



K3 / K4 / K5

Calvary Christian School
Preschool and Kindergarten Handbook
2023-2024

Philosophy and Purpose

Calvary Christian School stands without apology for the Bible, and its principles are an integral part of our regulations. It is understood that attendance at Calvary Christian School is a privilege and not a right. Any student who does not conform to the standards and regulations of this school may forfeit this opportunity. The administration may at any time request the withdrawal of any student who, in the opinion of the administration, does not fit into the school philosophy or refuses to conform to the rules and regulations. It is the hope and desire of the administration that each student will have a strong respect for the philosophies and aims of Calvary Christian School.

HISTORY

In 1974, under the leadership of Robert S. Weeks and John A. Gregory, Calvary Christian School was founded as a ministry of Calvary Bible Church. Initially, kindergarten through second grade was offered, and later, grades three through twelve were added. Enrollment steadily increased over the years resulting in ever-expanding academic, fine arts, and sports programs that provide a well-rounded education.

PHILOSOPHY OF CHRISTIAN EDUCATION

We believe there are three essential components for the successful education of the child. These three components are listed in order of responsibility to God for the training of godly men and women.

1. **Parents** – The God-given primary responsibility for the training and education of children is that of the parents. The success of a student at Calvary will be directly correlated with his parents' faith in Christ as personal Savior and their commitment to honoring God's Word in separating from the sinful practices and lifestyles of the unsaved world.
2. **Church** – Next in importance is the ministry of the local church in the life of the family. We strongly encourage every family to be committed, through attendance and participation, to a "Biblical" church. A "Biblical" church is a church that adheres to the fundamentals of the Christian faith and endeavors to keep itself pure from worldly practices and ecumenical movements (toleration of unbiblical teaching and practice).
3. **School** – Finally, and in proper order, is the school that the parents have chosen to help them with the education of their children. The school will never be able to stand in place of the parents or church. However, in proper order these three components play a stabilizing and strengthening role in the education and development of a child.

When these three are in agreement in philosophy, standards, and convictions, the outcome will be the development of men and women who are firmly grounded in Truth and able to function faithfully in the world around them. When there is inconsistency and disagreement in these three, there is a propensity toward disrespect for one of these authorities and may result in rebellion to authority in the life of the child.

Calvary Christian School is a ministry of Calvary Bible Church and is the extension of the Christian home. We believe there is a Biblical perspective for every academic discipline. We believe that true knowledge can be gained only as each discipline is taught and learned from the perspective of the principles of God's Word.

PURPOSE STATEMENT

The purpose of Calvary Christian School is to give each student the maximum knowledge of the various subjects and the essentials of culture in the light of God's Word, "That in all things He might have the preeminence" (Col. 1:18). Even though knowledge is factually the same for the believer and unbeliever, no subject can be taught in its truth if the Originator is ignored.

Recognizing that spiritual truths are spiritually discerned, only teachers who have personally accepted Jesus Christ as their Savior and Lord can possibly teach in a way pleasing to God. Consequently, only a Christian school with born-again teachers can give a child the education God expects in keeping with His instruction in Proverbs 22:6, "Train up a child in the way he should go; and when he is old, he will not depart from it." Our entire school program is designed to help parents fulfill this command of God. Any parent with different educational and spiritual expectations for his child is likely to be dissatisfied with Calvary Christian School.

At Calvary we will accomplish this purpose by achieving these goals:

- To proclaim the Gospel of Christ to each student
- For each student to come to trust Christ as Lord and Savior
- For each student to read, reason from, and understand God's Word and relate its truths to the daily aspects of life
- For each student to understand and live according to Biblical principles of righteous living
- To provide excellent academic training, stressing core curriculum
- That each student has a Biblical basis for social and physical development so that they can function as godly influences in our society and nation

Calvary Christian School is a ministry of Calvary Bible Church, a fundamental, independent, Bible-believing church. Because the church practices separation from worldliness and ecumenism, Calvary Christian School does not have an open enrollment policy. Each student entering the school must be approved by our Administrative Board.

As a ministry of Calvary Bible Church, we set standards that are consistent for the families within the ministry. We wish to offer a place of refuge and security from the philosophies and

deeds of the world. We consider it a sacred trust that we hold for these families. We extend invitation to those outside our church only as long as they are willing to maintain these standards in word and action.

STATEMENT OF NONDISCRIMINATION

Calvary Christian School admits students of any race, national or ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to the students at the school. The school does not discriminate on the basis of race, national or ethnic origin, in its administration of educational policies, admissions policies, and athletic or other school administered programs.

ADMISSIONS

KINDERGARTEN DIVISION REQUIREMENTS

K3	K4	K5
K3 (Pre-School 3) students must be three years old by the school start date.	K4 (Pre-School 4) students must be four years old by the school start date.	K5 (Kindergarten) students must be five years old by September 1.
All students in our preschool and kindergarten classes must be fully toilet-trained. "Pull-ups" or similar training pants are not allowed. Children must be completely independent in the bathroom, without the help or presence of a teacher.		

