



# Calvary Christian School Parent Handbook

(215) 736-2391

*"All that we have accomplished, the Lord has done for us"*  
(Isaiah 26:12)

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## Mission Statement

***“Seek first the kingdom of God and His righteousness and all things will be added unto you.”***

***Matthew 6:33***

## A Note From The Pastor

**“Teach me Thy way O Lord, and lead me in a plain path.” Psalm 27:11**

Calvary Christian School is honored to partner together with you in providing an atmosphere conducive to making the prayer of the Psalmist a reality. We recognize and make a strong commitment to provide a staff of teachers, a God honoring curriculum and atmosphere that will enable your child to grow academically and develop a personal relationship with Jesus Christ.

Calvary Christian School will

- Put God’s kingdom first on a daily basis
- Teach and commit to Biblical principles
- Acknowledge the privilege of ministry to God, by loving and instructing your children in the ways of the Lord.

It is our prayer that God will be honored and your children will excel at Calvary Christian School.

*Pastor David Farina - Senior Pastor, Calvary Full Gospel Church*

***Church website = [www.calvaryfullgospel.org](http://www.calvaryfullgospel.org)***

## Educational Philosophy

The primary mission of Calvary Christian School is to encourage each child to develop a personal relationship with God by accepting the free gift of salvation through faith in Jesus Christ. The child will be encouraged to grow in this relationship by experiencing God’s abundant love, grace, forgiveness, and power through daily Bible study and practical application of God’s word. It is our desire that each child will allow God to govern his/her entire life based on the trust relationship with Jesus fostered through their experience at Calvary Christian School.

Our second goal is for each child to experience academic success based on his/her own God given ability. As such, our role is to ignite the spark for each child to become a lifetime learner. The Bible clearly states that we are fearfully and wonderfully made. As a result, we will also strive to build up each child socially and emotionally in an effort to create an environment that is conducive to learning.

*Calvary Christian School is licensed by the State Board of Private Academic Schools .*

*Calvary Christian School does not discriminate on the basis of gender, race, ethnic group, or religion.*

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## Admission and Withdrawal

### Admission

All Kindergarten children must be 5 years old by September 1<sup>st</sup> of the appropriate school year to qualify for entrance. Exceptions may be made on an individual basis - a written agreement will be signed by both parent and administration, stating the terms of the early admission.

In addition, all children entering *Calvary Christian School* must demonstrate social, emotional, and academic readiness. Testing and/or previous records may be necessary to determine if our school is appropriate for the child. We will ask parents to sign a record release form to obtain academic, health, and behavioral records from the previous school. *Calvary Christian School reserves the right to accept or decline enrollment based upon the ability our school has to benefit each individual student.*

### Withdrawal

In the event that a student needs to withdraw from Calvary for any reason, we request **two weeks' notice in writing**. Tuition and other financial obligations must be fully met before leaving the school. If a child attends any part of the month, the full month's tuition will be charged. No registration or book fees will be refunded. Consumable books may not necessarily be given to the student upon withdrawal. In the event a student is withdrawn leaving a tuition balance, only the most current physical form will be transferred to the student's new school. All other records will be retained until financial obligations are satisfied.

We are required to notify the Superintendent of Schools in the Pennsbury School District when a student withdraws from our school. The Superintendent will ensure that the student enrolls in another school.

## Assessment

### Grading Scale

**In Grades 1 through 8, each subject area will be graded according to the following scale:**

A+ = 97-100	A = 93-96
A- = 90-92	B+ = 87-89
B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76
C- = 70-72	D+ = 67-69
D = 63-66	D- = 60-62
F = 0-59	

**The following scale will denote the progress in Grade K:**

M = Mastered	+ = Improvement Shown
check= Still in Progress	N= Needs improvement

## Report Cards

There are four marking periods during the course of the school year. Please reference the current *Calvary Christian School* calendar for exact dates. Report cards will be issued four times during the school year. For non-conference times, the report cards will be sent home in an envelope in the student's folder after the close of the marking period. We will notify parents that the report cards are being sent home.

## Interim Progress Reports

The purpose of the interim progress reports is to apprise parents of their child's academic progress *half way through the marking period*. These will be sent home in the student's folder. We encourage parents to keep apprised of their child's progress by checking daily folders, daily homework, student planners, and projects. Parents should keep a close eye on weekly newsletters for due dates and communicate questions to the teacher quickly if needed. In addition, Middle School has an online system through which every parent can check grades on a weekly basis. It is ultimately the parents' responsibility to keep abreast of the child's progress, although the teachers make every effort to inform parents. Interim reports are just one method of communication.

