

Calvary Christian School

Handbook for Elementary School

Elementary School Hours

Grades 1-5 8:15 a.m. – 2:45 p.m.

On days when school has **early dismissal**, classes will dismiss at the following times:

Grade K5 11:30 a.m.
Grades 1-5 12:00 noon

Attendance

Students in first through fifth grade will be counted present if they are at school a minimum of three and one-half hours for the day on full class days, and for two hours for early dismissal days. Whenever a student returns to school following an absence, a written note from a parent should accompany him and be turned in to the homeroom teacher. This note should be dated and should clearly indicate the days that the student was absent and the reason for the absence. Any absence for which the parent takes parental responsibility will be considered an **excused absence**. Schoolwork that is missed during an excused absence must be made up within the same number of days that the child was absent. Any pre-assigned tests or homework should accompany the child when he returns to school or be made up immediately. All work missed during an unexcused absence (no written parental communication) cannot be accepted for a grade.

Anytime a student is absent for sickness, a parent may obtain homework/class work assignments for the child by notifying the school office early in the morning, so that the teacher will have sufficient time to prepare the information. Such assignments should be picked up by appointment in the office that afternoon. Please, do not feel pressure to do this. If your child is sick, let them give all their energy to healing. They will have plenty of time to make up any important work upon returning. Students who are absent excessively (more than 20 days) may be retained if, in the view of the administration, this would be for the child's best academic welfare.

Tardy Policy

All elementary students are expected to be in their classroom, at their desk, and ready to begin the day at the stated time for class to begin. Students who are tardy more than 10 times for the year will not be eligible for the Perfect Attendance Certificate. In addition to the above, your child will receive 1 unexcused absence after 10 tardies.

Late Pickup and After School Supervision

Teachers remain with students and supervise pickup for fifteen minutes after classes dismiss for the day. If a student is not picked up within that time period, he will be taken to extended care, and the parents will be charged accordingly. **Parents who pick up students and then remain on campus are responsible for the supervision of their children.** Parents are expected to control their children and uphold the school rules for conduct.

Grading Scales

Key to academic and non-academic marks:

Nonacademic

O Outstanding
S Satisfactory
N Needs Improvement
U Unsatisfactory

Academic Grades 3-5

A 90-100
B 80-89
C 73-79
D 70-72
F Below 70

Academic Honor Roll/Principal's List

Students in grades 3-5 making no lower than B's with S or better in nonacademic subjects, will be placed on the Honor Roll for the quarter. Students in grades 3-5 making all A's with S or better in nonacademic subjects will be placed on the Principal's List for the quarter.. Students on the Honor Roll or Principal's List all year will receive a special certificate at the Awards Assembly on the last day of school.

Homework

Students will be given homework most nights. Written homework will not be assigned on Wednesdays to encourage students to attend mid-week church activities. However, tests and quizzes may be scheduled for Thursdays if notice is given several days in advance. The faculty expects all homework to be completed accurately and neatly, and to be turned in to the teacher on time.

Retention Policy

Retaining a student is a very important educational decision and should be considered carefully. In addition to grades and attendance, the maturity level, general ability, and achievement scores of the student will be considered. While the authority to retain a student rests with the administration, parents will always be included in a discussion concerning retention. It is important that the parents understand the child's overall performance and readiness to move on to the next grade level. In considering retention, the decision is always made with the best interest of the child's academic progress and social and emotional adjustment in mind.

Student Early Release

Students are never to leave campus during the school day without being signed out in the school office by a parent or someone the parent has designated in writing as having permission to pick up their child. Parents are not to go to the classroom to get their child without signing him out in the office.

Severe Weather Closing

Unless previous notice is given, parents may depend on Calvary Christian School to be closed for the day on severe weather days when the Muscogee County schools announce that they are closed. **Please do not phone the school or school personnel; Calvary will follow Muscogee County's example as announced by the broadcast media.**

Extended Care

Calvary offers Early Morning and After School Care for children enrolled in our school from preschool through the sixth grade. Early Morning Care begins at 7:00 a.m. and ends at 8:00 a.m. when students report to their classrooms. After School Care begins when students are dismissed from school and remains open until 6:00 p.m. The Extended Care program will be closed on some holidays. (See school calendar)

Visitors on Campus

All visitors (including parents and volunteers) must check in at the school office. Students are never to bring a visitor to attend classes without first obtaining permission from the principal.

Medication and Illness

A school nurse is available during school hours to administer medication and to treat minor injuries. If students require medication during the school day, **parents** must take it to the school nurse and complete a form with instructions for administering the medication along with a parent signature. Students are not to have medication in their possession at any time, including prescription or over the counter medications, vitamins, cough drops, Tylenol, etc. Students with a communicable disease, a fever, or stomach virus should not be sent to school. If the school nurse determines that a student is at school with a fever, the parents will be called to come to the school and check out the child. The child may not return to school until he is fever-free (without medication) for 24 hours. If the child has been sick during the night with a stomach virus, do not bring him to school the next morning. He needs rest and should be symptom-free for 24 hours before returning to school.

Change of Address and Telephone

It is very important for the child's welfare that the school be notified immediately when there is any change in the address, home or work phone number, or other home status for the child. **It is crucial that the office have up-to-date information should an emergency arise.**

Lunches

Calvary Christian School provides hot lunches for its students in Grades 1-12 and for those remaining for the extended care service. Meal tickets will be purchased on Monday morning for the entire week. At that time students will indicate exactly which days during the week they would like to eat and will pay the homeroom teacher for those meals. Students are not to purchase carbonated drinks. The microwave ovens are not available to heat student lunches. Milk and juice are available for purchase by students who are bringing their lunch.

