

CALVARY ROAD CHRISTIAN SCHOOL



Kindergarten-Sixth Grade Parent-Student Handbook

2017-2018

And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.

-Colossians 3:23-24

TABLE OF CONTENTS

INTRODUCTION	4
About Calvary Road Christian School	
Our Mission	
Our Vision	
SCHOOL PHILOSOPHY AND OBJECTIVES	5
Spiritual Objectives	
Academic Objectives	
Social Objectives	
Physical Objectives	
ADMISSION POLICIES AND PROCEDURES	7
Application Process	
Kindergarten and First Grade Placement	
Acceptance of Children with Special Needs	
Acceptance of ADHD/ADD Children	
Probation	
Non-Discriminatory Policy	
ACADEMIC CURRICULUM AND POLICIES	8
Kindergarten through Sixth Grade Curriculum	
Library	
Homework	
Academic Progress Reports	
Honor Roll	
Promotion and Retention	
Standardized Testing	
Classroom Observations	
Conferences	
EXTRACURRICULAR ACTIVITIES	12
Interscholastic Sports	
Music	
Social	
ATTENDANCE POLICIES	12
Attendance and Absences	
Arrival and Departure Times	
Tardiness	
Perfect Attendance	
Withdrawals	
Length of School Year	

TABLE OF CONTENTS (cont'd)

DISCIPLINARY PROCEDURES	14
Disciplinary Procedures for Kindergarten through Sixth Grade	
Threats of Violence	
UNIFORM DRESS CODE	16
Kindergarten through Sixth Grade	
Uniform Requirements	
Dress Code Violations	
Casual Attire	
EXTENDED CARE PROGRAM	19
Hours of Operation	
Pickup Procedures	
Extended Care Late Policy	
Disciplinary Procedures	
Snack Time	
Homework Time	
FINANCIAL POLICIES	20
GENERAL INFORMATION	21
Cell Phone Usage	
Electronic Devices	
Class Parties	
Closing Procedures Due to Inclement Weather or Emergencies	
Communication	
Discharging and Picking up Students	
Evacuation and Lock Down Procedures	
Health Policy	
Dispensing of Medicine	
Lost and Found	
Lunch Program	
Phone Calls by Students or to Students	
Playground Policies after School	
School Office Hours of Operation	
Soliciting	
Visitors during the School Day	

INTRODUCTION

Welcome to Calvary Road Christian School. We look forward to serving you and your children during this school year.

We have found that having good communication between the home and school is essential to a successful school year. An important part of our communication plan is this parent/student handbook. Please read the entire book carefully as it is designed to provide essential information about our school. Both parents and students will find the handbook helpful concerning the policy and procedures at Calvary Road Christian School (CRCS). Of course the handbook cannot answer every question. CRCS reserves the right to change any policy at any time in its sole discretion, when it determines the change to be in the best interests of the school.

About Calvary Road Christian School

Founded in 1976, CRCS offers a complete, Christian, traditional education from three year old preschool through sixth grade. CRCS is a ministry of Calvary Road Baptist Church and shares its spacious facilities on eight acres of property in the Kingstowne area. These facilities include over 20 classrooms, an athletic field, a fenced and well equipped play area, a library, computer lab, two kitchens, and gymnasium.

Located only 20 minutes from our nation's capital, Calvary Road Christian School is in the midst of a population concentration of over six million people in one of America's most historic locations.

Calvary Road Christian School is a ministry of Calvary Road Baptist Church; consequently, our school and church share the same beliefs, doctrines, goals, and spiritual emphasis. By its willingness to sponsor CRCS, our church makes it possible to provide a Christian education not only for its own young people, but for other children as well.

Mission of Calvary Road Christian School

Calvary Road Christian School exists to provide a distinctly Christian education that leads students to a lifetime commitment to Jesus Christ, the development of Christian character, excellence in academics and service to others.

Vision of Calvary Road Christian School

Calvary Road Christian School seeks to lead students to faith in Jesus Christ and to develop scholars whose Christian worldview impacts the world for Christ.

SCHOOL PHILOSOPHY AND OBJECTIVES

As a ministry of Calvary Road Baptist Church, we feel that the most important knowledge a person can have is a personal knowledge of Jesus Christ and His plan for mankind. The complete process of education for a student leads them to make a voluntary commitment to Jesus Christ as Lord and Savior and then teaches them how to relate and pattern their life after God's plan for them spiritually, academically, socially, and physically.

Since the primary responsibility for this training belongs to the home according to the Scriptures (Deuteronomy 6:1-9 and Ephesians 6:1-4), the school is an extension of the home and the church to reinforce and expand this Biblical training.

With this in mind, the school has several objectives for the students.

Spiritual Objectives

We desire to see a spiritually discerning student, who is mighty in spirit and Christian character, and who is willing to serve the Lord Jesus Christ in whatever capacity that God may call him/her. We desire that each child have an independent walk with Christ in a self-governing way so that the student does not need external control.

To accomplish this, our spiritual objectives are:

1. To teach the truth that the Lord Jesus Christ is the Son of God and that His death and resurrection provide forgiveness of sin and new life through faith in Him.
2. To teach that the Bible is the inspired, infallible Word of God, and help the student to appreciate and accept its practical use and importance.
3. To teach that consistent progress in Christian living is dependent upon fellowship with the Lord Jesus Christ through reading, praying, studying, and memorizing God's Word.
4. To teach the student to have a joyous Christian life by following God and obeying His will as revealed in the Bible.

Academic Objectives

We desire to produce a well-rounded and disciplined student in the area of academic understanding, knowledge, and skills. We want the student to be an independent thinker capable of researching, reasoning, relating, and applying biblical principles to every area of life, particularly the area to which the student has been called.

To accomplish this, our academic objectives are:

1. To teach the student the fundamentals of God's creation, including language arts, geography, mathematics, history, science, fine arts, a foreign language, art, technology and Bible from a Christ-centered viewpoint, so that he/she will develop to the glory of God spiritually, mentally,

socially, and physically, not in his/her natural energy, but through new life in Christ.

2. To teach students analytical and communicative (oral, written, listening) skills.
3. To teach students how to reason with Godly wisdom.
4. To teach students to work effectively both independently and cooperatively.
5. To promote the application of Christian principles to daily life.