## Conferences

Conferences are held at the school following the first and third marking periods. The school is closed that day to make the teachers available for conferences. *Conference times will be awarded on a first come, first serve basis.* **The conference time form will be available typically a minimum of 2 weeks in advance. The current method of conference scheduling is the Sign Up Genius online system.** Conferences are wonderful opportunity to constructively discuss and evaluate a student's progress and ask any questions. If you need a conference with your child's teacher at another time, we are happy to schedule that as well.

In the case of children with parents in separate homes, we will be happy to coordinate separate conferences. However, the responsibility for scheduling such exceptions lies with the parents.

## Testing and Remediation

Sometimes children need additional academic assistance. After the parent has collaborated with the teacher to explore all possible options within the classroom, if you feel that your child needs additional diagnosis and remediation for academic problems, contact the office. Our school is eligible for diagnostic and remedial math and reading services through Catapult Learning (within the school day). Catapult is available for PA residents only. The BCIU offers speech and language services to Bucks County residents who attend Calvary. We will also be happy to share any additional resources that we are aware of. We do not have a remedial program of any kind (resource room, tutoring) that is sponsored by Calvary Christian School.

## Arrival and Departure Times

### School hours

**Calvary Christian School** will begin promptly at 9:00 AM and end at 3:45 PM. **It is imperative that students arrive on time for school on a daily basis.**

Children *may arrive as early as 8:30 AM (between 8:30-8:55 AM)* if not enrolled in Before School Care. Students must be present by 8:55 or need to be signed in late. Students are picked up between 3:45-4:00 PM.

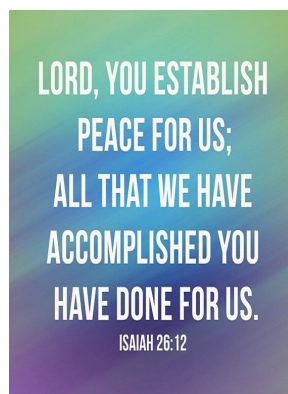
### Pick Up and Drop Off Points

Students who arrive between 8:30 – 8:55 AM may be dropped off at the designated drop-off point outside. A staff member will escort your child from your car to the inside of the building. **After 8:55 AM, the student is considered late and needs to be signed in the office.** We ask that parents please avoid walking up to the classroom, as it causes disruption to the start of the school day.

Families picking up will need to drive through the pick-up line outside. A staff member will escort your child directly to your car and help them in. If a person (other than a regular pick-up individual) comes to pick up your child, please submit the Pick-Up Authorization Form. The individual designated to pick up your child will have to show identification as verification of your authorization. If you have a last minute change and cannot turn in the appropriate form, please call the office by 2 PM to report the change. *Please remember that all of our staff are involved in the dismissal process with keeping the children safe and secure. This is not an appropriate time for a conference - please schedule time to talk with the teacher at a mutually convenient time.*

### Bus Transportation

Public school districts will transport children who live in Pennsylvania and within a 10-mile radius of the school – as long as the public school district is one that transports students. Please contact the office for specifics regarding bus transportation by the school districts. Requests for the following school year should be submitted to Calvary no later than May 30<sup>th</sup> in order to be arranged for the fall. Any problems or questions concerning transportation, once it is established, should be directed to the transportation department. **If you are picking up your child instead of having your child take the bus on a given day, we MUST get a phone call or a note from the parent ahead of time.** Notice by 2:00 PM is preferred.



## Attendance and Lateness

**It is very important that all students are present each day and arrive at school on time - in the door by 8:55 AM.** Students who arrive to school each day on time and prepared without being rushed are ready to learn.

Students may arrive beginning at 8:30 AM to prepare for the day without being charged for Morning Care. Students arriving before 8:30 AM will be charged the current drop in rate for Before Care.

### Attendance

It is our desire that students receive the maximum learning time at school. If your child is sick or otherwise cannot attend school, please call the office at **(215) 736-2391** before the school day begins at 9:00 AM. When the child returns to school, an absence card will be sent home for the parent to sign and return. This absence card should be returned to the teacher within 3 school days and list the reason that the student was absent. The completion of make up work can be discussed between the parents and teacher. The student is responsible for completing all work in a timely manner. This may require extra work to be done at home and/or at recess time during school.