GENERAL ADMISSIONS PROCEDURE

Families considering enrolling their children at Calvary Christian School should follow these steps:

1. Obtain an information package and take a tour of our school.
2. Complete and submit an application with the non-refundable application fee.
3. Schedule an interview with the principal.
4. All applicants and their parents review and discuss the policies and procedures handbook with the principal.

Following the above steps:

- The principal will meet with the Administrative Board to make his recommendation regarding enrollment.
- The Administrative Board will make a decision regarding enrollment.

- The school will send a formal communication informing the family of the decision. If the student is accepted, the family will receive information on the steps required to complete enrollment. Typically the family will be required to pay the registration fee and provide a copy of the student's birth certificate, social security card, a South Carolina Certificate of Immunization, and the previous school transcripts (as applicable).

ATTENDANCE

In order to gain the most from Calvary Christian School, it is important that each student attend school faithfully. We recognize that certain absences are unavoidable and that parents may take their children out of school when they consider it necessary. Such absences, however, do place an extra burden upon both the student and the teacher to complete missed work and may jeopardize the student's opportunity to receive credit for a given subject. Please note: A student must be present at least half of the school day to be counted present (3.5 hours).

SCHOOL HOURS

School is in session from 8:10 a.m. until 3:10 p.m.

No student should arrive on campus before 7:30 a.m. Our staff does not arrive for duty until 7:30 a.m. and we cannot provide supervision before this time.

Students arriving on campus before 7:45 a.m. should report directly to the lunchroom for supervised before school care. Teachers will meet their students in the lunchroom at 7:45 a.m. and walk them to class.

Students arriving on campus after 7:45 a.m. should report directly to their classroom.

All students on campus after 3:30 p.m., except for those in official extracurricular activities under the direct supervision of coaches/teachers, must report to after-school care, Patriots Club. The fee for after school care is the responsibility of the parents and begins at 3:30 p.m. The after-school care worker will keep track of who is on campus after 3:30 p.m. and the business office will charge parents monthly according to the time the child spent in after school care.

This information is intended to cover students not enrolled in Patriots Club. Additional information regarding Patriots Club can be found in detail in the "After-School Care" section of the handbook under the "General Policies" heading of the handbook.

ABSENCES

Following any absence, the parent must send a written excuse to school on the day the student returns. Elementary students will take the note to their teacher. An absence is considered “excused” when caused by:

1. personal illness
2. medical/dental appointments that cannot be scheduled so as not to interfere with classes
3. serious family emergencies, or death in the family
4. family or church activities will NOT be considered excused unless the following has taken place
 - The office has received written notice at least one week in advance and the student has filled out a pre-excused form.
 - All work that will be missed is finished and turned in beforehand.
5. The days missed do not fall under the “no pre-excused absence” days on the school calendar.

Students will be assigned “Make-Up Work” when a note from the parent stating one of the above reasons is the excuse for the absence.

Absences not defined above will be considered “unexcused.” Work that is turned in late because of an unexcused absence will be considered “late work” and may receive an academic penalty. Homework and tests will be due at the teacher’s discretion without the usual make-up privileges.

ACCUMULATED ABSENCES

If a student has more than ten absences, excused or unexcused, during a semester, he will be retained. If a secondary student has more than ten absences, excused or unexcused, during a semester in any given class, no credit can be given for that class.

Parents will be notified by automatic generated emails when their student has accumulated 5, 7, 9, and 10 accumulated absences.

ACADEMICS

Calvary Christian School is a member of the South Carolina Association of Christian Schools (SCACS) and the American Association of Christian Schools (AACS). The administrative staff and the instructional staff of Calvary Christian school are well qualified to perform their work.

Achievement tests administered annually show our student body to be performing above the national average. Students who have done well at CCS move easily into other private and public schools locally and across the nation.

EXCELLENCE

Based on the biblical mandate in I Corinthians 10:31, that in whatever we do we are to do all to the glory of God, our goal is to strive for excellence in every academic subject as well as in our extracurricular activities. The Christian should always strive to excel for the purpose of glorifying the Lord.

CURRICULUM

At Calvary Christian School we recognize that Jesus Christ is the source of all knowledge and that according to Proverbs 10:14, "Wise men lay up knowledge." The Bible is the guide for life; therefore, Bible study is a recognized part of the curriculum of Calvary Christian School. All students have a Bible class which includes Bible study, Bible memorization and practical Christian training. We use the Bible programs developed by Bob Jones University and Positive Action for Christ. In the Bible classes and chapel, students are required to use the King James Version of the Bible. This is for the purpose of uniformity and memorization.

In our preschool classrooms, both the ABEKA curriculum (developed by Pensacola Christian College) and the BJU Press curriculum (developed by Bob Jones University) are used to place a strong emphasis on phonics, reading comprehension, and mathematics. They are superior academic programs enhanced by the Christian philosophy we believe to be necessary for our students.

RENWEB/FACTS

Parent-teacher communication is key to keeping students accountable for their grades. Calvary Christian School uses a secure web server called RenWeb to post student assignments and grades. The system is accessible 24 hours a day, seven days a week, from any computer with internet access. Access to the system is available via a link on our website (ParentsWeb). Each parent is assigned a "parent" activation code that will provide access to each of his students. Each student is assigned a "student" activation code that will provide access only to his own classes/grades. These activation codes will be issued to parents and students during the first week of school. We encourage parents to check grades frequently. If parents or students have a question about a grade posted on RenWeb, they should contact the teacher directly.