Social Objectives

We want to help train students who are socially stable and able to go into the vocation of their choice, to be responsible citizens and conduct themselves capably among their peers. We want students to know their nation's heritage, understand the responsibility of maintaining civil liberty, and be able to relate Christian moral values to an ever changing world and society, so they will bring biblical answers to the world and not be part of its problem.

To accomplish this, our social objectives are:

1. To teach students to assume responsibility.
2. To develop in students the proper attitudes, ideals, habits, knowledge, and skills, which are necessary in preparation for life.
3. To give students the kind of experience that will help them face life with courage and understanding and to help them experience a living faith in God that will make them a credit to Christ, the community, the nation, and themselves.

Physical Objectives

We want to produce a child who is physically fit to serve the Lord, who has a good knowledge of health and hygiene, and who has the ability to be a servant and to care for his/her body as the temple of the Holy Spirit.

To accomplish this, our physical objectives are:

1. To teach life-long principles of physical fitness, health, and hygiene so that students can properly care for their bodies as a servants and temples of the Holy Spirit.
2. To stimulate in the student the appreciation of and desire for wholesome recreation.

ADMISSION POLICIES AND PROCEDURES

Application Process

To begin the application process, the parent must submit the following items:

- Application
- Family and Student Questionnaire
- Parental Statement of Cooperation
- Report cards for the last two years
- Standardized test scores

The following **additional** items must be submitted before a student can be formally accepted:

- Virginia School Entrance Health Form
- Original birth certificate
- Court orders for custody (if divorced or separated)

All applications will be considered, however, enrollment decisions will be prioritized according to Calvary Road Baptist Church membership, siblings of current students, responses to the family and student questionnaire, and academic readiness.

Applicants selected for an interview will be contacted by the school. Testing arrangements will also be made by the school.

Kindergarten and First Grade Placement

For the purpose of academic placement, students entering kindergarten or first grade must be five or six years old respectively by September 30th.

Acceptance of Children with Special Needs

Calvary Road Christian School does not have a special education program. Consequently, at this time, our ability to work with children with special needs is limited. Any applications received from a child with special needs will be reviewed by the school on a case by case basis. After reviewing the child's cumulative file, interviewing the parents and previous teachers, and having the child tested (if current testing has not been done), the school will make a determination if it can meet the needs of the child in a general classroom. Depending on the nature of the learning disability, the school may require at the parents' expense, additional tutoring or other services to assist the child. As is the case for all new and current students entering CRCS, any students accepted on the above conditions will be subject to a nine week probationary period.

Children who are enrolled in our school and then are believed to have a possible learning disability at an older age will be required by the school to be tested. Parents' refusal to follow through with testing and recommendations made by the testing agency, physician, or school will result in the child's dismissal, if a current student, or not being admitted to Calvary Road Christian School if submitting a new

application.

Acceptance of Children Diagnosed with ADHD/ADD

While Attention Deficit Disorder with or without hyperactivity is not considered a learning disability, the ADHD/ADD child has special needs that must be met in a regular classroom. After reviewing the child's cumulative file, interviewing the parents and previous teachers, and having the child tested (if current testing has not been done) CRCS will determine if it can meet the needs of the particular ADHD/ADD child in a regular classroom. Depending on the nature of the Attention Deficit, the school may require at parents' expense additional tutoring or services to assist the child. As is the case for all new and current students at CRCS, any students accepted on the above conditions will be subject to a nine week probationary period.

Children who are enrolled in CRCS in preschool or the primary grades and then show symptoms of ADHD/ADD at a later age will be required by the school to be tested. Parents' refusal to follow through with the testing and recommended interventions (medical and otherwise) of the testing agency, physician, or school will result in the child's dismissal if a current student or not being admitted to CRCS if submitting a new application.

Probation

All students are accepted on a nine week probationary period. If problems should arise within this time frame, a conference with the parents will be scheduled to determine the advisability of the student's continued enrollment. If the administration determines after nine weeks that the student or family would have greater success in a different program, the parents will be required to withdraw the child.

Non-Discriminatory Policy

The Calvary Road Christian School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex or national or ethnic origin, or handicap in the administration of its education, admissions, scholarships, athletics or other school-administered programs.

ACADEMIC CURRICULUM AND POLICIES

Kindergarten through Sixth Grade Curriculum

We use a broad range of traditional curricula. Our textbook selections are determined by the administration with extensive input and recommendations from faculty. We use a combination of Christian and secular publishers. All selections are made with the careful consideration of all materials fitting within the framework of our Christian philosophy of education. Please note a general list of publishers below.

Bible: NKJV Bible, Bob Jones University Press

Health: Association of Christian Schools International, Abeka

Language Arts:	Bob Jones University Press, Abeka
Reading:	Modern Curriculum Press, Bob Jones University Press, Approved novels
Mathematics:	Association of Christian Schools International Press
Music:	Praise Hymn, Inc., Bob Jones University Press
Science:	Christian Schools International
Social Studies:	Bob Jones University Press, Abeka
Spanish:	Prentice Hall, Holt/McDougal

We also encourage teachers to supplement the textbooks. We feel that this gives the teacher the flexibility to develop a curriculum that is not simply a compilation of books that must be followed rigidly without deviation. The teacher must have the opportunity to revise and improve upon previous curricula if growth is to take place on the part of the teacher and students.

The curriculum of CRCS equals or exceeds all standards established by schools in the Commonwealth of Virginia. All the basic required academic courses of study including mathematics, English, history, and science are offered. In addition, students receive instructional enrichment in Bible, music, Spanish, technology, library education, creative arts and Physical Education.

Library

Each class has library time once a week. Books are checked out for one week and may be renewed for a second week. Students will not be allowed to check out additional new books until all due or overdue books are returned. After ten days the book is considered lost, and the student will be charged the replacement cost, plus a \$5 processing fee. Students will also be assessed a replacement cost and \$5 processing fee for damaged books.