We understand that some children get ill more than others do. ***However, if a child is absent for 9 days within a given marking period, the Director/Assistant Director will phone the parents notifying them of the number of absent days. All further absences past the 9 days within a given marking period will require submitting a doctor's note for each absence.***

In reference to family vacations, we recognize the importance of spending time together as a family and the educational and emotional value of many trips. Parents should **request in writing the dates that a student would miss due to vacation.** It is not recommended that students whose academic performance is below average take time off for vacations during the school year. Students are responsible for all missed work and tests to be completed in a timely manner.

### Lateness

*Calvary Christian School* begins at 9:00 AM. In order for students to be ready to learn on time, a **student is considered late if he or she arrives in the building after 8:55 AM.** Parents must walk the late student *into the office* (not the classroom) and sign in on a late sheet. In addition, a tardy form will need to be completed by the parent and sent directly to the teacher. All lateness will be recorded in the student's permanent record. If lateness becomes a steady pattern of behavior, the administration will phone the parents in order to help solve the problem of lateness.

### Leaving Early From School

When a student needs to leave early from school, **we will require a note or email to the teacher (preferred method) or phone call in advance.** We understand that of course emergencies happen that prevent advance notice. Students will be sent to the office - **please do not walk up to the classroom.** Please take your student's overall academic performance into consideration when scheduling appointments, etc. during the day. ***Please keep early pick ups to a minimum.*** The student is responsible for any class work missed. Parents must sign a child out of school. Only authorized people on the Emergency Contact Form should be sent to pick up a student.

## Before and After School Care

Before and After School care is available through *Calvary Child Care Center* **for elementary students only (Grades K through 5)**. The child care center opens at 6:30 AM and closes at 6:00 PM. A late fee is assessed if children are picked up after 6:06 PM. During the morning care time, breakfast is provided along with a time for play and devotions. The after care program includes an afternoon snack along with devotions, an opportunity to complete homework, outdoor play, arts and crafts, games, and other fun activities. There is a fee for drop in care. *Please call the office for enrollment and tuition information.*

Further, care is offered for an additional fee for days when *Calvary Christian School* is closed but *Calvary Child Care Center* is open. Prior notice of needed care is required. Please refer to your current school year calendar for a list of those days. The drop in rate is different than the contracted rate for Before/After Care.

“Short Care” is now available for those needing limited care (8:00 – 8:30 or 3:45 – 4:20). Please contact the office for more details.

Before and After School care is provided through *Calvary Child Care Center*. As such, the policies and procedures for the child care center will apply. That information will be given to parents upon enrollment in the Before and After School program. One of the requirements that differs from *Calvary Christian School* is that students enrolled in Before and After School must have an annual physical.

Additional paperwork is required – please see the office for details.

Tuition for Before and After School care is assessed on a monthly basis.

## Discipline and Student Conduct

The discipline policy of *Calvary Christian School* is based on the Word of God, the Bible.

*Proverbs 22:6* - “Train up a child in the way that he should go and when he is old he will not depart from it”.

*Galatians 5:22* - “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self control. Against such there is no law”.

The goal of the discipline policy is to promote self-control within students and to establish a safe and secure environment that is conducive to learning. The Bible is very clear about our responsibility as adults to guide the behavior of children. This is what the Lord has to say about discipline in Hebrews, Chapter 12 starting at verse 5 through 11: “*‘My son, do not make light of the Lord’s discipline, and do not lose heart when he rebukes you because the Lord disciplines those He loves and He corrects everyone He accepts as a son’. Endure hardship as discipline; God is treating you as sons. For what son is not disciplined by his father? If you are not disciplined, (and everyone undergoes discipline), then you are illegitimate children and not true sons. Moreover, we have all had human fathers who disciplined us and we respected them for it. How much more should we submit to the Father of our spirits and live! Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in His holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.*”



It is important to understand God's heart of love when we look at this passage and in setting the goal for our discipline policy. We begin this process with realistic expectations, understanding the nature of a child. In addition, as is the heart of the Father, we will discipline in love.