Parents may also use this system to order lunches for students, track attendance, and receive updates from the school.

PROGRESS REPORTS

Each student's work is sent home for parent's review. This work is symbolic of the learning progress of each student. Parents should review this material with their child to reinforce concepts and practice learned skills. Teachers periodically evaluate student learning progress

and document deficiencies. This progress documentation can be viewed on the RenWeb portal. Summary reports will be emailed to parents quarterly.

REPORT CARDS

Quarterly Report Cards are sent to all parents to give an accurate indication of the progress, or lack of progress, being made. Each student is evaluated academically and may also be scored in the area of self-government. The academic grade is based upon the average for daily work and periodic evaluations.

Self-government marks are aimed at the development of Christian character. We emphasize the following qualities in the lives of the students:

Attentiveness – Pays attention to instructions and listens closely

Attitude – Portrays respectful sentiments toward others

Industry – Has diligent habits of attention to business and study

Initiative – Begins work on one's own

Conduct – Exhibits positive behavior

Reliability – Accepts responsibilities and is dependable

Thrift – Learns to make use of all the things God gives

Teachers use S (satisfactory) and N (needs improvement) to evaluate the student in these self-government qualities.

PROMOTION OR RETENTION

Teachers meet with the school administration, students, and parents prior to re-enrollment to discuss the progress of preschool students. Based on classroom observations, student learning progress, maturity, and teacher recommendations, a decision is made for promotion or retention. The Administrative Board has final approval of all admission, promotion, and retention decisions.

DRESS CODE

Calvary Christian School's dress standards are based on biblical principles and on appropriateness and neatness. Clothing must be modest (I Tim. 2:9), reflect separation from worldliness (II Cor. 6:17), and must be appropriate for school. A disheveled and unkempt appearance is unacceptable, even in regards to standards for both girls' and boys' hairstyles.

Students wearing inappropriate apparel will be sent to the office and be required to change into the appropriate attire. If the office does not have the necessary clothing, students must phone a parent to bring a change of clothing. Missed work must be made up through arrangement with the teacher.

Calvary Christian School realizes that personal tastes and standards vary and we respect that; however, in order to have our students display an acceptable Christian appearance we feel that the following standards are necessary.

GENERAL DRESS GUIDELINES FOR ALL STUDENTS

1. Students may not wear “flip-flops” or shoes without backs.
2. Regular school dress should be worn for all activities unless otherwise announced by the administration.
3. Since room temperatures are carefully monitored, coats and heavy outerwear should not be worn in the classroom.
4. Uniforms are required for students in our preschool division.

SPECIFIC DRESS REQUIREMENTS FOR PRESCHOOL

These requirements and ordering information can be found at <https://ccsmb.com/school-uniforms>.

The administration will be the final judge on any item in question concerning dress and hair requirements.

DROP-OFF AND PICK-UP PROCEDURES

Drop-off and pick-up is a complex process as we move students in and out of their vehicles in the safest and most efficient manner possible. The following procedures have been established for this process. We ask for your complete cooperation with these procedures as those who disrupt the process slow things down and create safety hazards for everyone.

DROP-OFF PROCEDURES

All Students

Please drive around the circle in back of the school (turn into the Hidden Woods community beside the car dealership) and stop under the covered sidewalk by the opening in the gate. A staff member will supervise Back Parent Pick-up from 7:30-8:10 a.m. Students should walk to

the lunchroom where a staff member supervises them. Students will be met by their teacher at 7:45 a.m. and taken to their classroom. (Students arriving after 7:45 a.m. should report directly to their classroom.)

Important Notes

- Please wait in a single line to drop-off your child at the designated point. If it is necessary for you to pull over to the side for any reason, always pull back out and go through the line to drop off your child. Do not allow your child to “cut through” the line of cars — there is too great a risk that a child could be hit by a car!
- Please DO NOT drop your child off at the double gates leading back to the classroom building. The road beside the office building is narrow and having cars in this area creates a dangerous situation for our students.
- We thank you in advance for NOT walking your children into the building. The separation is easier for your child in the car.
- We also thank you for not dropping in to talk to the teachers as school is beginning. Each of the teachers is responsible for watching his/her students and cannot effectively do so when trying to hold conversations with parents.
- When a student is dropped off after 8:10 a.m., parents must bring the student to the office to sign in. Parents should walk their student into the office building and communicate necessary information with the Attendance Secretary.

PICK-UP PROCEDURES

Pick-Up (K3-K5)

Please turn in at the driveway to Hidden Woods neighborhood and turn into the gated area behind the gymnasium. Please drive around the circle in back of the school and stop under the covered sidewalk by the opening in the gate. A staff member will be there to help each child open the car door and get in the car.

Important Notes

- Please pull forward two car lengths if you need to secure your child in a car seat in order to allow the next car in line to pick up their child.
- In order to assist the staff workers, please place a 6” by 8” card with your child’s name clearly printed on it in the right-hand side of the windshield of your car. Please leave this in place for the duration of the year during pickup.