Homework

Each home should have some "formal" school time in which children do their homework in a conducive atmosphere. The homework becomes a reflection of the student's individual character and the standards of the home. We feel that this individual instruction from parents and independent work of the child provide a necessary balance to the child's corporate instruction in school. Other purposes are to reinforce the day's work in academic creativity, reasoning, and skills, to aid personal application of academic knowledge, and to bridge the gap between teacher and parent so that both can work together. At the beginning of the school year, each teacher will clearly explain his/her homework policy.

Academic Progress Reports

Weekly SchoolSpeak Reports: Each Tuesday afternoon, parents are required to check their child's weekly grades on our web based information system SchoolSpeak. Students' grades for each

assignment and their overall averages for each subject will be shown. SchoolSpeak allows parents and teachers to see their student's progress throughout each quarter on a regular basis.

Quarterly Report Cards: After each quarter, the official school progress report will be issued. The grades on this card are permanent and become a part of the student's file. Conferences regarding these grades will be worked out individually with the teacher.

The following grading system will be used:

Kindergarten through Second Grade

- O = Outstanding
- V = Very Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Third through Sixth Grade

A+	99 - 100	C+	83 - 85
A	96 - 98	C	79 - 82
A-	94 - 95	C-	76 - 78
B+	92 - 93	D+	74 - 75
B	89 - 91	D	69 - 73
B-	86 - 88	F	Below 69

Students in third through sixth grade receive grades of O, V, S, N, U in enrichment classes.

Honor Roll

Students in grades third through sixth are eligible for the Honor Roll each quarter.

“A” Honor Roll: A student earning all "A's" will be placed on the "A" Honor Roll.

“A/B” Honor Roll: A student earning all "A's" and "B's" will be placed on the "A/B" Honor Roll.

At the end of the school year, students who earn all "A's" with no more than one "B" will receive a Certificate of Honor for the "A" Honor Roll. Students who make all "A's" and "B's" for the year with no more than one "C" will receive a Certificate of Honor for the "A/B" Honor Roll.

Promotion and Retention

Students are promoted to the next grade upon successful completion of the year's work. Students in kindergarten through second grade will be retained if after careful consideration by the administrator, teacher, and parents it is determined that the academic and/or social skills of the child are deficient and the child cannot perform at an appropriate level for the grade he/she is entering. The Administrator reserves the right to make all final decisions about retentions or promotions.

A student in third through sixth grade shall be retained if he/she receives an “F” average in Language Arts, Mathematics, History, Science, or Bible.

Students who have failed one or two of the five core subjects listed above may be promoted if all of the following conditions are met:

1. They have not failed both mathematics and language arts.
2. They have not failed more than two subjects.
3. They have not failed language arts, mathematics or more than one other subject (Bible, History, Science) in consecutive years.
4. The failed subjects are made up in a CRCS approved summer school or tutoring program.

After the summer work has been completed the student's work will be evaluated. If the student passed and adequate improvement has been demonstrated the student will be promoted. Students who fail language arts or mathematics will be subject to strict probationary requirements for the following school year. Students who don't meet those requirements will be asked to withdraw from the school at the discretion of the administrator.

On occasion even when students have passed all subjects, recommendation for retention may be made by CRCS if the student exhibits concerns in the areas of academics, behavior, or maturity. Parent, teacher, and administrative discretion will be used with the thought of what is best for the child uppermost in everyone's mind.

Standardized Testing

Each year in the spring students in first through sixth grades will be given a nationally recognized achievement test. Results of the test are normally sent home in June. If you need clarification of your child's scores, please contact the school office.

Classroom Observations

Parents and prospective parents are welcome to observe a classroom with prior permission from the office. Permission to visit must be obtained at least 3 days in advance. Observations will be limited to 30 minutes. Visitors are not permitted on exam days. All visitors must follow the CRCS rules and guidelines while on campus.

Conferences

Parents may request a conference to discuss their child's progress, whenever they deem it necessary. Teachers may likewise request a parental conference when it is necessary. If the conference is with the teacher, please make an appointment through him/her. If you wish to have a conference with the administrator after meeting with the teacher, please make an appointment in the office.

EXTRACURRICULAR ACTIVITIES

Interscholastic Sports

In addition to providing a Christ-centered academic education, CRCS also offers a sports program that teaches students teamwork, and a proper attitude toward competition, winning, and losing.

Students in grades five and six have the opportunity to participate in interscholastic sports for boys and girls. Eligibility in this program is determined by academic grades and appropriate behavior as noted in the CRCS Athletic Handbook.

All players must have submitted a current (within the last year) physical signed by a physician indicating that they are able to participate in school athletics.

Music

Through a private contractor, students have the option of taking private or small group lessons after school. Lessons are available in piano, keyboard, stringed, brass, woodwind, and percussion instruments. Information about this program will be made available at the beginning of the school year.

Social

Throughout the year, various parties and get-togethers either during school or after school hours are planned. CRCS does not condone and is not responsible for any private parties or functions planned by students. Any school sanctioned party or get-together must have chaperones from the school. Parents, if you have any question regarding any function alleged to be under the auspices of the school, please call the school office for verification. For evening activities, you will receive notification of school sanctioned activities via a parent letter or a note from the teacher.

ATTENDANCE POLICIES

Attendance and Absences

Regular attendance is vital to a student's success in school. Good attendance by all students promotes learning without interruption and good work habits later in life.

To be marked present for the school day a student must be present for at least three hours. In order to be eligible to participate in extra-curricular activities a student must be marked as present for the day of the activity.

Excused absences will be given for personal illness, death in the family, medical or dental appointments and emergencies. All other absences will be unexcused. The administration reserves the right to determine whether an absence is excused or unexcused.

Excessive absences (excused and unexcused) will be considered a serious detriment to a pupil's progress. Accumulated absences of 30 days or more will automatically result in the pupil's retention in

grade level unless exception is made by the Administrator due to extenuating circumstances. Extenuating circumstances will include extended illnesses and accidents during which time school work has been essentially maintained. In addition, students who miss 30 or more class periods in a particular subject area will fail that subject for the school year. Students who accumulate 20 or more unexcused absences (including absences from unexcused tardies) may not be permitted to reenroll the following school year.

All missed assignments must be made up within two days after an absence. Make-up tests will be given at the time deemed appropriate by the teacher. Assignments and tests that are not made up in the allotted time frame will be counted as a “zero” in the grade- book. Students must have a written excuse from the parent verifying the reason for the absence. Students who are absent more than two days due to an illness must secure a written doctor’s excuse. If a written excuse is not received within two days after the absence, it will be unexcused.

