

CALVARY ROAD CHRISTIAN SCHOOL



Kindergarten-Sixth Grade Parent-Student Handbook

2021-2022

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

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1. Admissions

A. Family Qualifications

CRCS takes the evangelical view in its approach to its educational program. We view our role in the community as one of outreach. We have open enrollment, and do not require parents or students to subscribe to our doctrinal beliefs. However, parents must consent to having our doctrinal beliefs taught to their children. We do not require the pre-requisite of faith. As such, those who do not profess a Christian salvation experience may send their kids to our school for their education. CRCS is eager to give that education as a form of evangelism.

All applicants 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.

B. Age

Students entering kindergarten must be five years old by October 7th.

C. Entrance Testing

Each applicant for kindergarten through sixth grade will take an admissions exam and will be screened to determine whether or not the program at Calvary Road Christian School can meet his or her needs.

D. Academic Records

Applicants are required to complete a Permission to Release Form for each previous school attended. The form gives us access to academic, medical and behavioral records from previous schools and may also include private testing agencies and/or special medical reports. We will not render a final admissions decision until these records are received.

E. Acceptance of Students with Special Needs

Calvary Road Christian School does not have a special education program. Our ability to work with children with special needs is limited. Applications received from a child with special needs will be reviewed 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), we will make a determination if we can meet the needs of the child in a general classroom. Depending on the nature of the disability, we may require at the parents' expense, additional tutoring or other services to assist the child. As is the case for all new students entering CRCS, any students accepted on the above conditions will be subject to a nine week probationary period.

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

F. Acceptance of Children Diagnosed with ADHD/ADD

While Attention Deficit Disorder with or without hyperactivity is not considered a learning disability, the ADHD/ADD may require accommodations within the 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. We 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.

G. 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.

H. Health Records

State law requires all new students have a medical history, physical examination, allergy information, and inoculation record signed by a physician within the previous year (Codes 22.1-270 and 22.1-271.2). Commonwealth of Virginia School Entrance Forms are available on the Virginia Health Department Website, the school website or are available for pick up in the school office. If there is a medical reason your child cannot have some or all immunizations, a physician will need to complete and sign the medical exemption portion of the School Entrance Form. If immunizations are contrary to your religious beliefs, you must submit a notarized copy of the Religious Exemption Form from the Virginia Department of Health website, along with the Commonwealth of Virginia Entrance Form.

I. Procedures for Admission

1. Campus Tour

Prospective parents are encouraged to attend an Open House or schedule a private tour.

2. Application Requirements

- a. Complete a New Student Application online, including the Family and Student Questionnaire and Parental Statement of Cooperation. All forms must be completed in their entirety.
 - a. Application is reviewed by Administration for completeness and suitability
- b. Provide academic Records (see below)
- c. Provide school with original birth certificate for validation
- d. Provide completed Commonwealth of Virginia School Entrance Health Form by August 1st. (See above)
- e. Academic Records

It is the responsibility of parents to provide a transcript of grades, testing, and other official records from the previous two school years. This includes copies of any special diagnostic testing for learning problems, attention deficit, hyperactivity, or other special needs. If the previous school requires written notification, CRCS has a "Release of Records" form available on the school website.

f. Health Records

1. State law requires all new students have a medical history, physical examination, allergy information, and inoculation record signed by a physician within the previous year (Codes 22.1-270 and 22.1-271.2). Commonwealth of Virginia School Entrance Forms are available on the Virginia Health Department Website, the school website or are available for pick up in the school office. If there is a medical reason your child cannot have some or all immunizations, a physician will need to complete and sign the medical exemption portion of the School Entrance Form. If immunizations are contrary to your religious beliefs, you must submit a notarized copy of the Religious Exemption Form from the Virginia Department of Health website, along with the Commonwealth of Virginia Entrance Form.
2. In cases where complete records are not provided, enrollment will be delayed. Records must be submitted no later than August 1st for students entering at the beginning of the year.

3. For all students who have resided in a foreign country within the last five years for a consecutive period of five or more months, a tuberculin skin test (TST) and a negative symptom screen completed within 90 calendar days prior to starting school is required.

4. Admissions Testing

The school will notify parents of the receipt of your application and contact you to schedule entrance testing for students entering grades kindergarten through sixth. At the time of testing, there is a \$50.00 testing fee.

5. Admissions Decision

Once an applicant's file is completed, the following steps are taken:

- It is reviewed by the Administration
- Should it be determined that non-acceptance or conditional acceptance is warranted, the Administrator will communicate this to the family
 - In the case of conditional acceptance, the Administrator will outline the conditions and indicate that a letter will be provided requiring the parent's signature agreeing to the conditions
- Should it be determined that the student will be accepted without conditions, the Admissions Coordinator will communicate acceptance to the family
- An interview with the Administrator will be scheduled by the Admissions Coordinator to review the school's program, policies, and to address any questions by the family

6. Registration Payment

Parents deciding to enroll their students will submit the registration fee to reserve their seat in the respective class. The business office will contact the family to set up the tuition account. Registration fees are non-refundable and secure your child's place in our program.

J. Quick list of paperwork to submit for enrollment:

- Application
- Family and Student Questionnaire
- Parental Statement of Cooperation
- Report cards for the last two years
- Standardized test scores
- Authorization for Records Release for all previous schools attended

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

- Virginia School Entrance Health Form
- Original birth certificate

- Court orders for custody (if divorced, separated or single)

2. Annual Testing of Students

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. Students who are absent during the annual testing of students may have the opportunity to make up testing for an additional fee. Make-up testing will be done at the discretion of the administration. Students who miss the entire week of testing most likely will not have testing made-up.

3. Attendance Policy

A. Absences

When your child is absent from school, please email or call the school office.

The following procedures will apply to absences:

1. The office will maintain an accurate record of attendance and tardiness. The record will appear on report cards.
2. If a student is present for at least 3 hours of the school day, he/she will be counted as present. A student must be in attendance for a minimum of three (3) hours in order to be eligible to participate in extra -curricular activities (e.g. sports, etc.) on that specific day.
3. If a student is ill, homework assignments can be requested from his/her teacher via email. If you need to call the office for homework assignments, please provide the names of the teacher from whom you need assignments.
4. Generally, students will have 2 days for each day absent to make up work, provided the absence is excused. For pre-arranged absences, tests and projects that were scheduled prior to a student's absence will be due the day of the student's return to class. However, make-up tests may 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.
5. Excessive absences both (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.