### How does this translate to us?

Calvary Christian School teachers and staff *will strive to, with God's grace and help:*

- ♥ Balance correction with love while administering discipline.
- ♥ When correcting - speak to a child privately, which will avoid an audience and therefore avoid embarrassing a child (exceptions may be necessary when safety is at risk).
- ♥ Set the stage for success by clear communication, implementation of transitional activities, offering choices when possible, speaking to a child positively and creating a happy atmosphere.
- ♥ Maintain a proper tone of voice (exceptions may be necessary when safety is at risk).
- ♥ Avoid the use of group punishment (when the whole group is punished for the misbehavior of a few).

*This is the framework that we strive to work within during the course of a normal school day.*

### How does this translate to the students?:

While at school, on the bus, or participating in any school activity, we will expect students to:

- ✍ Speak and act respectfully.
- ✍ Follow directions and requests.
- ✍ Not interfere with the teaching and learning environment.
- ✍ *Be prepared and responsible* - both in preparation for school and throughout the day.
- ✍ Obey school rules.
- ✍ Maintain a positive and teachable attitude.
- ✍ Take full responsibility for his/her own actions and the consequences thereof.

**We need parent support in order to make the school experience a success for everyone. The relationship between teachers and parents for the benefit of the student is crucial to the learning process.**

### How does this translate to the parents?

We need parents to:

- ✍ Communicate effectively with the teacher.
- ✍ Address concerns and questions *immediately* as they occur. Please bring classroom situations to the classroom teacher first and address items privately. Please avoid discussing situations in front of the student.
- ✍ Contact the teacher via note or email or phone call within the school hours (teachers are generally in the building from 8:00-4:00).

- ✍ Respect the students and teacher by phoning or sending a note to school when a need arises. The teacher is always willing to speak with parents at an appropriate time when he/she can give you his/her undivided attention. The beginning and ending parts of the school day are very busy times. It is disruptive to try to carry on a conversation at those times when the teacher needs to focus his/her attention on the children.
- ✍ **Support the discipline decisions that occur during the school day.** The Bible says that no discipline at the time seems pleasant. If your child is disciplined during the day, rest assured that you will get the “*child’s version*” when your child arrives home. We will attempt to communicate necessary information to explain the situation further when needed. **Assume that the teacher has acted in your child’s best interests and out of love.** Assume the best of us - we assume the best of you! ☺ If greater clarification is needed concerning the behavior, please contact **the teacher** immediately in an effort to support the overall effectiveness of the discipline received. *Remember, the Bible says that. “Later on, however, it (discipline) produces a harvest of righteousness and peace for those who have been trained by it.”*

### Conduct and Consequences

We understand that all children misbehave - that is part of their sinful nature and the learning process. Simple situations will be handled within the day and parents may not always be informed about minor offenses. We will take a firmer approach to repetitive issues and sudden severe behaviors.

Outlined are the basic steps in sequence used when trying to resolve a child’s behavioral problem:

1. The teacher will work with the student individually. A variety of approaches will be taken as needed. Prayer with the student will be an integral part in solving behavioral problems.
2. Contact the parents by note or phone and ask for their support. Teachers will request a response from the parent in writing to confirm the communication has been received.
3. If the behavior is still not resolved and a disruptive situation occurs, the teacher has the option to send the child to the office and an Incident Log may be completed (a copy sent home). The Incident Log will detail the incident, intervention, and student’s response. Parents will be notified that the Incident Log form will be sent home that day and must be signed and returned to school. A copy will be retained in the child’s permanent file.
4. Should the inappropriate behavior still continue, a conference with parent, teacher, and administrator (and student if appropriate) will be scheduled. An action will be taken as a part of the conference. A follow up conference may be necessary to evaluate the progress of the student’s behavior.
5. At this point, some possible actions may include, but would not be limited to: recess detention or suspension (1, 2, or 3 days). Students will be expected to make up all work missed. In the event that a student is suspended, a re-entry conference with parent(s), teacher, administration, and student is required. In the re-entry conference, the student will be expected to state why he or she

was suspended, communicate remorse, and be able to articulate how he or she will avoid repeating the behavior. Prayer will be an integral part of the re-entry process, clearly communicating God's forgiveness, compassion, and grace.