Those parents who wish for their children to leave school early must simply sign them out in the school office. If a parent is unable to come and sign his/her child out, another individual may do so if his/her name is listed on the child's emergency care information. Additional people may be added to the list by filling out the appropriate forms which can be downloaded online or secured in the office. We will not accept verbal permission granted over the telephone. For the protection of all concerned, only persons on the child's emergency care information are permitted to remove the child from school.

Arrival and Departure Times

Students begin the school day at 8:30am and are dismissed at 3:15pm. It is extremely beneficial for all students to arrive by 8:20am so they will be prepared to begin the school day at 8:30am.

Teachers will be ready to receive students into the classrooms at 8:15am. Please do not bring children before this time. Students arriving prior to 8:00am are to report to extended care and the student's account will be charged accordingly. Students arriving from 8:00am to 8:15am are to report to the assigned extended care room where they will be supervised. Parents may enter the classroom between 8:15am and 8:25am to assist their child, but are requested to vacate the room by 8:25am.

Students should leave the premises by 3:30pm, unless participating in extended care or an official extracurricular activity. Students who remain after 3:30pm, will be sent to extended care and their accounts charged accordingly. Students who do not cooperate and do not report to extended care will be subject to disciplinary action and will lose the privilege to participate in extracurricular activities.

Tardiness

Parents are urged to foster punctuality. A regular pattern of tardiness does not build good character. A student is considered tardy if he/she is not in his seat when the bell rings. Medical, dental, and other appointments involving therapy for the child will be excused. Students will receive unexcused tardies for sleeping in, traffic, and other similar excuses. **When a child is tardy, the parent must sign him/her in at the office before the child goes to the classroom.** Tardies will be entered on the child's report card and permanent record. Children who are consistently tardy not only miss important school time, but also disrupt the teacher and class which is already in session. After three unexcused tardies, parents

will be notified by the Administrator. Every six unexcused tardies, students will receive one unexcused absent on their permanent record. Students who continue to receive excessive tardies may not be permitted to reenroll the following school year.

Those parents who opt to participate in our extended care service must also be prompt as they return each evening to pick up their children. Extended care afternoon hours are 3:15pm to 6:00pm. A late fee will be charged for students who are picked up after 6:00pm. Parents who repeatedly are not able to return for their children by 6:00pm will be asked to withdraw their children from this service. Please see our extended care late fee and termination policy on page 19 for more information.

Perfect Attendance

A student who has missed no school and has had three or less unexcused tardies during the course of the year will be considered as having perfect attendance. Up to one-half day (3½ hours) missed due to sickness will not be counted against perfect attendance.

Withdrawals

All withdrawals must be handled through the school office by the parents. Parents must sign forms in order to withdraw their child. It is understood that all students enrolling in CRCS do so with the intention of remaining for the entire year. If a premature withdrawal is necessitated by unforeseen circumstances, such as a job transfer, arrangements may be made in the school office by the parents. In the event of early withdrawals, parents must notify us by filling out a school withdrawal form at least one month in advance. Failure to follow this policy will result in a financial penalty. Fees such as registration fees, book fees, or elective fees **are not refundable**.

Length of School Year

The school year is planned to include 180 school days. Although similar, our calendar does not necessarily correspond to the local public schools.

DISCIPLINARY PROCEDURES

Kindergarten through Sixth Grade

Each class in kindergarten through sixth grade uses an assertive discipline plan. At the beginning of the year, students will be made aware of classroom rules, rewards for good behavior, and consequences for wrong behavior. Each of these will remain on the classroom walls throughout the year. Rewards will be both individual and whole class oriented. Consequences will take the following form:

- 1st - Warning
- 2nd - Time away from the group
- 3rd - Longer time away from the group
- 4th - Call to parents
- 5th - Fill out disciplinary referral, trip to office, call parents

Severe - Automatic trip to office and depending on the severity of the behavior, disciplinary actions up to expulsion may be taken for behaviors such as disrespect, bullying (verbal, written, physical, or electronic), fighting, profanity or vulgarity, stealing, direct disobedience, inappropriate physical contact between opposite sexes, hitting (punching) or other similar physical actions, cheating, lying, skipping class, vandalism, and posting of offensive content or language on or off of school grounds through written or other electronic means (cell phones, computers, and other electronic devices).

If the above corrective measures have failed and the student reaches five consequences again, the Administrator will again contact the parents. Generally, by this time the child has been consistently disruptive to himself/herself, the class, and his/her behavior has shown little or no change due to previous disciplinary actions. At this point the Administrator will give the parents the option of coming to the school to deal with the misconduct or have the child suspended the next day of school.

Continued disciplinary problems will result in suspension from school. If the Administrator determines that the child's behavior shows little evidence of improving the parents will be asked to permanently withdraw the child or the child will be expelled. Any suspensions will result in the student receiving a "zero" on all assignments for the day(s) of the suspension.

Students who commit severe infractions will be subject to disciplinary actions up to and including expulsion at the determination of the administrator. Any offenses involving destruction of property will result in financial restitution. Any offense committed **on or off** school grounds that involves a criminal act will result in disciplinary actions up to and including expulsion at the determination of the Administrator. Depending on the nature of the incident, the authorities may also be called.

Students may not bring weapons, or illegal controlled substances (drugs) to school in any form. Any items of this nature that are brought to school will result in immediate suspension or expulsion at the discretion of the Administrator. Depending on the nature of the incident and if the weapon was used in any type of threatening manner the school may elect to call the authorities.

Threats of Violence

Calvary Road Christian School has a no tolerance policy involving threats or perceived threats of violence by students. Any threat of violence, either credible or non-credible will be immediately investigated by the administration. If the administration determines that the threat of violence is credible, the student will be expelled immediately and his/her permanent record will reflect the expulsion for making a threat of violence. The school will also contact the authorities.

