drowned in the depth of the sea.” (Matthew 18:3-6)