CONDUCT

STANDARDS OF CHRISTIAN CONDUCT

The Preschool and Kindergarten Departments expect every student to learn and apply biblical principles of conduct to their classroom, lunchroom, and playground behavior. Teachers spend much of their time teaching and reinforcing these principles in the life of each student. Parents are also asked to help reinforce these principles at home. Proverbs 22:6 promises that even young children have the capacity to learn and practice appropriate Christian conduct. At a basic level, these standards reinforce Jesus' commands to love God and love others (Matthew 22:37-40).

The following items exemplify the standards of Christian conduct, which will help us have a school environment that is Godly and orderly:

1. Whether at school or away from school, the Christian student's goal should be to "let your light so shine before men that they may see your good works and glorify your Father which is in heaven" (Matt. 5:16). Christians should desire to honor the Lord and to maintain a testimony of love for the Lord. Therefore, we should be alert to do things that please the Lord (Eph. 2:8-10, I Thess. 4:1-9) and desire to think like Christ (Phil. 2:5). Typical of this standard is faithfulness in attendance at a local Bible-preaching church (Heb. 10:25).
2. Christian students will show respect for those in authority over them (Eph. 6:5-8; I Tim. 5:1; 13:17).
3. The student, as a Christian, will show respect for the feelings and property of others (Phil. 2:3).
4. Every Christian student should allow the Holy Spirit to rule his tongue. He will strive to avoid offending and hurting others by careless and thoughtless words, words that may be a stumbling block, gossip, backbiting, or slander (Prov. 10:1, 25:9; Rom. 1:28-32).
5. Students should recognize that using the tongue for cursing, vulgarity, profanity, euphemisms, and lying has no place in the life of a Christian. The use of slang is discouraged (Matt. 5:37; Eph. 4:29; Col. 4:6). Students are encouraged to address teachers with "Yes Ma'am/Sir" or "No Ma'am/Sir."
6. Stealing and cheating are condemned by God's Word and therefore should not be accepted in the life of a Christian (Exo. 20:15; Eph. 4:28). Calvary Christian students should refrain from activities that are not glorifying to God. Immorality, drinking, drug use, dressing immodestly, and reading or viewing pornography are typical of such activities (I Co. 6:19, 20; II Co. 6:17; I Thess. 5:22; I Jn. 2:15). Two other areas of special concern involve media and music.
7. Christian students should follow biblical standards of conduct toward members of the opposite sex. We strongly discourage "steady" dating among our students. Any student getting married or who becomes engaged to be married will be asked to transfer from Calvary Christian School.

8. Christian students should practice sexual purity in word and deed. Sexual intimacy should be reserved for a faithful, life-long marriage of one man and one woman. Christians should oppose all forms of sexual immorality, including premarital sex, adultery, homosexuality, and pornography. Failure to remain sexually pure could result in discipline, including suspension or dismissal (Gen. 1:27-28, 2:18-24, 19:1-7; Lev. 18:22, 20:13; Prov. 5; Matt. 5:27-32, 19: -9, Mark 10:6-9; Rom. 1:24-32; I Cor. 6:9-10, 7:1-5).
9. No student will use, have in his possession, or make pretense of using, possessing, or encouraging others to use illegal drugs, tobacco of any kind, smoking paraphernalia of any kind, beer, or other alcoholic beverages at or away from school. Violations of this nature will result in automatic suspension or dismissal from school.
10. No student will get a tattoo (permanent or temporary i.e., henna) while enrolled at CCS. This includes summer months.
11. Students are expected to maintain Christian standards of courtesy and kindness as well as a pleasant spirit and a constructive attitude (Num. 11:1; John 16:33).
12. A disagreement with a faculty or staff member should be approached in a scriptural manner. These disagreements should be handled privately, respectfully and humbly. The offended party should attempt to reconcile the difference with the other party before bringing in a higher authority (Matt. 18:15-17).
13. Fighting between students will not be tolerated. Any type of physical altercation between students will be thoroughly investigated and dealt with promptly. The minimum disciplinary action for physical fighting will be suspension. Retaliation is not acceptable. We seek to follow the example of Christ and will not excuse retaliation. (Luke 6:27-36)

High standards of conduct are required of all those associated with Calvary Christian School. Calvary Christian School expects that its students live above reproach showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, and profanity will not be tolerated. Constructive suggestions are welcome, but griping will not be tolerated.

Anyone who will not cooperate spiritually, morally, or scholastically will be required to withdraw. The administration has the right to withdraw any student who they do not think is in a "spirit of cooperation" with the school's philosophy and practices.

Calvary Christian School does not accept nor retain faculty, staff, or students who profess or practice a homosexual lifestyle.

A student living in violation of one of the aforementioned conduct standards displays an area of need in his life. A teacher or administrator aware of the need may therefore point out the problem to the student and communicate the sphere of concern to the parents. At that time, those involved in counseling may consider it necessary to employ some form of discipline to help the student mature in the given area. If the problem persists, more severe discipline may be in order.