If the school determines the threat of violence is not credible, disciplinary action up to a multiple day suspension may be taken. After a parent meeting the school may require, at parents' expense, the student to obtain counseling from a professional counselor that is agreeable to the school. No student will be able to continue enrollment until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

UNIFORM DRESS CODE

Students at CRCS in kindergarten through sixth grade are required to wear uniforms. We have developed a flexible uniform policy that allows students some choices of color and style of clothing. Parents also have the option of purchasing the uniforms from FlynnO'Hara or from a local department store and clothing stores. In order to avoid confusion, we have tried to be as specific as possible in what styles and colors are required. To have as much uniformity as possible we request that you follow these requirements closely, especially if you choose to shop outside of the uniform company. We have found that although FlynnO'Hara may be a little more costly, the higher quality of clothing is well worth the extra expense.

The CRCS uniform dress code is based upon clear Biblical principles for dress and grooming. We list the following references for your information.

1. The principle of modesty: I Timothy 2:9; Titus 2:1; 1 Corinthians 7:4
2. The principle of distinction of the sexes: Matthew 19:4; 1 Corinthians 7; I Corinthians 10
3. The principle of identification with Christ and His people: Colossians 3:1-2; Romans 12:1-2; II Corinthians 6:17-18

Uniform Requirements for Boys

Shirts	White, Light Blue, Yellow or Navy Polo style (long or short sleeved) with School Logo♦ Button down dress shirt (short or long sleeved) Turtleneck All shirts must be tucked in during school day
Slacks	Navy or Khaki Twill pants – pleated or flat front Cargo pants are not permitted
Shorts	Kindergarten and First Grade Only Navy or Khaki MUST be purchased from FlynnO'Hara
Sweaters	Navy or Burgundy V-neck Pullover or Button-Down Cardigan
Sweatshirt	Navy with School Logo †
Shoes	Sneakers, casual shoes or dress shoes (Any color and style)
Socks	White, navy, black, tan Socks should be devoid of pattern/decorations Socks must be worn each day

Belt	Black or brown standard belt Belts must be worn every day Belts should be devoid of studs and other decorations
------	---

Boy's hair should be clean, combed, and neatly trimmed. Hair must not be over the ear or collar and sideburns must not extend below the bottom of the ear. Bangs must be no longer than the tops of the eyebrows. Students are expected to have clean and neatly groomed hair. Students will refrain from hairstyles and colors that are distracting or draw undue attention. Mohawks, fauxhawks and unnatural hair colors are not permitted. The administration is the final authority as it pertains to the interpretation of acceptable hairstyles.

Boys may not wear earrings. Any necklaces must be worn under clothing and must not constitute a safety hazard or create noise. Any undershirts/t-shirts worn under clothing should be plain white in color.

Uniform Requirements for Girls

Shirts	White, Light Blue, Yellow or Navy Polo style (long or short sleeved) with School Logo♦ Button down dress shirt (short or long sleeved) Peter-pan collar dress shirt (short or long sleeved) Turtleneck All shirts must be tucked in during school day
--------	---

Skirts/Jumpers	Khaki, Navy, Forest Green Plaid with navy, red and yellow stripe♦ Pleated front skirt, Kilt pleated skirt, (pleats must go around entire skirt) V-neck jumper, drop waist jumper, tunic jumper Skirts and jumpers must be knee length when standing Skorts are not permitted
----------------	---

Slacks	Navy or Khaki Twill pants – pleated or flat front Cargo, flare leg, boot leg, Capri and low-rise pants are not permitted
--------	--

Shorts	Kindergarten and First Grade Only Navy or Khaki MUST be purchased from FlynnO'Hara
--------	---

Sweaters	Navy or Burgundy V-neck Pullover or Button-Down Cardigan
----------	---

Sweatshirt	Navy with School Logo †
------------	-------------------------

Shoes	Sneakers, casual shoes or dress shoes (Any color and style)
-------	---

Socks	White, navy, black, tan Anklet, crew, knee highs, tights Socks/tights should be devoid of pattern/decorations Socks/tights must be worn each day Leggings must be full length and must be tucked into the socks
Belt	Black or brown standard belt Belts are only required if pants, shorts or skirt has belt loops Belts should be devoid of studs and other decorations

Girls may wear jewelry such as rings, bracelets, necklaces, or earrings provided they do not constitute a safety hazard or create noise. Necklaces must be worn under clothing. Any clothing, such as privacy shorts, that is worn under the uniform skirt/jumper must not be visible when standing. Students are expected to have clean and neatly groomed hair. Students will refrain from hairstyles that are distracting or draw undue attention. Unnatural hair colors are not permitted. The administration is the final authority as it pertains to the interpretation of acceptable hairstyles.

♦ Sold Exclusively by FlynnO’Hara

† Sold Exclusively through CRCS School Office – orders taken periodically throughout the year

Dress Code Violations

Students who violate the uniform dress code will receive a note at home from the teacher on the first offense. Continued violations of the dress code will result in parents having to bring appropriate clothing to the school for the child during the school day or the child will have to be picked up by the parents. No clothing or hair style that identifies with groups or individuals which the administration feels is not appropriate to a Christian school will be permitted. The administration is the final authority in the interpretation of this dress code.

Casual Attire

Throughout the year students will have the opportunity to “dress down” for special days as well as for some field trips. Please note the following policy for casual days.

1. Students may wear pants with a waistband that is above, at, or slightly below the waist. The naval or stomach line may not be seen at any time.
2. Pants must be loose fitting. A good rule of thumb is if one can pinch the material away from the leg, it is generally okay, otherwise it is too tight.
3. Jeans should not be ripped or have tears.
4. For modesty reasons, shirts must cover the midriff and back even when reaching or bending. No midriffs, tank tops or spaghetti straps may be worn at any time.
5. Messages on shirts may not be contrary to the mission of CRCS.

6. Shorts must always be below the fingertips when standing.
7. No flip-flops or open-toed shoes are allowed except on Aloha Day.
8. Ideally we are looking for the following:
 - a. Loose-fitting apparel
 - b. T-shirts, sweatshirts or modest tops

Students who violate the dress code on field trip days or designated dress down days will have the following consequences:

- 1st offense: Go home and change. May miss the field trip if not back in time.
- 2nd offense: Lose dress down privileges for the rest of the year.