B. Excused and Unexcused Absences

1. Excused Absences

These absences will be considered excused. They are still reported with the student's total absences on the report card.

- Illness of student
- Unavoidable family emergency
- Death in the family
- Doctor/dentist or speech appointments

2. Unexcused Absences

All other absences will be unexcused and are also counted with the student's total absences and recorded on the student's report card. The administration reserves the right to determine whether an absence is excused or unexcused. The following is a partial list of absences that would be considered unexcused:

- Out of School Suspension
- Car Trouble
- Inclement weather for which the school has not closed

C. Tardies

Parents are urged to foster punctuality. Students are expected in their classroom by 8:15am. A student is considered tardy if he/she is not in their classroom by that time. **Students who arrive at their classroom after 8:15am must sign in at the office before they can enter the classroom.**

1. Excused Tardies

Excused late arrivals are recorded on the student's report card. They are included with the student's total tardies on the report card.

- Medical or dental appointments
- Tutoring or speech appointments

2. Unexcused Tardies

All other late arrivals are listed as “unexcused tardies” and will also be recorded on the student’s report card as tardies. After three unexcused tardies, parents will be notified by the Administrator. Every six unexcused tardies, students will receive one unexcused absence on their permanent record. Students who continue to receive excessive tardies may not be permitted to reenroll the following school year.

3. Afternoon Extended Care Tardies

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 pick up their child(ren) by 6:00pm will be asked to withdraw their child(ren) from this service.

D. 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.

4. Arrival and Dismissal

A. Regular Arrival

Students who do not pay for extended care may not be dropped off before 8:00am. Students who arrive between 8:00am – 8:15am should report to the playground (if the weather is nice) or the gym. Parents must walk their child into the building, entering their code and then walk their child to the gym. Students should never be dropped off or left unattended in the halls.

B. Morning Extended Care Arrival

Only students who are enrolled in our morning extended care may arrive at school between 6:45am – 8:00am. Students who arrive during this time frame should report to the gym or playground weather permitting. Parents are required to sign their student in with the designated staff member.

C. Safety Patrol Drop-off – *Temporarily Suspended*

~~[The CRCS safety patrol will be ready to assist you with elementary drop-off between 8:10am – 8:28am. Students may be dropped off curbside via the loop and the safety patrol will ensure they get into the building safely. Parents dropping their students off are to remain in the car and let our safety patrol students assist your child(ren). Students who arrive after 8:28 are~~

~~to be walked into the building and signed in since they will likely not be unable to get unpacked and settled in their seat before 8:30am.]~~

D. Early Dismissal

Parents of students departing from school early are to email the teacher explaining the explanation of leaving early with the expected time of departure. Parents are to report to the office at the time of pick up to sign out their child. If a parent is unable to come and sign his/her child out, another authorized individual may do so if his/her name is listed on the child's emergency care information. Additional persons may be added to the list by filling out the appropriate information on SchoolSpeak. 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.

E. Regular Dismissal

All students not in afternoon extended care are expected to be picked up at 12:00pm on Teacher Work Days and 3:15 on regular school days. Students should leave the premises by 3:30pm unless participating in extended care or an official extracurricular activity. For the protection of all concerned, only persons on the child's emergency care information are permitted to remove the child from school.

F. Carline Guidelines

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. The car line is from 3:15pm-3:30pm. After 3:30pm, any remaining children will be taken to extended care and charged a daily extended care fee.
2. Please drive slowly through the parking lot at all times.
3. 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.
4. 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.

5. 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.
6. Do not beep your horn at any time while in the car line.
7. After your child is buckled in, please wait until the cars in front of you move before pulling away. There is absolutely no passing other cars in carline.

G. Late Pick-Up

Students who remain after 3:30pm will be sent to extended care and their accounts charged accordingly. Please note that this is not a standards service we provide. 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.

5. Bullying

A. Expectations

CRCS holds to four fundamental guidelines for social interaction among students. All CRCS students are encouraged and expected to:

1. Never leave anyone out by deliberately excluding them from the group.
2. Never harm others intentionally with words or actions.
3. Never tolerate bullying by ignoring it or allowing it to continue.
4. Always report bullying to the classroom teacher.

B. Definition

Bullying is a specific form of power manipulations with intent to harm. It is damaging and offensive behavior that must be opposed by the entire culture of a school. Calvary Road Christian School defined bullying according to established characteristics that are widely recognized and observed throughout education and behavioral studies.

Accordingly, we define bullying as:

The deliberate use of power to dominate, intimidate and harm another person physically and/or emotionally over an extended period of time with no significant provocation or justification.

We do not define bullying as:

1. Childhood foolishness or horseplay
2. Isolated or impulsive actions
3. Personality conflict between individuals
4. Sudden outburst of name calling or harsh criticism
5. Periodic expressions of anger or loss of temper

C. Peacemaking

CRCS will attempt to equip and assist students to respond to conflict biblically. This is as important for the bullied as it is for the bully to avoid inappropriate responses to conflict. While the bullied might slip into attack responses, our goal is to help both move toward peacemaking responses through direct, honest communication. Teachers are present to assist students to resolve disputes with biblical peacemaking skills. These are life skills that may benefit students in future schooling, career and family relationships.

D. Response

When bullying is observed as the repeated intention to overpower, intimidate and hurt another individual, it must be reported. Whenever bullying is observed, it is the responsibility of those who are aware, to report it immediately to the child's classroom teacher. Whenever in doubt, always report the matter to the classroom teacher. He or she will forward the matter to additional staff when appropriate.

To observe and ignore bullying by not reporting it is to become complicit in the offense. The bully, the bullied and the bystander all have a responsibility. They are part of the problem and part of the solution. Bullying is everyone's business. Always report bullying to the classroom teacher.

6. Calendar

CRCS provides an annual School Calendar listing all major holidays, planned closings and special events. This calendar can be found on our website, as well as in the school office. Students and parents are expected to comply with required school days as indicated on the calendar.

