

CALVARY CHAPEL CHRISTIAN SCHOOL

Parent/Student Handbook
2009-2010

A Ministry of Calvary Chapel of the 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 Christian 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. 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).

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.

Classes begin daily at 8:15 a.m. and end at 2:45 p.m. Those riding busses are dismissed first. Students being picked up by parents are dismissed at 2:50 p.m. (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.

Attendance

Students are expected to be in attendance every day unless they are ill, have a family emergency, or have a prearranged **excused** absence. Other reasons are considered unexcused. If a student will be absent, the parent should notify the school office that day by 9:00 a.m. Every absence or tardiness requires a signed note from a parent upon return explaining the reason for the absence. After three **unexcused** absences or tardinesses, an after-school detention may be given.

Students are expected to be in attendance 90% of the time. Therefore, students who are absent more than 21 days in the school year may not advance to the next level.

Accounting

Tuition may be divided into 11 equal monthly payments. Tuition billing is done in advance, the Initial Payment is due July 10th, the September tuition (payment 2) is due August 10th, October tuition (payment 3) is due on September 10th 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 date. In order for students to begin a school year, their Initial Payment (due July 10th) and September tuition payment (due August 10th) must be paid.

Should tuition be unpaid 60 days after the invoice date, 10 additional days will be granted to make payment in full. If payment is not made in full by the tenth day, your child or children will be unable to attend CCCS until payments become current.

Quarterly report cards will be held if tuition accounts and excuses are not current.

At the end of the school year, diplomas, final report cards and transcripts will not be released until **all payments** and **all absence/tardy excuses** have been received. Students may not begin a new year at CCCS if the previous year's payments have not been completed, and the first 2 payments completed for the new school year.

Withdrawal

If a student withdraws from Calvary Chapel Christian School by September 1st, 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 Pastor Rick Clarke (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. There are some exceptions, however. A student with asthma may carry an inhaler if a parent and physician have signed and turned in a Self Medication Form stating that the student has been instructed on how to administer his or her own medication. Self-medication is determined by the severity of the health problem. All forms may be obtained at the school office.

Cell Phones

CCCS students are no longer allowed to bring cell phones to school. Use of a cell phone during school hours is subject to discipline. If students need to make a call, they may use the pay phone in the Chapel Store. If it is deemed necessary by the administration, they 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.

Other Restricted Items

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

- Radios, iPods, MP3 players, CD players, electronic games, walkie-talkies or any other electronic device
- Knives, guns, squirt guns, weapons (even toy replicas)
- Matches, lighters, laser lights
- Toys
- Roller blades, skate boards
- Comic books, Magazines, non-school books
- Pets or other live animals
- Chewing gum

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

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.

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 students every other year. These tests allow the school to assess our curriculum and student progress. This year we will test grades K-5 in the spring.

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.

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.**

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

The Christian Lifestyle

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

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.

**Choosing to allow these behaviors in your life
is to choose to attend school elsewhere!**

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.

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.

Throwing Objects

The throwing of a **snowball** could cause serious harm to its victim. Other thrown objects such as **apples, rocks, etc.** can cause just as much hurt. Therefore, the first throwing offense for a K-5 student is a detention (lost PE class for K). The second offense for K-5 is a one day suspension. This applies to anything thrown outside or inside the building.

General Standards

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 3:30 p.m. Gum is also not allowed at after-hour school events).
- 6) Eating food and drinking beverages during class time

The above infractions will result in lunch detention or after school detention. After school detention is from 3:00 p.m. to 3:30 p.m.

Social Conduct

“All things are lawful, but not all things are profitable. All things are lawful, but not all things edify. Let no one seek his own good, but that of his neighbor.” (1 Cor. 10:23,24). “Abstain from all appearance of evil.” (1 Thessalonians 5:22). 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.

Students’ personal relationships should be above reproach. Young men and young women should be able to be friends without compromising each other’s integrity or reputation. As a result, at school students will not be allowed to affectionately hold hands, kiss or hug.

We encourage friendships among students, but at school we discourage the “pairing off” of students of the opposite sex, especially in an exclusive way. Please remember that we are to be examples of the believer in our conduct and purity (1 Timothy 4:12). The staff and administration will deal with situations of inappropriate behavior on an individual basis.

Positive Behavior

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).
- 1) Patriotism – we will recite the Pledge of Allegiance in homeroom (K-5).
- 2) Ladies first – Boys are asked to let the girls go first. Show respect and courtesy. (Open the door, etc.).
- 3) Be an ambassador – Greet visitors when they come to CCCS.

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 the appearance of our staff and student body. The following applies to the staff and students in K-5.

- 1) Dress should be characterized by neatness, moderation, and modesty. Clothing with holes and rips are not allowed.
- 2) Hats and hoods may not be worn inside the building. (Girls may wear bandanas, however).
- 3) Shoes, boots, sandals or flip-flops must be worn, as students may not be barefoot. Shoes with rollers, and bedroom slippers are not allowed.
- 4) **Tank tops and sleeveless shirts/outfits may not be worn.**
- 5) Low-cut, "revealing" tops are not allowed.
- 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 skintight clothing.
- 9) **No underwear showing.**
- 10) No pajamas.
- 11) No jewelry that requires body piercing, except earrings on girls. No earrings on boys.
- 12) No painted hair with unnatural hair coloring.
- 13) No Mohawk style haircuts.
- 14) **Writing on hands, arms or other areas of the body is not permitted.**
- 15) No shirts, jackets, book bags, hats, etc., that advertise things that we do not believe glorify the Lord, such as secular rock groups, alcohol, sexual or offensive material, etc.

***The dress code is in force while students are at school, on field trips or at other school-related activities.**

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 available.

Parents are asked to be proactive in monitoring what their children wear.
If in doubt, don't wear it!

Food and Drinks

In order to keep our carpeting clean, students and teachers may **not** eat or drink in the lobby or hallways. Drinks with plastic lids (such as hot chocolate) may **only** be carried from the café to a classroom during the morning break and lunch period. Sealed drinks, such as bottles or cans, may be transported from room to room at any time. Open cans may not be carried in the hall. **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!

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.)

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. These purposes should relate to the church or school activities.

- 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.
- **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.

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, which are only available to them during their school years. 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 selected from CCFL members).

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 not cause 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.

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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 school athletic 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 sign out at the school desk.

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. The secretary will request **a parental permission note from the visiting student with a contact phone number**. Any visitors are also subject to the school dress code and other school rules.

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)