EXTENDED CARE PROGRAM

Hours of Operation

CRCS provides a before and after school program to accommodate parent's work schedules. The program operates from 6:45am to 8:15am in the morning and 3:15pm to 6:00pm in the evening. It is imperative that you do not drop your child(ren) off until an extended care worker is present at 6:45am as your child(ren) will not be supervised. All students must be escorted to the gym or playground and be signed in by an adult. Parents who leave their child(ren) unattended will be asked to withdraw their child(ren) from this service. Parents are expected to arrive by **6:00pm** each evening to pick up their child(ren). Please see the late policy below if your child is picked up after **6:00pm**

Pickup Procedures

All students must be signed out by a parent, guardian, or other designated individual. Parents or guardians may add designated individuals to the application, on forms labeled "permission to remove students from school premises" or directly on their online SchoolSpeak profile for their child(ren). These may be secured in the office or online at our website.

Extended Care Late Policy

The following late policy is in effect for children picked up after 6:00pm

- The first three late occurrences during the school year will result in a fee of \$.75 per minute.
- The fourth late occurrence during the school year will result in a fee of \$1.50 per minute.
- The fifth occurrence will result in a fee of \$1.50 per minute plus dismissal from the extended care program.

Disciplinary Procedures

While extended care is a less structured environment, students are still expected to follow certain rules for reasons of safety and so that everyone can have an enjoyable experience in extended care. At the beginning of the year and periodically throughout the year extended care workers will go over the rules with the students. In addition these rules will be sent home to the parents at the beginning of the school year.

The following policy will apply during extended care for minor and major infractions.

Minor Infractions: (per day)

First Instance:	Warning
Second Instance:	Time away from group
Third Instance:	Referral to Extended Care Director and parental contact

Major Infractions: May include but are not limited to disrespect, profanity or vulgarity in written or verbal form, stealing, lying, fighting, inappropriate physical contact, vandalism, direct disobedience, continued minor infractions over several days

First Instance:	Referral to Extended Care Director, parental contact and detention to expulsion from extended care
Second Instance:	Referral to Extended Care Director, parental contact and multiple-day suspension to expulsion from extended care
Third Instance:	Referral to Extended Care Director, parental contact and permanent expulsion from extended care

Snack Time

Snack time is usually from 4:15pm – 4:30pm each day. While we will try to adhere to this schedule, it may vary on occasion.

Homework Time

Grades first through sixth will have a homework/study on most days. Kindergarten will have various activities during this time, to include gym time, crafts, free play, or an outdoor activity.

FINANCIAL POLICIES

Each year when parents register or re-register their children, they will receive a tuition schedule that explains the financial policies of the school.

Tuition and extended care (if applicable) payments are based on an annual rate that is payable in ten monthly installments. For specific fees, please refer to the schedule of payments. When registering it is understood that a spot is reserved for that child for the entire school year, and that full tuition will be paid if the child remains in school the entire year. We do not give credit for missed days of school due to illness, inclement weather or voluntary absences. There will be a 10% penalty assessed for all late tuition and extended care payments. Any accounts over thirty (30) days past due will result in the child(ren) not being able to attend classes until the account is brought current or special arrangements are made with the administration. If an account becomes over thirty (30) days delinquent twice in one school year, the account must be paid in full for the remainder of the year. Payments received will be applied in the following order: outstanding tuition and extended care, and current tuition and extended care. The Administration reserves the right to disenroll students with ongoing issues of non-payment.

All tuition and extended care payments are handled by contract through F.A.C.T.S. tuition management company. Each payment is taken directly from your checking or savings account on the 5th of the month August - May by a direct debit process. (For the 20 payment plan, tuition will be direct debited on the 5th & 20th of the month August - May.) There will be a \$25.00 service fee assessed for returned checks. If this should occur 3 times in a given school year, the account must be paid in full for the remainder of the year.

Please note the following schedule of payments:

<u>Payment</u>	<u>10 Payments</u>	<u>20 Payments</u>
First	August 5	August 5 & 20
Second	September 5	September 5 & 20
Third	October 5	October 5 & 20
Fourth	November 5	November 5 & 20
Fifth	December 5	December 5 & 20
Sixth	January 5	January 5 & 20
Seventh	February 5	February 5 & 20
Eighth	March 5	March 5 & 20
Ninth	April 5	April 5 & 20
Tenth	May 5	May 5 & 20

GENERAL INFORMATION

Cell Phone Policy

Cell phones are permitted at CRCS; however, they must be turned off on school property. During school or extended care hours, and at any designated school activity, no student may carry a cell phone on his/her person. The phone must be kept in their book bag. Students may not display a cell phone or use it for any reason while on school premises or at a school sponsored event, at any time. The only exception to this rule will be made by a CRCS staff member during away athletic games.

In keeping with the school's responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of "sexting." *Sexting* is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell

phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline up to and including expulsion and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

Violation of this cell phone policy will result in immediate confiscation of the phone and the appropriate assignment of demerits or warnings. Parents must pick up the confiscated phones from the main or middle school office.

Using any recording device to take pictures or videos on school property, school buses or school sponsored events is not permitted at any time.

Parents who wish to contact their child must do so through the school office.

Calvary Road Christian School is not responsible for lost, stolen or damaged cell phones or electronic devices.

The above policy is also applicable to all other electronic devices, including, but not limited to Blackberries, PDA's, digital cameras, iPads, Game Systems, etc. unless written permission is obtained from the school administration.

Electronic Devices Policy

Responsible users may use technology such as Kindles, iPads, Nooks, or other e-readers that are not on a phone service or data plan to complete their reading requirements. iPods and smartphones may not be used. Below are guidelines for the use of these items.

- Students may not access the internet on school grounds.
- Students may not share devices with other students.
- Students are not permitted to play games on their devices. Devices are solely for the purpose of reading e-books that CRCS deems appropriate.
- Calvary Road Christian School is not responsible for lost, stolen or damaged cell phones or electronic devices.
- Teachers are not responsible for the material that has been downloaded by the students.
- All students must abide by the Computer/Technology Usage Policy as stated in the CRCS handbook.

Students who violate the guidelines will lose the privilege of bringing devices to school. Students may also be subject to other school disciplinary actions. Students who wish to bring these devices to school for the purpose of reading must fill out and sign the consent form available from the school.