7. Class Placement

A. Philosophy

Every effort is made to balance classes in grades with multiple sections. We endeavor to make all classes heterogeneous in boy/girl ratio and ability range. Placement of students is an

administrative decision based upon overall needs of each class grouping. The school will be sensitive to the needs of every child whether special requests are made or not. We trust that through the Lord's guidance and counsel of teachers and administrators, each student will be carefully placed to create a balanced class.

B. Special Requests

If there are specific educational and learning style issues, which you feel, need to be considered in your child's placement you may communicate these to the school office in writing. Your letter will be read by the administration. Letters should not refer to individual teachers but should refer to your child's learning needs. No guarantee will be provided concerning placement in a specific teacher's class but every effort will be made to meet the learning needs of every student.

8. Classroom Visits

We welcome visitors to our classrooms. However, we do want to minimize disruptions to the classroom instruction. Therefore, we ask that parents who wish to visit classes do so within the following guidelines:

- Email the school office three days in advance of the day you wish to observe. We will then communicate approval and schedule your visit for a specific date and time.
- At the time of your visit check in and out in the school office and obtain a visitors badge.
- Keep the length of your visit to 30 minutes.
- Do not enter into discussion with the teacher during your visit. The teacher has a tight schedule of activities and is responsible for the learning activities of all students in the classroom.
- Refrain from using your cell phones and devices while in class.
- Follow the CRCS rules and guidelines while on campus.

9. Communication from School to Parent

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

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

10. Communication with Faculty and Staff

CRCS faculty and staff welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way.

1. If you have a quick question about schoolwork or class procedures, send an email to the teacher or jot a note and have your child deliver it. The teacher will respond to a note, phone call or email.
2. If you desire a phone conversation, email the individual or call the school office. We will attempt to return emails and calls within 24 hours. Concerns involving students and classroom procedures are most appropriately directed to the teacher.
3. If you think a conference in person would be best, please make your request via email or a phone call to the teacher or administrator so that a mutually acceptable time may be scheduled. "Drop in" conferences before or after school are discouraged. Teachers and administrators schedule their use of time carefully and have supervisory duties that are particularly heavy at the beginning and end of the school day.
4. As a courtesy to our teachers, please do not call teachers at home after school hours or text them except in a genuine emergency.
5. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then the administration if needed. We want to resolve all problems using the biblical principles outlined in Matthew 18:15-17.

11. Core Values

Love for God:

Motivates us to do everything for the glory of God.

Stand on God's Truth:

Committed to following and teaching the absolute truth of the Bible.

Passion for Excellence:

An ongoing commitment to learn, grow, and strive for excellence in all things.

Service To Others:

Intentionally love others as Jesus did.

Respect:

Value and treat all people with dignity because they are made in God's image.

Integrity:

Build open and honest communication within our community.

Safety:

Provide a safe and secure environment that encourages people to grow into the image of Christ.

12. Curriculum

The foundation of a child's worldview is rooted in the core beliefs he or she accepts from an early age. Our curriculum is diverse and traditional. Textbook selection includes various publishers and is reviewed yearly. Each academic subject area is taught from a biblical worldview. Our language arts program of study develops strong readers and skilled writers. Mathematically, our curriculum emphasizes both computation and reasoning. In science, students will learn a variety of concepts using practical, hands-on experiments. Our faculty employs numerous techniques to ensure mastery and to provide continual reinforcement. We offer a variety of enrichment classes that facilitate growth within the whole child, including, Spanish Education, Music Education, Technology Education Physical Education, Library Education and Creative Arts. During our once a week chapel service, students will engage in lively songs, participate in special performances and listen to interesting speakers who encourage them in their faith. Our Crusaders in Action program offers monthly character training from a biblical foundation. Students have the opportunity to put their faith into action by performing various Christian service projects throughout the school year.

13. Discipline

A. Objective

The goal of these guidelines is to promote a godly atmosphere, marked by order and respect, which is conducive to teaching and learning.

B. Philosophy & Overview

Because of the sinful nature, discipline is essential. (Proverbs 22:15). Being disciplined may be unpleasant but it leads to growth (Hebrews 12:11) and therefore discipline cannot be neglected. While it may seem easier to overlook misbehavior, withholding discipline is not helpful for the child (Proverbs 13:24, 23:13) and will lead to further problems. Furthermore, without discipline learning could not take place and school would be both an unsafe and unpleasant place.

Ultimately, the home is responsible for the education and discipline of the child (Deuteronomy 6:6-9). The teacher's responsibility is to come alongside the home to assist with these responsibilities. It is essential for parents and teachers to work together to mold the student's character and promote positive behavior in the school environment.

The objectives of discipline in school are:

1. To point children toward God and their need for salvation through Jesus Christ (Romans 7:7,13,24)
2. To help children grow in Christ-likeness (Hebrews 12:11)
3. Restoration (Galatians 6:1)

There are two basic levels at which change can happen:

1. Change in heart

2. Change in behavior

Ideally the child will have a change of heart that will lead to a change in behavior. Teachers should focus on the Spiritual growth of the child while implementing rules and procedures that produce positive outward behavior.

C. Code of Conduct

In general, all students are expected to conduct themselves in the way prescribed by the Bible, including love for others and respect for authority. (John 13:34-35, I Peter 2:13-17)

Students are expected to:

1. Be honest, including telling the truth and doing their own work (Ephesians 4:25)
2. Be respectful and courteous to others- including school employees and other students (Ephesians 4:29)
3. Seek forgiveness and forgive others (I John 1:9, Matthew 5:23-24, Colossians 3:13)
4. Respect the school facility and equipment

D. Prohibited Activities

The following are not allowed and may result in discipline. No list can be comprehensive but the following represent the types of behaviors that students are expected to not participate in.