Each child in the family should have the price of his own meal ticket with him on Monday to give to his own teacher. An older brother or sister cannot pay for all of the students in the family. A student who is absent on Monday or for several days during the beginning of the week may report to the cafeteria to buy his meal ticket on the first day that he returns to school that week. Students who are absent after paying for meals that week, may receive credit for the next week's lunches. All credits must be used the week following the absence, for credits will not be carried over to another week.

. Party Policies

Teachers will invite parents to assist in planning approved parties, and parties will be coordinated by grade level. Calvary Christian School does not sponsor dances or swimming parties. Please do not send items for parties relating to Halloween, Santa Claus, or the Easter Bunny. Parents may send cookies or cupcakes for the celebration of their child's birthday at school. These treats will be passed out at lunchtime. Please **coordinate any birthday celebrations with the teacher in advance.** There can be no birthday parties in the classroom. Please **do not send invitations to private parties to the school unless everyone** (or all boys, or all girls) **in the class is invited.**

Communication

We make every effort to communicate with parents. The test and quiz schedule is sent home with the students every Friday. This contains announcements, test dates, field trip reminders, and other important information. In addition, letters and other forms of communication will be sent to parents as needed via the students or through the mail. It is essential that this information be read carefully to ensure effective communication. Every parent will be notified during the first nine-week period to schedule a parent-teacher conference. It is very important that teachers and parents communicate face to face early in the year so they can come to a better understanding of the child's needs and work together. Please feel free to schedule any additional appointments with teachers after school hours. Teachers are never free to spend time with individual parents during the school day while the teacher is responsible for the care and supervision of the class. The school's telephones must be kept free for school business and students are not allowed to use the phones except in a genuine emergency. Emergencies do not include forgotten homework or books.

School Weapons Policy

Calvary Christian School is required by Georgia State law to implement a weapons policy. This does not infer that Calvary has a history of weapon problems. Students who possess a weapon on campus or at a school event, or who threaten to harm a person with a weapon shall be subject to strong disciplinary action up to and including expulsion. Weapons include any item that is capable of inflicting bodily harm. See the CCS High School Handbook for a complete discussion of the school's weapons policy.

Conduct Plan

Rational

God's Word teaches that students are human beings created in the image of God. It also teaches that adults who are charged with responsibility for children are to discipline them lovingly, firmly, and consistently. Teachers are expected to maintain a high class standard of behavior while showing kindness and fairness to individual students. When student behavior makes disciplinary measures necessary, such measures will be carried out firmly and consistently.

Conduct Program

Parents are a vital part of the process of working toward improving student conduct and will be included in the consequences. Discipline will not come from the point of view that it is a punishment, rather, it will be considered an opportunity to assist the family with the task of teaching their child that bad choices result in bad consequences.

Classroom Rules

The following rules are designed to assist the students in maintaining a helpful learning environment and in developing the kind of character that will please the Lord. All rules are based on Biblical principles.

1. Talk only with permission.

"Make it your ambition to lead a quiet life, to mind your own business, and to work with your hands..." 1 Thessalonians 4:11

2. Be orderly.

A. Sit properly.

B. Get permission to get up.

C. Do not disrupt.

"Everything should be done in a fitting and orderly way." 1 Corinthians 14:40

3. Obey teachers and school policies.

"Obey your leaders and submit to their authority." Hebrews 13:17

4. Be kind and respectful.

A. Keep hands, feet, and objects to yourself.

B. Use kind, true, and acceptable words.

"Be kind and compassionate to one another." Ephesians 4:32

5. Be responsible.

A. Bring books and supplies to class.

B. Return notes, signed papers and signed agenda.

C. Bring completed homework to class.

"Now it is required that those who have been given a trust must prove faithful." 1 Corinthians 4:2

6. Listen and follow directions.

"Apply your hearts to instruction and your ears to words of knowledge." Proverbs 23: 12

The teacher will use appropriate corrective measures based on the individual needs of the child. They may include any or all of the following:

- Verbal warnings/time-out/loss of recess/silent lunch.
- Documentation of misbehavior in Behavior Log.
- Private conference with the teacher/student.
- Telephone call/conference/written communication with the parents from the teacher only. Note sent to office for filing.
- Intervention Conference with Principal, Parent, and Teacher. This meeting will serve as a notification of actions to be taken by the Principal in the event of misbehavior **not** being corrected (see steps below).

There will be instances that misbehavior must not follow the above steps, rather, they shall result in the student being sent to the office upon first action. If this occurs, the procedure followed will be to advance to **1st visit to the office** (see below). Examples of this type of misbehavior(s) are : fighting, major vandalism, severe bullying, profanity, etc. The above *should* correct the behavior. In the event that it does not, further disciplinary actions will be warranted. In the addition to the above actions, each classroom teacher will use a behavior log in order to keep a record of misbehaviors. Consequences of misbehavior will follow the steps below:

1st visit to the office--- counseling, warning.

This step is the school's administering Grace, as modeled by the Scriptures.

2nd visit to the office--- counseling, warning, Parents notified of action to be taken in order to stop the misbehavior.

3rd visit to the office--- counseling, warning, Parents notified, possible In School/Out of School Suspension (1-3 days). Students receive a zero in each subject on the days of Suspension. No make up work is allowed for days of Suspension.

4th visit to the office---counseling, warning, Parents notified, possible Expulsion.