CLASSROOM RULES

Although each teacher will have specific classroom procedures that he expects to have followed in the room, as a school-wide standard, we expect adherence to these basic rules:

1. The student should not speak out in class without first securing permission from the teacher.
2. The student should not leave his seat without permission.
3. The student should always give the teacher his full attention while he is teaching.
4. The student should always address and reply to the teacher with respect. All students are to address adults as Mr., Mrs., or Miss; never by first name. Out of respect for the administration and faculty, we ask the parents to set the example in this regard when speaking with or about the school personnel.
5. Negative attitudes and responses will not be tolerated.
6. The student should not engage in running, shoving, yelling, and other boisterous behavior or "horse-play" inside the buildings or during inappropriate times outdoors.
7. No "bullying" (physical, social, or verbal) or mistreatment of fellow classmates.
8. No gum chewing allowed on campus at any time.

Any student not complying with the above standards is subject to immediate removal from class, and any student consistently in conflict with any policy of the school will be asked to withdraw.

Calvary Christian School uses both positive and negative discipline to instill in students behavior patterns and attitudes that will produce self-disciplined lives. Discipline is administered in love as a preventive or corrective measure, and each student is dealt with according to his grade level.

DISCIPLINE

The purpose of discipline is to encourage students to develop biblical self-discipline in their lives (Prov. 25:28) and to aid young people in the development of Christian character. We want to help each student understand his responsibilities and to accept the consequences for his actions. Discipline of the student is the joint responsibility of parents, teachers, and the administration. We believe that parents and school personnel must cooperate fully with one another. Anything that tears down respect and confidence for either will harm the student. The Bible gives several admonitions and principles regarding orderliness. Thus, at Calvary Christian School, firm and consistent discipline is maintained and tempered with love. Teachers maintain standards of behavior in the classroom through kindness, love, and a genuine concern for their students. Likewise, misbehavior is dealt with firmly and consistently.

The teacher handles most discipline problems in the classroom. If the teacher has to correct the student for multiple infractions, he may contact the parents of the student to inform them of the recurring problem and to seek parental correction of the difficulty. If parental involvement with

the situation proves to be an ineffective remedy, the problem may be referred to the administration (supervisor and/or principal), who will counsel and perhaps impose some further form of discipline (Ps. 94:12; Heb. 12:10-11).

If a parent has a concern or question regarding student discipline, or some discipline-related situation occurs that is not understood, the parent should discuss it with the teacher. If the situation remains unresolved, the parent may then consult the administration.

PRESCHOOL DISCIPLINE POLICY

Each preschool child is expected to follow the directions and instructions of his teacher. To encourage proper behavior teachers employ a variety of positive rewards (verbal praise, notes and phone calls home for good behavior, and class rewards). Likewise, teachers may also use a variety of methods to deter students from improper behavior. These methods will vary depending on the classroom, but their ultimate goal is to encourage students toward right and proper Christian behavior. These disciplinary actions may include, but are not limited to, loss of recess, loss of rewards, verbal rebuke, notes or phone calls to the parents, or discussion with the principal.

<p>Classroom Teacher Students are guided by their teacher's classroom management to promote appropriate behavior for the activity and for the learning environment. Inappropriate behavior is remediated through disciplinary actions in the classroom and parents are notified.</p>	<p>Elementary Supervisor Students are referred to the Elementary Supervisor when their behavior in the classroom is consistently inappropriate and classroom remediation is not effective. Additional remediation and disciplinary action takes place and parents are notified.</p>	<p>School Administrator The School Administrator oversees all disciplinary actions made by the teacher and Elementary Supervisor. If the student continues to reject the guidance and corrective action given, the School Administrator takes further disciplinary action regarding suspension and dismissal.</p>
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PRESCHOOL DISCIPLINARY OFFENSES

The following examples are designed to help parents understand the Preschool Department's general remediation of situations. Each situation will be reviewed and dealt with Biblically in the wisdom and discretion of the teachers and administrators.

Referral	Send Home	Dismissal
<ul style="list-style-type: none"> ● Habitual inappropriate conduct ● Refusal to cooperate ● Behavior requiring 	<ul style="list-style-type: none"> ● Multiple referrals ● Biting, hitting, or spitting at another student or staff member 	<ul style="list-style-type: none"> ● Multiple referrals ● Starting fires ● Malicious urination or defecation

extended inquiry or counsel	<ul style="list-style-type: none"> ● Running away ● Use of physical restraint by a staff member 	<ul style="list-style-type: none"> ● Bullying socially, physically, or emotionally
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CORPORAL DISCIPLINE

Corporal correction is a biblical method of discipline in the home as noted in Proverbs (Prov. 13:24, 22:15, 23:13-14, 29:15). However, due to our concern for current societal/governmental pressures, school personnel have for the most part been removed from this type of discipline procedure pertaining to our students. We do, notwithstanding, believe it to be the best method of correction in many situations. Thus, though we may recommend it to parents as the solution for a particular disciplinary need, its implementation will remain solely their responsibility. Discipline and self-government are paramount to a student's ability to learn. The school's ability to nurture and develop biblical self-government in a student's life will only be effective if biblical discipline is practiced in the home.

DISCIPLINARY PROBATION

From time to time, it is necessary to put a student on disciplinary probation as the last resort before dismissal from school. The school's Administrative Committee will review probation situations periodically. Students who have long-term behavioral probations will be asked to withdraw from the school.