General/Safety Hazards

- Horseplay
- Running in hallways or classrooms
- Playing with doors (holding closed, slamming, etc.)
- Playing in bathrooms
- Throwing or shooting objects in the building
- Inappropriate touching or physical contact
- Hitting, punching, or kicking
- Unauthorized use of cell phone or other electronic equipment (see CRCS policy on use of electronic devices)
- Chewing gum
- Toys, trading cards, balls, etc. brought from home and taken out of the child's backpack without permission from a staff member
- Entering any room or space without a teacher present unless specifically given permission to do so

Classroom Behavior

- Calling out/talking out of turn
- Disrupting class
- Eating food or candy unless approved by the teacher
- Objects that cause a distraction (will be taken and returned to the student or parent)

Communication

- Language (or gestures) that are offensive, disrespectful, derogatory, obscene, or vulgar
- Display of images or advertising, etc. that is contrary to the mission and beliefs of CRCS

Dishonesty

- Lying
- Cheating
- Theft
- Plagiarism
- Forging signatures or altering documents, including grade and conduct reports

Disrespect

- Words or actions that are disrespectful to school staff or other students
- Rebellious spirit
- Direct disobedience
- Disruption or rude behavior in chapel
- Damaging or defacing school, faculty, or another student's property

Harassment/Intimidation

- Actions or threats that are intended to intimidate, create fear, or control through fear or intimidation
- Actions or threats that produce fear or intimidate
- Actions or threats that are offensive or are intended to be offensive
- Bullying (see CRCS policy on bullying)
- Fighting or provoking a fight
- Acts that cause injury or damage

Prohibited Items and Actions

- Use or possession of weapons or potentially dangerous or harmful items including guns, knives (including pocket knives), explosives, etc.
- Use or possession of alcoholic beverages, illegal drugs (including abuse of prescription drugs not checked into the office), or tobacco
- Possession or distribution of impure or sexually suggestive material

E. Consequences

Whenever possible and appropriate the student will be given a verbal warning to change his or her behavior before a formal written warning is given.

Repeated or significant misbehavior will lead to the following consequences.

1st - Written Warning sent home

2nd - Time away from the group

3rd - Longer time away from the group

4th - Call to parents

5th - Disciplinary referral to the office, parents will be called by the Administrator.

If the above corrective measures fail and the student reaches five consequences a second time, the Administrator will again contact the parents. Generally, by this time the child has been consistently disruptive to himself/herself and 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 having the child suspended for the next day of school.

Continued disciplinary problems will result in suspension from school. Any suspensions will result in the student receiving a “zero” on all assignments for the day(s) of the suspension.

A student may be placed on disciplinary probation for chronic or severe infractions of school rules and/or policies.

Any students whose conduct or attitude in or out of school shows him to be in opposition to the basic principles and purposes of the school will be dismissed or asked to withdraw 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.

F. Severe Offenses

Severe misbehavior will result in the student being immediately referred to the office with a Disciplinary Referral form. Disciplinary Referrals are retained in the student's permanent file. Depending on the severity of the behavior, disciplinary actions up to expulsion may be taken for disrespect, bullying (verbal, written, physical, or electronic), fighting, profanity or vulgarity, stealing, direct disobedience, inappropriate physical conduct, hitting (punching) or other similar physical actions, cheating, lying, 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). Offenses involving destruction of property may result in financial restitution.

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 whether or not the weapon was used in any type of threatening manner the school may elect to call the authorities. 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.

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.

14. Dress Code

A. Philosophy

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 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

B. Uniform Requirements for Boys

Shirts	White, Light Blue, Yellow or Navy Polo style (long or short sleeved) with School Logo♦ Button down Oxford 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

C. Hair Policy for Boys

- 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 will refrain from hairstyles and colors that are distracting or draw undue attention. Mohawks, fauxhawks and unnatural hair colors are not permitted.
- Logos are not permitted to be shaved into the hair.
- The administration is the final authority as it pertains to the interpretation of acceptable hairstyles.

D. Jewelry Policy for Boys

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

E. 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

♦ Sold Exclusively by FlynnO’Hara

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

- Any clothing, such as privacy shorts, that is worn under the uniform skirt/jumper must not be visible when standing.

F. Hair Policy for Girls

- 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.

G. Jewelry Policy for Girls

- 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.

H. 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.

I. 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: Change attire.

2nd offense: Lose dress down privileges for the rest of the year.

15. Electronic Devices

A. Cell Phones

Cell phones are permitted at CRCS; however, they must be turned off on school property. Cell phones may not be carried during the school day or after hours. 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 consequences. Parents must pick up the confiscated phones from the main 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.

B. Reading Devices

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 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.

C. Computer Usage Policy

CRCS believes that technology has much to offer students with its wide variety of resources. It is the school's goal to educate students about efficient, ethical, and appropriate use of these resources. Students shall use school computers for educational purposes only. Educational purposes include designated teacher assignments and/or educational self-discovery activities during the school day and during extended care programs. Because it is impossible to anticipate all ways in which individuals may use these resources, the intent of this policy is for guided application of our principles. Access to computers, the Internet and other technology resources is a privilege. Permission for the use of computers, the Internet and other technology resources will be granted to students who have received appropriate training. The signed agreement form is required.

In addition to this policy, CRCS also uses Internet filtering software to protect our students from inappropriate Internet material. Although no filtering software is 100 percent effective, this policy and the Internet filtering software will provide a high level of protection for our students. Further, CRCS will provide age (grade) appropriate supervision of students while using technological resources including, but not limited to computers, the Internet, electronic devices, recording and photographic equipment and training that spells out appropriateness, general instruction, and technology etiquette.

1. General Computer Usage

The student will strive to act in all situations with honesty, integrity, and respect for the rights of others. The student will make a concerted effort to be a good testimony to fellow

students, to faculty, staff and others with whom he/she interacts. Students may not use the technology to:

- Download or install any type of software or other items, be it commercial software, shareware, malicious software, or freeware, onto network drives or disks, without direct teacher instructions.
- Engage in illegal activity.
- Share their account with others or use another user's account.
- Gain unauthorized access to resources or to circumvent computer network security, including web filtering software.
- Read, copy, modify or erase other students' files.
- Deliberately attempt to disrupt the computer by hitting the power or sleep buttons, or by any other method, including vandalism.
- Disable programs.
- Horseplay or rough behavior that results in damage to computer equipment. Such action will result in disciplinary action and remuneration of broken equipment.
- Reproduce copyrighted material without explicit written permission.
- Plagiarize. Students shall stay within the bounds of the "fair use doctrine" of copyright law and must cite the source of information taken from the Internet. Students who plagiarize will be subject to academic penalties.
- Download, listen to, or watch music, video, picture, or similar files unless specific permission is given by a staff member and the files are directly related to use for a school approved project. Under no circumstances may files be downloaded for a portable electronic device.
- Post or publish inappropriate messages or information.