Class Parties

Due to the secularization of many holidays the following guidelines shall be followed for class parties.

Halloween

Halloween will not be observed in the classroom.

Thanksgiving

Some classes in lower elementary will celebrate with various parties.

Christmas

Class parties will be planned. Emphasis will be on the birth of Christ. Inexpensive gifts may be exchanged.

Valentine's Day

Class parties may be planned. Valentine's cards may be exchanged if cards are brought for all class members. Only "positive" cards should be exchanged.

Easter

We emphasize Christ's death, burial, and resurrection. Class parties may be planned around this theme.

Birthdays

We encourage parents to provide a treat on their child's birthday to be enjoyed by all in the class. Class parties, which normally take an extensive amount of time, are not allowed. Parents may not provide lunch for their child's class.

Teachers and students are permitted to hand out invitations to parties during school hours (6:45am – 6:00pm) only if the invitations include all students in the class or all students of the same sex as the child. When one or more students are left out, it causes division and hurt in the class. Please be aware of the impact your actions have on the school environment. Parents who do not wish to follow this procedure will need to hand out invitations before or after school hours.

Also we request if invitations are handed out to school students during school time that the party not be planned during church worship service times. Teachers are not permitted to hand out invitations for parties meeting at these times.

Closing Procedures Due to Inclement Weather or Emergencies

On days that snow, ice storms or other emergencies are probable, we will announce on voice mail, our website (www.crcs.org), and email our plans regarding a delayed opening or closing. We will also send out a push notification via the CRCS app. In general, our plans will be determined by 5:30am. *Please note that we operate on an independent plan that may be similar to, but not necessarily correspond with, a particular school system.*

Communication

Each week a paper pack will be sent home with kindergarten through sixth grade students from their teachers. It is the responsibility of each student to bring the letters home. Please take time to read all information in the paper pack, since it is an important source of weekly communication.

In addition, a school-wide and classroom newsletter will be posted every Tuesday on School Speak. Please check this weekly to keep informed about ongoing school and classroom functions.

Discharging/Picking up Students

To make the car line more efficient and safer for all of our families, we are requesting that the following procedures be followed by all individuals who use our car line. If there are other individuals who will be picking up your child on an occasional or regular basis, please make them aware of these procedures.

1. Please drive slowly through the parking lot at all times.
2. For safety reasons, **ONLY** enter the car line from the north entrance of the rear parking lot (along the side of the church auditorium and cemetery) and remain in a single line of traffic while moving forward in the line. After picking up your child in the cul-de-sac do not pass other cars ahead of you in the line. The pick-up area is a no pass zone.
3. If you prefer to park to pick up your child from the sidewalk cul-de-sac where the students are waiting, please come to where your child is standing in the car line and pick up your child from his/her teacher. Students will not be permitted to walk to the street or other locations. Please park in the large side parking lot to the south of the car line. Do not park in front of the playground. To alleviate the congestion that occurs at the school entrance, please do not pick up your child under the canopy area.
4. Once in the car line do not leave your car to come inside the building or place your child in the car. We will assist your child getting into your car. If you have business inside the building, please park in a regular parking space in the large side parking lot to the south of the car line. Do not park in front of the playground.
5. Do not beep your horn at any time while in the car line.
6. After your child is buckled in, please pull out very carefully and proceed slowly if you are passing a car in front of you in the line.
7. The car line is from 3:15pm-3:30pm. After 3:30pm, any remaining children will be taken to extended care and charged the daily extended care fee.

Evacuation and Lockdown Procedures

Throughout the year the school will have periodic fire, tornado, evacuation, and lockdown drills. Please note the following procedures concerning each of these procedures.

Fire Drills

At the sound of the fire alarm, students are to do the following:

1. Stop work immediately.
2. Leave all work on top of desks.
3. Form a single-file line while assigned student opens door; then quietly leave for assigned area (see room chart). Chosen students will close door as last person leaves.
4. Stay quiet and in line in order to hear any instructions.
5. Turn and face building upon arrival at your area.
6. Wait quietly for signal to re-enter the school.

Tornado Drills

In the event that a tornado is sighted, the following steps are to be followed.

1. Notification of a tornado or other severe weather will be made through the intercom system.
2. Students in the preschool and elementary wings should move to the hallways and sit on the floor against the wall. All doors should be closed.
3. Students in the middle school building should move to the hallway. If additional space is needed, students may also sit in the bathrooms and office. All doors should be closed.

If time permits, students in the sanctuary should go to the hallway in the classroom level. If the tornado is imminent, students should move to the choir loft and sit against the wall. If additional space is needed students should sit on the platform and in the right baptismal (men's) room. Students in the gymnasium should move away from windows and sit against the wall.

Lock Down Procedures

1. Full Lockdown (highest level of threat): A full lockdown means all building doors are locked, no one (including parents) may enter or exit and students and staff are to remain in their classrooms until further notice. Provisions will be made for water, food and bathrooms if the lockdown is for an extended time. If the threat also includes the use of biological, chemical, or other weapons, staff will seal classroom doors and the HVAC (heating and air conditioning) system will be shut down and sealed from the outside to the best of our ability.

2. Modified Lockdown: In a modified lockdown scenario all outside doors will be locked and all students are to remain inside. Staff and students may move throughout the building but may not go outside. Parents with proper identification may enter only to remove their child.
3. Minimal Lockdown: In this scenario all doors will be locked. No outside activities will be permitted and movement from the main building to the Student Center will be limited. Parents may pick up their children by signing out in the school office.

Evacuation Procedures

1. If necessary, the incident supervisor will call for an evacuation.
2. If off-site, the students will be evacuated to the ball field at Manchester Lakes Park, the Franconia Moose Lodge or Franconia Alliance Church. Buses will load by the parking lot next to Charles Arrington Drive.
3. The Evacuation Coordinator will give directions to the staff and students, letting them know where to go, etc. She will then follow the last students to the evacuation area.
4. The Student Accounting Coordinator will get a count as students leave the building/property and then recount at the evacuation site.
5. The Parent Reunion Organizer will immediately head to the evacuation site and set up locations for students, parents, and media. As the students come to the site, the Parent Reunion Organizer will give instructions to staff. As parents come to the parent area, they may take their child as long as they are recognized or carded. The Parent Reunion Organizer will check off each student as they are taken. If media should arrive, the Parent Reunion Organizer and Evacuation Coordinator will keep them from the students and staff. Students are not to be interviewed. All interviews will be handled by the Incident Supervisor. Parents will be informed as to the reason for the evacuation by letter.