READMISSION AFTER DISCIPLINARY ACTION

To be considered for re-enrollment after being dismissed from the school (or for enrollment after dismissal from any other school), the student and his parent(s) or guardian must meet with the school administrator to determine if the discipline has accomplished the desired development in spiritual maturity. Normally, the school's Administrative Committee will only consider a student for re-enrollment after one semester has elapsed.

ADDITIONAL REASONS FOR DISMISSAL

- Parent(s) will not cooperate with the administration of the school
- A student's negative influence makes it inadvisable for the student to remain in Calvary Christian School
- Continual failure to achieve academically or continual lack of effort
- Threats to teacher or staff member
- Destruction of school property
- Forcible entry into any building after school hours (includes entering any unlocked window or bus)
- Obscene gestures and language directed at the faculty or staff

These policies have been established in an effort to help protect your children.

BIBLICAL RESPONSE TO QUESTIONABLE SITUATIONS

We understand that students are frequently faced with the dilemma of how to confront situations that are morally questionable. In addition, students are frequently faced with the conflict of how to deal with friends who have broken or are breaking stated school rules. It is our desire that students learn to confront one another in the spirit and instruction of Matthew 18. Therefore, a student should confront other students who are involved in actions contrary to biblical principles and institutional standards. If repentance is not achieved, the Gospel of Matthew instructs us to take another Christian to confront again. We suggest that students invite a teacher with whom they have a positive relationship to intercede with them. If repentance is still not achieved, the student, along with the one he has invited to intercede, should go to the administration. In this way, we seek to encourage students to stand for righteousness.

FINANCIAL

Below is the financial policy of Calvary Christian School. Each parent is asked to read and sign the policy each year to indicate his understanding of and agreement with the policy.

1. Calvary Christian School does not request nor accept government funding; therefore it is necessary that fees and tuition be paid on a timely basis. No monthly statements will be mailed.
2. All payments are due on the first of each month. After the tenth of the month, a late fee of \$25 will be charged to the account. A late reminder will be mailed showing a late charge to the account.
3. Unpaid balances cannot be carried over from month to month. Parents who do not pay by the 25th of the 2nd overdue month will be notified that their children are not to attend classes on the 1st day of the coming month.
4. There will be a \$25 returned check fee on all returned checks, regardless of the reason for the return. After two returned checks, the account will be on a cash only basis.
5. All fees other than tuition are not-refundable and non-transferable.
6. Tuition is non-refundable if the student has been to school any day during the month, or if the student drops out without proper notification. Exceptions will be made if the account has been paid in full for the school year.
7. Registration for the Patriots Club (after school care program) is arranged through the business office. Fess may be paid in full or in nine monthly payments (September 1 through May 1). It is the parent's responsibility to notify the business office if after school care is discontinued. Please note: Monthly payments have been calculated based upon an annual rate and are due in full regardless of the number of school days in any given month.
8. Parents of all children not picked up by 6 p.m. will have a charge of \$1.00 per minute added to their school bill.

9. There will be a \$20 “Emergency Drop-In” fee charged to the account of a student who uses Patriots Club and is not registered for Patriots Club.
10. There will be a financial hold on report cards, transcripts, and other school records if payment is not current at the end of each grading period. This financial hold will remain in effect until the account is current. Students whose accounts are not up to date by the end of each semester will not be allowed to take their final exams for that semester. Students who do not take final exams will receive no credit for that semester’s work.
11. Parents are ultimately responsible for all payments.
12. Any special financial or payment arrangements must be requested in writing and approved by the administration.

NON-PAYMENT OF TUITION OR OTHER SCHOOL FEES

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing either the student handbook agreement, the initial application for enrollment, or an application for re-enrollment, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full.

GENERAL SCHOOL POLICIES

CLOSED CAMPUS

Calvary Christian School operates as a “closed campus.” This means that attendance at school is required from 8:10 a.m. until 3:10 p.m. Prior to 3:10 p.m., a student may not leave the school grounds without permission. A written note or parental call and office approval are required to leave during the day. When permission is given to leave campus, the student must report to the school office when departing and returning to sign the Check In/Out Register.

A “closed campus” also means that non-students are not allowed on campus without permission. All visitors should register with the school office to receive a visitor’s badge. Students may not visit the convenience store without a parent or adult once they have been dropped off at CCS. This includes all extracurricular on-campus activities. This policy is for the protection of our students.

OFFICES

The school office is open for business each day, Monday through Friday, between 8 a.m. and 3:30 p.m. Anyone who has questions or needs information concerning school policies and

activities may call or visit the school office during these hours. If a parent must bring homework, books, or other materials to his child during the school day, he must stop at the office to arrange for delivery. A parent desiring to visit a classroom during the day should make prior arrangements and must check in at the office.

VISITORS

All visitors, including parents, are to check in at the office. Students must obtain permission from the administration before bringing a visitor to school. Besides graduates, former students are only allowed to visit occasionally and for lunch period only. Visitors should abide by the same standards of dress and conduct as Calvary students. Generally, a student visitor will not be allowed to attend on special school days or on exam days.