2. Internet Usage

- Students shall not use the Internet for purchasing products or services.
- Students shall not play a computer game that allows them to communicate with anyone on the Internet (multi-player games).
- Students shall not reveal personal contact information about themselves while on the Internet.
- Students shall not communicate with someone on the Internet through email, chat, or any other similar program.
- Should a student accidentally encounter inappropriate material they shall disengage from it immediately and report it to their teacher.
- Students may not attempt to bypass the filter to access inappropriate material. Any attempt to do so will result in automatic suspension from the lab. Some inappropriate material would be, but not limited to, violent games and websites dealing with pornography and/or offensive language.

In addition, students may not:

- use school provided technology resources to participate in financial gain/transactions or gaming.

- engage in electronic communication including, but not limited to digital social networking, blogs, text messaging, instant messaging or personal email. Students may use a “flash drive” for purposes of transporting homework to and from school. No email is permitted for any purpose.
- use a teacher’s computer at any time or for any reason.

3. Internet/Computers/CRCs Network Environment:

Monitoring User Network Activity - In order to enforce policy statements regarding use of CRCs computer systems, CRCs reserves the right to monitor its user’s activity on the computer\networked systems. Monitoring will be performed on both a routine and random basis by system administrators for the purpose of assuring quality performance and appropriate use of school technology. In addition, CRCs may from time to time need to access messages and or files for back up, maintenance, and other administrative purposes. Users, therefore, should not have any expectations of personal privacy with respect to any message sent, received or file stored on any CRCs computer or electronic communications systems.

4. Technology Disclaimer:

The internet user and his/her parent/guardian must understand that he/she uses the internet at his/her own risk.

Considering the provisions mentioned above, CRCs cannot assume responsibility for:

- the reliability of the content of a source. Students must evaluate and cite sources appropriately.
- inappropriate material that bypasses the web filtering software.
- costs incurred if a student requests a product or a service for a fee.
- any consequences of disruption in service that may result in lack of resources. Though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.

5. Disciplinary Process

Students who violate the above policy will be warned on the first offense and shall receive notification about the violation. Additional offenses will result in suspension from computer usage. Students will receive zeros on all computer assignments during the time of suspension. CRCs may suspend access to the computer lab upon violation of this agreement. Violation of this agreement may also result in disciplinary action in accordance with the disciplinary code.

16. Eligibility for Athletic Teams

- 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.

- b. 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.
- c. 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.

17. Evacuation 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.

A. 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 designated area.
6. Wait quietly for signal to re-enter the school.

B. Tornado Drills

In the event that a tornado warning is issued by the National Weather Service, 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 will move to the hallways and sit in the tornado defense position against the wall. The tornado defense position includes students sitting on their knees in a tucked position facing the wall. All doors will be closed.
3. Students in the Student Center 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 on the classroom level. If the tornado is imminent, students will move to the choir loft and get in the tornado defense position 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 get against the wall in the tornado defense position.

C. 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.

D. Evacuation of Property

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, Franconia Community Church or Franconia Elementary. 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. He/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.

18. Extended Care

CRCS provides a before and after school program to accommodate parent's work schedules. This program operates from 6:45am -6:45pm. Please see the Tuition and Fees Schedule for fees.

A. Morning Extended Care

Morning extended care operates from 6:45am – 8:00am. All students must be escorted to the gym or playground (if weather permitting) and signed in with the staff on duty. Parents who leave their child(ren) unattended will be asked to withdraw their child(ren) from this service.

B. Afternoon Extended Care

The program operates from 3:15pm to 6:00pm in the evening. 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**.

1. Pickup Procedures

- a. All students must be signed out by a parent, guardian, or other designated individual. Parents or guardians may add designated individuals directly on their online SchoolSpeak profile for their child(ren).
- b. Parents are expected to arrive no later than **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**.

2. 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 suspension/dismissal from the extended care program.

C. 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 |

D. Snack

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. Snack is provided as part of extended care. Please do not send in snacks from home.

E. Homework Time

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

19. Field Trips

Field trips are a part of the educational experience at CRCS. As such, students who do not attend field trips will be counted as absent for the day and may not come to school.

20. Financial Policies

This section provides the details for families registering and enrolling their students into CRCS.

- REGISTRATION: \$460, nonrefundable; applicable to all grades
 - RETURNING FAMILIES: payable through SchoolSpeak in one or two payments
 - NEW FAMILIES: payable via check or PayPal
- PRESCHOOL TUITION: Includes lunch, snack, and field trip fees

Tuition is based on an annual rate payable in 10 monthly installments. All tuition and extended care payments are direct-debited on a default schedule of a 10 monthly payment (5th of month) or a 20 semi-monthly payment (5th and 20th of month) schedule from a designated bank account or credit card. When paying by credit card, an additional fee, calculated by the credit card company, will apply. The standard tuition payment cycle commences in August and ends in May. If a student is enrolled after the start of the school year, a prorated payment schedule will be applied for the remaining of the school year. Tuition paid in full for the school year by August 1 will receive a discount.

- When a family submits their registration fee a student, 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 or inclement weather.
- If the first tuition payment which is due on August 5th is not received, CRCS reserves the right to cancel the child's enrollment and enroll the next available applicant in his/her place.
- The August 5th tuition payment is non-refundable if the student is withdrawn from school after August 1st.