When appropriate, the Evacuation Coordinator will let the staff and students know when and if they may return to the school.

Health Policy

Children should not come to school if they are ill. As children arrive in the morning, our teaching staff will keep a watchful eye for symptoms of illness and/or contagious conditions. If a staff person feels your child has a condition that warrants him/her not attending for the day, you will be asked to take the child home. If a child becomes ill during the school day, you will be notified and asked to pick up the child. We ask that you notify the school immediately if your child has been diagnosed with any communicable diseases. In order to protect the student body, we require that any student with one of the illnesses/conditions listed below be taken home and remain there until he/she has fully recovered.

Fever: Body temperature above 100°. We will call parents if a child has a fever of 100° or more. Your child **must remain at home** for at least 24 hours or until symptoms have dissipated before returning to school.

Vomiting: Parents will be called to come for their child if he/she vomits during the school day. The child should not return to school until free of vomiting for 24 hours. Please do not send your child to school if he/she has vomited that morning prior to arrival at school.

Head Lice: Any of various small, wingless parasitic insects that suck blood and inhabit the hair. The child will be excluded from school until treated.

Dispensing of Medicine

A student requiring medication or who is under a doctor's care should usually remain at home. However, if a child does require medication at school, a "Written Medication Consent Form" must be filled out for all prescription and over the counter medicines. If the medication is to be given longer than 10 days, the form must be signed by a physician and is then good for up to 6 months. Any medication (prescription or non-prescription) must be provided directly by the parents with the form and must be in the original package with the child's first and last name clearly labeled. The "name of medication" box on the consent form must match exactly with the medication brought in. All prescription medications must also contain the printout received from the pharmacist that list side effects and what it is for. Apart from these guidelines, medication will not be administered. All medication must be kept in the school office, not in the classroom or the child's backpack.

If your child is in morning extended care, the medicine may be dropped off with the extended care staff who will then take it to the office at 8:00am. Children are not permitted to carry medicines during the day.

Lost and Found

Lost items will be taken to the office. Items not claimed within two weeks will be disposed of at the school's discretion. Please mark all items of clothing and belongings with initials or names for easy identification. We want to help you cut down on the expense of replacing costly items through the lost and found, but can only do so if you will identify by name your child's personal items.

Lunch Program

Students may bring their lunches each day or purchase a hot lunch and beverage through our lunch program. Milk, juice, and water are available as a single purchase. Please mark lunch boxes or bags plainly. Students who have food allergies or do not eat certain food for religious reasons, should pack a lunch from home. Substitutions will not be made.

No food is to be eaten anywhere in the building except in the cafeteria at lunch time unless under direct supervision of a teacher. All meals, snacks, or drinks carried in or purchased must be consumed in the cafeteria/gymnasium, and trash must be disposed of properly.

Menus and prices for our lunch program will be sent home at the beginning of the school year and are available from the school office and website.

Phone Calls by Students or to Students

All office phones (school and church) are business phones and are not to be used by students. In case of sickness, emergency or special need, the office will assist the student in calling home. Students will not be permitted to call home for items such as forgotten homework. It is requested that all telephone calls to students during class hours be confined to an emergency basis.

If it is necessary to contact a teacher by telephone, please leave word with the school secretary to have the teacher return the call. Teachers are not permitted to leave their classrooms to answer telephone calls except in case of an emergency. Messages left by voicemail will be handled the following business day.

Playground Policies after School

Currently, we allow elementary students who are picked up after school to use the playground while preschool and extended care students are also on the playground. To keep all students on the playground safe and to make sure they are directly supervised, we are requesting that parents follow the guidelines listed below.

Parents should directly supervise their child from within the playground. Please do not stand outside the fence while your child is playing. CRCS staff cannot supervise children that are not in extended care. Please do not bring chairs or other items to sit on. If you sign your child out from extended care, you must directly supervise them according to the above.

Make sure you have reviewed the playground rules below and expect your child to follow them. These rules have been reviewed with each CRCS student during school, so they are aware of the rules and know what is appropriate on the playground.

Students in kindergarten – sixth grade should only play on the large playground set and swings while being directly supervised by an adult. Please do not allow your child to play on the sets in the rear of the playground while preschool or elementary children are present.

Please note the student playground rules below:

Students should NOT:

- ✗ Play in the dirt at any time.
- ✗ Jump off the swings, twist swings or push others on the swings.
- ✗ Throw any objects.
- ✗ Play with any foreign objects (sticks, stones, mulch, etc.).
- ✗ Have toys or balls on the equipment.
- ✗ Stop or make trains on the slides.
- ✗ Stand on the straddle bars or monkey bars.

- ✗ Play dodge ball.
- ✗ Use the large play structure or swings if they are in preschool.

Students should:

- ✓ Go down the slides feet first.
- ✓ Have only one person on the slide at a time.
- ✓ Only use the Ga-Ga court if in grades 3-6, while being supervised by school staff.
- ✓ Use the large play structure and swings if they are in grades K-6.

School Office Hours of Operation

8:00am to 4:00pm Monday – Friday

Soliciting

No one (including students) is permitted to sell any items for private interests to other students or staff members. We also do not permit anyone to put up advertisements promoting a private business.

Visitors during the School Day

All visitors or parents entering the building between 8:30am – 3:15pm must report to the school office. All school entrances are locked throughout the day. Visitors may use the doorbell at the main school entrance to enter the building and go directly to the school office. Visitors or parents who will be remaining in the building to assist school staff will be given a visitor's tag. Parents and prospective parents who wish to observe a classroom must follow the procedures on page 11 under classroom observations and are not permitted to observe a classroom from the hallway.

Student visitors may visit during the designated lunch time (30 minutes) after they have secured proper permission from the office. Student visitors are expected to follow all school rules while visiting. Refusal to do so will result in revocation of visitation privileges during school hours.