AFTER SCHOOL CARE (Patriots Club)

Calvary Christian School offers an after-school care program, called Patriots Club, for students in K3 through 6th grade. Students may stay in after care until 6 p.m. Registrations for Patriots Club are accepted in the school office on a first-come, first-served basis, and space is limited. The cost for Patriots Club is in addition to tuition, and there is a registration fee. Visit <https://ccsmb.com/patriot-preschool/> or <https://ccsmb.com/kindergarten/> for more information.

LUNCHES AND LUNCHROOM

Daily specials and regular menu items are available for purchase each day in our lunchroom for students in grades K3-12. Lunch orders are taken each morning. Students may pay daily in the lunchroom or parents may open a lunch “account” from which daily purchases will be deducted. Parents should order lunches in advance using RenWeb/FACTS. Teachers are not responsible for ordering students lunch.

FUNDRAISERS

Calvary uses fundraisers for two primary purposes. Schoolwide fundraisers are used to supplement tuition income to provide maintenance services not included in the annual budget and to make improvements to our campus. Individual classes may also use fundraisers to raise monies for their trips and activities. Your support of and involvement in these fundraisers is greatly appreciated. All fundraisers must be approved by the administration.

SCRIP

CCS introduced its SCRIP program to families in the Fall of 2006 as a way to help the school and its families raise thousands of dollars — without costing anyone one extra cent. The program utilizes scrip (a Latin term that means anything used instead of money). We have partnered with an organization called UnitedScrip to offer a unique program that maximizes our collective purchasing power and turns normal spending dollars into profit. Literally thousands of

dollars are spent monthly by families for their normal purchases. The goal is to turn those dollars into profit for CCS and for YOU!

The program works like this: UnitedScrip purchases gift cards (scrip), locally and nationally, from grocery, restaurant, retail, and department stores in large quantities, at a discount. Families purchase the gift cards at face value from CCS. CCS earns a percentage (2 – 20%) on each purchase — which we share with you!

After withholding a small amount to cover expenses, we share all profits of the program with our families — 50% to the school and 50% back to the family to pay toward the next year's tuition expense. Our tracking program keeps up with each family's individual purchases. This means that each family earns 50% of the profits generated by their own purchases. Only those families that participate will benefit — and they will benefit at the level at which they participate.

Additional Bonus: In order to help families with uniform expenses, Lands' End gift cards (currently a 14% profit level), will pay 100% of the profit back to families!

Please contact our program coordinator through the school office for more information.

BUS TRIPS

Throughout the year there will be opportunities to ride the school's coach bus. These are a few guidelines for these trips.

1. The bus driver is in charge and must be obeyed.
2. Cell phones are allowed for communication purposes only. No music, video, or gaming devices are allowed on the bus.
3. Students are only allowed to ride home with their immediate family with permission by the bus driver.

PARENT/TEACHER CONFERENCES

Conferences to discuss the student's progress and needs will be scheduled with parents periodically throughout the school year. Parents are always welcome to ask for extra conferences. However, we do ask that parents call or send a written request for a conference with the teacher before coming. Teachers are on campus until 3:30 p.m. on school days and are willing to work with parents in scheduling conferences at mutually convenient times. If parents have questions or concerns about a teacher or a student's homework, grade, or conduct, please arrange to speak with the teacher before coming to the administration. As a general rule, the administration will require this before taking action.

An orientation/open house is scheduled early in the school year for parents to meet teachers and visit the classrooms, and throughout the year for parents to check their children's progress. Parents are encouraged to attend all meetings.

SCHOOL CANCELLATION

If school is to be canceled due to inclement weather, you will be advised by way of text through Parent Alert, the school website, the school Facebook page, local radio station WRNN (99.5 FM), and WPDE-TV15 as soon as that information is available.

PROHIBITED ITEMS

Radios, cameras, music devices or CDs, video and electronic games, playing cards, dice, skateboards, illegal drugs, tobacco of any kind, smoking paraphernalia of any kind, beer, or other alcoholic beverages at or away from school, narcotic drugs, knives, guns, matches, and explosives of any kind are not permitted on school property. Books, catalogs, or any other materials not directly related to a course of study are not to be brought to school. These items will be taken away and in some cases not returned.

All policies apply to students attending school-sponsored functions.

DIVORCE AND SEPARATION

Divorced and separated families are realities of contemporary life which affect the school's responsibilities to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs, or access to the student's records, unless the school is presented with a court order or comparable legal document which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. In cases where legal documents restricting access have been presented, the school will not permit the non-custodial parent to take custody of a student or remove the student from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s), and to take other reasonably necessary action.
4. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
5. Copies of school work, certificates, awards, progress reports, report cards, and other communications from the school will be provided to the primary custodial parent only.
 - Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school.
 - The school will not be responsible for the duplication and distribution burden for divorced or separated families.

- It is expected that the custodial and non-custodial parents make their own arrangements for the sharing and distribution of school materials.

ILLNESS, INJURY, AND MEDICATION

MEDICAL NOTE

The South Carolina Code of Laws, 1976 and Regulation 61-8, states that no child shall be admitted to any public, private, or parochial school, grades kindergarten through twelve (K-12), or any child development program under the control of the Department of Education without first presenting a valid South Carolina Certificate of Immunization. To be valid, the South Carolina Certificate of Immunization must be signed by an individual licensed to practice medicine, surgery, or osteopathy or his/her authorized representative (Health Department or family doctor). For the welfare of your child and others in the school, all children who are sick must be kept at home.