- If a child needs to be withdrawn prior to the end of the school year, parents must submit written notice of the withdrawal through the submission of a withdrawal form available through the school office. Once the withdrawal form is submitted, the business office will calculate any remaining payments based on the withdrawal date. Failure to provide written submission of withdrawal will result in additional tuition costs.
- If students are absent for purposes of vacation or other reasons during the school year, tuition is still due and payable during the time the child is absent.
- If a child is absent for an extended period of time (over three days), parents will notify the school to make them aware of the extended absence.
- If a parent takes their child out temporarily and does not notify the school and the school cannot contact the parent, or the bill is no longer current (whichever occurs first), the school reserves the right to withdraw the child after he/she has been absent for one (1) week and register another child in his/her place.
- If a parent arrives late to pick up a child from afternoon extended care which closes at 6:00 p.m., the parent agrees to pay a late fee as outlined below. If a parent exceeds 5 times in late pickups, parents will be required to discontinue extended care service and agree to pick up their child at 3:15 each day.
- The following late policy is in effect for children picked up after 6:00 p.m.
 - The first three late occurrences during the school year will result in a fee of \$.75 per minute.
 - The fourth through fifth late occurrences during the school year will result in a fee of \$1.50 per minute.
 - The sixth occurrence will result in a fee of \$1.50 per minute plus dismissal from the extended care program.
- Tuition, extended care fees, and other school fees will be direct-debited from a designated bank account or credit card per school policy; otherwise payment will be made in full for annual tuition, extended care, and other school fees in full.
- The school reserves the right to cancel a child's enrollment and enroll another child in his/her place if the first tuition payment is not received on time.
- The school reserves the right to suspend a child's attendance at school if the family's tuition account becomes more than 30 days delinquent.

Through enrolling in the CRCS program, parents acknowledge and understand the financial policies as outlined above. CRCS reserves the right to interview all students and parents before acceptance. All students are admitted on a nine week probationary period. The omission of any information from the application paperwork or falsifying of documents jeopardizes a child's acceptance and/or continued enrollment.

21. First Aid and Health Services

A. Accidents and First Aid

The office staff and school personnel will care for students. The office staff and school personnel have up to date first aid and CPR training. In addition, some teachers and office staff have Medication Administration Training (MAT) certification as well as Diabetes Administration Training. Teachers are provided first aid kits equipped with supplies to assist

students with cleansing of small cuts and abrasions. If your child has received an injury, an Accident Report Form will be sent home.

B. Allergies

Children with food allergies/restrictions must provide a doctor's excuse. A list of children and their allergies is provided to all school staff and the cook. Substitutions are not made for food allergies. If a child is allergic to bee/wasp stings, the parents must provide the school with any prescribed antidote injection which will remain in school. Procedures listed above must be followed for the administration of this medication.

If a child's allergies are severe enough to warrant use of an auto injector such as an Epi-pen, the parents must provide one to the school along with a completed Medical Authorization form. The medication must remain in school and will be sent home at the end of the school year. EMS will be contacted if/when use of such a medication is used. See "Dispensing of Medication".

C. Emergency Contacts

Every year at the beginning of school, parents will need to fill out the Emergency Contact Information on School Speak. In an emergency, every attempt will be made to reach the parent. However, in the event that the parent cannot be reached, the contact person listed on the Emergency Contact portion of School Speak will be called.

D. 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.

E. Illness

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.

1. Fever

Body temperature above 100°. We will call parents if a child has a fever of 100° or more. **Students should be free from fever (without taking anti-fever medications,) vomiting or diarrhea for a minimum of 24 hours before returning to school.** Therefore, if the school sends a student home for one of these reasons, they should not return to school the following day.

2. Conjunctivitis (Pink Eye):

Inflammation of the mucous membrane lining of the eyelids and covering the front of the eyeball. The child should be seen by a doctor and be **treated for 24 hours** before returning to school. Your child cannot return to school the same day of treatment unless by permission of your doctor stating that he/she does not have contagious conjunctivitis.

3. Scarlet Fever

An acute streptococcal infection marked by fever, sore throat, and a red rash appearing most often on face, neck, upper chest, and skin of arms, elbows, groin and inner aspect of thighs. Scarlet fever is non-communicable after 24 hours of drug therapy (usually penicillin). Most children require three to four days of treatment before returning to school. This will allow your child time to recuperate and prevent further complications.

4. Strep-Throat Cultures

If your doctor does a throat culture on your child, **he/she may not return to school until results of the culture are known.**

5. Impetigo (Head, Foot, Mouth Disease)

Contagious multiple skin lesions usually on exposed portions (face, around lips and nose, fingers, elbows, legs and knees). Lesions are multiple, varying in size and shape and consist of blisters which rapidly turn into brown crusts, on a reddened base. Caused by strep or staph germs. The child is excluded from school until a physician authorizes the child's return, usually three to five days.

6. Chicken Pox

An infectious, viral disease of childhood. The incubation period after exposure can be two to three weeks, commonly thirteen to seventeen days. Sudden onset with fever and itchy eruptions which become small blisters within a few hours and develops in different stages (crops). The child will be excluded from school until the last crop has crusted and is dry. Vaccination is now available for the chicken pox virus.

7. Head Lice

Any of various small, wingless parasitic insects that suck blood and inhabit the hair. When a child is suspected to have an active head lice infestation at school, parents are notified and provided with information about treatment. Students will be sent home at the end of the day and may return to school after they have received appropriate treatment at home. Please know that we share your concern about head lice. If you detect head lice in your child, please let the school know. CRCS will send notification letters home to parents and guardians only when there is an unusual clustering of head lice cases, while still seeking to protect the privacy of individual students.

8. Vomiting

Parents will be called to come for their child if he/she vomits during the school day. The child may 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.

9. Diarrhea

Parents will be called to come for their child if he/she is experiencing diarrhea during the school day. **The child may not return to school until free from diarrhea for 24 hours.** Please do not send your child to school if he/she has experienced loose bowels that morning prior to arrival at school.

10. Ring Worm

Area must be covered at all times while at school.

22. Grading Scale

A. Kindergarten through Second Grade

O = Outstanding
V = Very Good
S = Satisfactory

N = Needs Improvement
U = Unsatisfactory

B. 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.

23. 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.

24. Honor Roll

At the end of each quarter, students in grades 3-6 who meet the criteria will be awarded honors:

"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.

25. Inclement Weather

It may be necessary to close or delay the start of school because of ice, snow, or other inclement weather. Additionally, school may need to dismiss early due to inclement weather. **Calvary Road Christian School operates on an independent plan that may be similar to, but not necessarily correspond with a particular school system.**

When there is inclement weather in the Washington Metropolitan area, we are asking you to use the following means to confirm the CRCS decision:

1. First, check the CRCS website. Go to www.crcs.org. This is the first place where delays, cancellations and other emergency announcements will be posted.
2. Check your email, the school voicemail, NBC4 and Facebook for emergency notifications from CRCS.

26. 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. Students will also be assessed a replacement cost for damaged books.

27. Lost and Found

Lost items will be taken to the physical education 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.

28. 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 to the lunch menu.

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 and are available from the school office and on the CRCS website under Parent Resources and General Information.

29. Mission and Vision

A. Mission

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.

B. Vision

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.

30. Music and Instrumental Programs

A. Participation

Students in Kindergarten through 6th grade participate in regular music classes.

B. Private Lessons

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.

31. Non-Discriminatory Policy

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.

32. Office Procedures

A. Telephone Use

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 office 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 within 24 hours.

B. Visitors

Valuable instruction time is protected when interruptions are kept to a minimum. All visitors or parents entering the building between 8:15am – 3:15pm for appointments 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.

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.

To minimize disruptions, parents should not take items directly to classroom or their child's hook, but rather bring items to the office. They will be taken to the classroom at the appropriate time by staff.

33. Office Hours

8:00am to 4:00pm Monday – Friday

34. Parental Cooperation Statement

Calvary Road Christian School admits students of any race, color, national or ethnic origin to all 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, national, or ethnic origin in the administration of its education, admissions, scholarships, athletics, or other school administered programs.

I understand the policies of the school administration and I agree to abide by the school rules and regulations. CRCS reserves the right to interview all students and parents before acceptance. I understand all students are admitted on a nine week probationary period. I understand that by omitting any information from the application paperwork or falsifying of documents, I am jeopardizing my child's acceptance and/or continued enrollment.

I give my permission for Calvary Road Christian School to contact my child's current and former schools to obtain verbal and/or written appraisals of my child's previous educational and behavioral progress. I understand that this information will be used solely for the purpose of determining my child's acceptance and/or placement at CRCS.

Calvary Road Christian School agrees to notify you, the parent/guardian, whenever the student becomes ill, and the parent/guardian agrees to pick the student up as soon as possible. I, as the legal parent/guardian authorizes CRCS to obtain immediate medical care at my expense if a medical emergency occurs.

I understand that, upon enrollment, a spot is reserved for my child for the entire year and I agree to pay full tuition if my child remains in school for the entire year. I understand that credit will not be given for missed days of school due to student illness or inclement weather (snow days). I understand that if I temporarily take my child out of school for purposes of vacation or other reasons during the school year that tuition is still due and payable during the time my child is out. If my child is out for an extended

period of time (over three days) I agree to notify the school. I understand that if I take my child out temporarily and do not notify the school and the school cannot get in contact with me or my bill is no longer current (whichever occurs first), the school reserves the right to withdraw my child after he/she has been absent for one (1) week and register another child in his/her place.

I agree to have my child's tuition, extended care, and other school fees direct-debited from a designated bank account per school policy or I will pay the annual tuition, extended care, and other school fees in full.

I understand that if my first tuition payment is not received by August 5, the school reserves the right to cancel my child's enrollment and enroll another child in his/her place. The first tuition payment is non-refundable if I withdraw my child after August 1.

I understand that if my child is in extended care, the hours are from 6:45 a.m. to 8:00 a.m. and from 3:15 p.m. to 6:00 p.m. If I should arrive late in picking up my child, I agree to pay a late fee as outlined below. I understand that I will be required to discontinue extended care service and agree to pick up my child at 3:15 each day after I have been late five (5) times.

The following late policy is in effect for children picked up after 6:00 p.m.

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

I accept the challenge to "train up a child in the way he should go" in my home. In so doing I also recognize Calvary Road Christian School (CRCS) to be an extension of the home for purposes of instruction, discipline, and character building.

I do hereby state that having made a thorough investigation of the philosophy, curriculum, statement of faith, equipment, methods, discipline, and policies of the school, I pledge to make enrollment at CRCS my purposeful choice for the coming year. I understand that my child will be taught according to the "Statement of Faith of Calvary Road Christian School" as provided via this application.

I sincerely pledge my loyal support to the school through praying for the faculty, administration, and programs; giving as I am able; and consistently supporting school activities and events, as I am able. Following the Biblical principle for Matthew 18, I agree to share complaints, questions, and criticisms with only the teacher, administration, or person involved and not with my child or other people.

I understand that if at any time the school determines, in its sole discretion, that my actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal of my child(ren).

I hereby invest authority in the school to discipline my child as necessary in accordance with the CRCS discipline policy as stated in the Parent-Student Handbook. CRCS reserves the right to temporarily or

permanently dismiss any student who does not cooperate with the educational process and policies of the school. If a student is dismissed for any reason, the tuition is still due up to the date of dismissal. I give permission for our son/daughter to take part in all school activities including sports and school sponsored trips away from the school's premises (including transportation whether by auto, bus, or metro). I absolve the school from liability for my child because of any injury at school or during any school activity not due to negligence. In case of accident or serious illness, I request the school to contact me. If immediate medical care is needed or the school is unable to reach a parent or guardian, I authorize the school to obtain immediate medical care for my child.

I grant permission for CRCS staff and designated contractors or volunteers to photograph/video my son/daughter for possible use in school projects and promotional materials. In addition, I grant CRCS, its employees, agents, successors, licensees, and assigns the irrevocable right and license to use the likeness of my son or daughter on photographs; to crop such photographs at their discretion; to incorporate such photographs into designated school projects and promotional materials at their discretion; and to use such photographs or any portion thereof in any manner connected with the above items. I understand that my child's name will not appear in connection with any and all photographs or videos containing his/her likeness that may be used in the above project.

I have read and understand the "Financial Policies and Fees". I agree to pay my child's tuition according to the schedule of payments. - I understand that CRCS reserves the right to temporarily suspend students whose accounts are over thirty (30) days delinquent. If our account becomes delinquent more than once in a school year, I understand the account will have to be paid in full for the remainder of the school year. If I need to withdraw my child prior to the end of the school year, we must submit written notice of the withdrawal through the submission of a withdrawal form available through the school office. Once the withdrawal form is submitted, the business office will calculate any remaining payments based on the withdrawal date. I understand that failure to provide written notice of withdrawal will result in additional tuition costs as discussed in the "Financial Policies and Fees".