WELLNESS INFORMATION

Parents will be called to pick up a child if his temperature is 100 degrees or higher or if he is vomiting. Students sent home with a fever or vomiting may not return to school for 24 hours from the last symptom. Assignments may be sent home to help the student keep up with his work while recovering.

If a student is injured, the school will try immediately to reach the parent or guardian. In the meantime, the school will take the necessary steps that seem reasonable to care for the injury. In the case of an injury that requires medical treatment, the school will provide a supplemental student accident insurance form at the request of the parent.

When at all possible, we encourage parents to schedule their student's medication so that it may be given at home under his direct supervision. However, we realize that this is not always possible. Prescription medicine is given at parental request if it is in a prescription bottle with a prescription label identifying the student to receive the medication and accompanied by a specific time for administration. Over-the-counter medication is given at parental request if it is in a sealed container and accompanied by the name of the medication and a specific time for administration. All such requests must be made in writing, signed by a parent. All medications will be kept locked in a medicine cabinet within the administration area. No student will be allowed to take any medication on his own while at school.

Unforeseen need for ibuprofen/acetaminophen and cough drops during the school day will be handled in the office. Students will be given, at their request, ibuprofen/acetaminophen and

cough drops in accordance with package dosage guidelines, as needed, when parents have so indicated in Renweb. A record of medications dispensed is maintained in the office.

TECHNOLOGY POLICY

Electronic devices, including but not limited to, PDAs, iPods, cameras, hand-held games, and video cameras, are not allowed on campus. If an electronic device is seen on campus it will be confiscated and held in the principal's office. Only a parent of the student may retrieve the device from the principal's office.

Tablets and laptops may be used at school only for academic-related tasks. They should not be used for games or internet surfing during classes or breaks. Any student who uses his laptop for any reason other than an approved academic-related task will lose his privilege for the remainder of the semester. All laptops must have internet capabilities disabled unless specifically allowed by the supervising teacher.

Students will not be able to connect to the schools wireless network while on campus. As we develop in our technology, we hope to move toward "interactive" classrooms. However, for this pilot program, "syncing" the device should be done at home. Mobile "hot spots" are not allowed and any use on campus will be grounds for permanent confiscation and suspension.

USE OF CELLULAR PHONES AND DEVICES (Smart Watches)

Students may not use cell phones on campus for any reason between 7:30 a.m. and 4:30 p.m. For emergencies, students may use the phone in the office lobby. It is recognized that parents may provide their students with cell phones for safety and coordination issues after school. However, cell phones must remain turned off during school hours and be kept in the student's locker. If a cell phone is seen or heard it will be confiscated and turned into the principal's office. Only a parent may retrieve the confiscated phone. Students who have their cell phone confiscated for unauthorized use waive their right to privacy. Confiscated phones may be examined, including numbers called, pictures, texts, etc. On the third infraction of this policy, the student will not be allowed to bring a cell phone on campus for the remainder of the year. Continued infraction will result in ISS. Students may request special permission to use their cell phone from a teacher when the office phone is not available.

When cell phone use is approved, it should be used for communication purposes only (talk/text). Cell phones may not be used for gaming, video, pictures, music, internet, etc.

Students should never post pictures or videos of other students online without parental permission.

CELL PHONE USE ON BUS TRIPS

Students will be allowed to use cell phones on bus trips for the purpose of communication with their families at arrival and departure times. Cell phones will be collected by the accompanying chaperone or driver and kept until approved use.

SOCIAL NETWORKING

CCS depends upon parents to monitor social networking (i.e., Facebook, Twitter, Instagram, etc.). However, if anything is brought to the administrations' attention that directly affects, mentions, and/or portrays CCS negatively, it will be addressed as the administration deems appropriate. If ungodly behavior is displayed (such as drinking, smoking, drug use, sexuality, profanity, etc.), the administration reserves the right to administer discipline, including suspension and expulsion.

OTHER INFORMATION

CEASE OPERATION CLAUSE

In the event of the permanent closure of Calvary Christian School, lifetime maintenance of school and student records transfers to the South Carolina Association of Christian Schools.

STUDENT/PARENT AGREEMENT CLAUSE

It is the policy of Calvary Christian School that each student and parent read carefully and sign the statement of cooperation before enrollment for the school year is complete. By signing this statement, full cooperation with the rules and regulations of the school is expected.

Calvary Christian School Handbook Agreement

I have received a copy of the Student/Parent Handbook.

I have read the handbook and understand all the rules and expectations placed on me and those in my care attending Calvary Christian School (CCS). I agree to communicate this information to those I give guardianship of my children (Grandparents, Babysitters, etc) as they interact with the program of CCS as these guidelines pertain.

I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version will be available on the CCS website (www.ccsmb.com) and is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practical.

Print Student's Name _____ Grade _____

Signature of Parent / Guardian _____ Date _____

Signature of Parent / Guardian _____ Date _____