I pledge, as parent/guardian, my sincere support of the above stated standards and policies.

35. Parent Involvement

Parental involvement at CRCS is welcomed and encouraged. Parents are provided opportunities to sign up at the beginning of each academic year to become involved in various opportunities within the classroom and in support activities.

36. Parties

A. Classroom 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

In school birthday parties are not allowed as they may take an extensive amount of time. We encourage parents to provide a treat (snack or snack and drink) on their child's birthday to be enjoyed by all in the class. Parents may bring treats and/or drinks, for a child's birthday and parents are permitted to stay while the children eat. All snacks and or drinks must be store bought and have a clear ingredient label.

Parents are not to bring in class goodie bags for any holiday, including birthdays.

B. Private Parties and Sleepovers

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 take place during church worship service times. Teachers are not permitted to hand out invitations for parties meeting at these times.

C. Social Parties

Throughout the year, various parties and get-togethers either during school or after school hours are planned. CRCS does not promote 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.

37. 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.

A. 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.

B. 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.

C. 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.

D. 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.

38. Playground Policies after School

Currently, we allow elementary students who are picked up after school to use the playground while preschool is on the playground. However, once the elementary extended care students come to the playground, we ask all of our carline students to leave the playground area. 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 ensure that your child follows 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.

39. Problem Solving and Resolution

A. Matthew 18 Principle

The goal of the following policy is to communicate effectively when problems arise and to handle complaints directly with the persons involved at the lowest organizational level possible in a prompt, fair and courteous manner. This is not for the purpose of avoiding or delaying communication but to keep the lines of communication open according to the biblical principles found in Matthew 18:15-16. Some concerns may not be considered an issue of sin as Matthew 18 describes. There may be personal or professional matters of concern you have regarding an individual in the school. Even in these cases the principle of direct communication with the individual involved is still important.

B. Unity of the Spirit

Every school is characterized by a multitude of interpersonal relationships. If any line of communication is cut off within these relationships, the work of the school is hindered. This happens in many schools, both Christian and secular. In these cases people are offended because of the gossip and slander that prevail. In such an atmosphere it is impossible to enjoy the presence of God or to impress our students with his love and power at work among us. We should be reminded of Ephesians 4:2-3, that we be “completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the spirit through the bond of peace.

C. Direct and Discreet

In this spirit all members of the CRCS community, whether students, parents, teachers, or administrators, are expected to handle their complaints directly and discreetly with the person involved. Each of us is to meet privately with the one who is part of the problem, and we are not to take the problem elsewhere. If a solution cannot be reached at this one-on-one level, then the next level up is the CRCS organizational structure may be involved.

D. Building Trust

In all these cases care must be taken not to bypass the one-on-one stage. Most problems can be handled at this level without bringing anyone else into the discussion. Fear of confrontation or

fear of hurting feelings are not acceptable reasons for violating the Matthew 18 principle. While we need to be sensitive to these feelings, we should understand that hurt feelings are more likely to occur when we talk to others than when we talk directly to the person involved. We should take courage in the opportunity to build trust by speaking sensitively, honestly and lovingly to the one who is most directly involved in the problem.

E. Conflicts between Parents and School Staff

A parent who has a complaint about a teacher should meet privately with the teacher to find a solution. If a solution cannot be reached the parent will ask the Administrator to meet with them. A parent or teacher with a complaint about the administrator must first make the complaint known to the administrator privately. Together they should seek a solution. Only if a solution cannot be reached at this level should they refer the problem to the next level. As a last course of action, the matter will be referred to the school board and finally to the Executive Pastor of CRBC.

F. Three Options

It is essential that we approach these situations in a spirit of genuine love, having first examined and corrected our own attitudes and actions. The purpose of going to our brother in this way is to restore, not accuse. Only if we are unable to restore our brother will we share the problem with others higher up in the organizational structure. In light of this policy there are essentially three options available to use when we have a complaint:

1. Decide that though the matter may be resolvable it is not serious enough to confront; therefore it is dropped and not discussed with anyone.
2. Discuss the matter directly, carrying it up through the organization until resolution is achieved.
3. Determine that the problem is irresolvable but too serious to ignore; therefore we part company rather than remain in conflict.

G. Seeking Counsel

Sometimes we may feel it is necessary to get counsel from a neutral party before we go to the one who has offended us. This may be wise if we are unsure whether our complaint is legitimate and feel we need another perspective. However, great caution must be exercised in this. First of all, we must be honest that the counsel we seek is for the purpose of clarifying our understanding rather than to bolster support for our viewpoint and create division. Secondly, we are obligated to make every effort to speak about the offender with complete anonymity. To do otherwise is to sow seeds of distrust and suspicion with someone who is not involved in the problem. In the process we do unnecessary damage to the name of another person, and

may actually enlarge the problem instead of quietly finding resolution. If our motive is to truly seek counsel rather than to gossip or slander, we will make every effort to keep the name of the offender out of the discussion. It takes great discipline and integrity to be conscientious in the matter of seeking counsel.

H. Reconciliation is the Goal

From time to time we will find it necessary to encourage someone who has a complaint to go to the person who has offended them. In such cases we should always attempt to call them back as soon as possible to make certain that they are satisfied with the results. If they are not, then we offer to go as a witness and carry the matter up through the organization. In this way we make certain that the difficulty has been taken care of. Remember that the goal of this is reconciliation for the unity of all believers. A true mark of spirituality is not whether we are able to expose a brother, but whether we are able to restore him.

40. Progress Reports

A. 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.

B. 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.

41. 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.

42. Security

School entrances are locked at all times. Please use your parent code to enter the main school entrance in the back of the building (Door #3). If you need entry to the school building during the hours of 8:00am -4:00pm without a parent code, please ring the bell at the main school entrance. (Door 3#) Please do not share your code with anyone who does not pick up your child, including your child. Children should not know nor use the code. Their discretion concerning security would not be as firm as we desire.

43. Solicitation

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.

44. Withdrawing a Student

All withdrawals must be handled through the school office by the parents. Both parents having legal custody 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**.