6. If all else fails, disenrollment from the school may be necessary.

### *Sudden and Severe Behaviors*

Situations that are of a more **severe** nature will require a more severe consequence. These situations may warrant immediate removal of the student from the school for a minimum of 2 days. Some examples may include, *but are not limited to*:

- Physical harm to an adult in charge
- Uncontrollable emotional outburst which poses the threat of physical harm to self or others
- Any severe behavior that the administration deems necessary to require immediate removal of the student from school.

Suspension and/or expulsion from school shall be the sole prerogative of the administration. In the event that a student is suspended, a re-entry conference with parent(s), teacher, administration, and student is required. In the re-entry conference, the student will be expected to state why he or she was suspended, communicate remorse, and be able to articulate how he or she will avoid repeating the behavior. Prayer will be an integral part of the re-entry process, clearly communicating God's forgiveness, compassion, and grace.

Each classroom has a specific system set up for rewards and consequences. Each teacher will communicate their specific classroom discipline system.

## **Financial Information**

Tuition is assessed annually and can be paid either monthly or annually. Tuition must always be paid in full regardless of attendance. We accept checks or money orders only for payment – please, no cash.

### *Monthly Payments*

Monthly payments are due each 1<sup>st</sup> of the month. If the 1<sup>st</sup> of the month falls on a weekend or holiday, tuition is due on the following business day. A *late fee* is assessed if tuition is received after the 3<sup>rd</sup> of the month. We reserve the right to withdraw a student if tuition is not received in a timely manner. The Financial Obligation Form must be signed and stay in the child's file. Payments should be placed in the tuition box outside of the office.

If a student takes the bus both to and from school and a parent cannot come to the school during the week, parents have the following options to ensure that their tuition checks reach us:

- Send the check in an envelope with your child in his/her folder. Please clearly mark the envelope "tuition" and the teacher will send it down to the office. Please consider your child's level of maturity and responsibility when choosing this option.

- Parents may mail their tuition checks or have them sent automatically via a bank's bill pay system. Deadlines for receiving monthly payments still apply, so parents would need to ensure that checks are mailed in plenty of time.

### Discounts

*Calvary Christian School* is pleased to offer discounts to enrolled families. See policies for current information.

Sibling Discount - For families with two or more children enrolled (in either the child care center and/or *Calvary Christian School*), a 7% discount will be applied. If 3 or more children are enrolled, a 30% discount will be applied - no further discounts would apply to multi-child families.

Church Discount - If a family is "consistently attending and faithfully financially supporting *Calvary Full Gospel Church*", that family would be eligible for the church discount. 10% is deducted from the tuition. A parent must sign the space provided on the current policies and submit their church identification number in order to verify the criteria. If a family ever ceases to meet these criteria, it is important to notify the office immediately. If families are eligible for both the sibling and church discounts, both discounts will be awarded.

Military & Pastoral Discount - 10%

**Discounts are contingent upon a child's account remaining current. If a family's account becomes delinquent, the discount will be removed from the student(s)' tuition.**

### Fees

There are several fees that apply to *Calvary Christian School* families:

Registration Fees are due upon registration each year. This is an annual fee. When a student registers for the upcoming school year, the registration fee is due. Most families register for the following year at our annual Open House. This is non-refundable.

Book/Material Fees are collected annually. This fee is used for the purchase of the student's consumable books and materials for a given school year.

Returned Check Fees apply if a check that you give to us is returned for insufficient funds for any reason.

Technology Fees are payable to *Calvary Christian School*. This is assessed annually but can be paid in monthly installments.

*Any additional fees will be listed in the current year's policies. Please check your current Policies and Procedures for the exact amounts of the fees.*

### Delinquent Accounts

*Calvary Christian School* expects each family to prayerfully consider the financial obligation that they are making to our school before registration. It is important to keep all accounts current. In the event that an account becomes delinquent, the parents will be notified and proper actions will be taken. If parents have a special circumstance that creates a temporary financial difficulty, please communicate that to the office.

If a student transfers to a new school, academic records cannot be sent until accounts are paid in full.

**Please refer to your current copy of the Policies and Procedures for *Calvary Christian School* for this year's specific amounts for tuition and fees.**

## Food

Calvary Christian School is pleased to offer lunch on a daily basis. The menu consists of nutritiously balanced food that is child-appealing for a nominal cost. Students have a daily option to either bring their own lunch or purchase lunch from school. **ELEMENTARY students bring a morning snack daily.** Middle school students do not have morning snack. A copy of the current menu will be sent via the emailed newsletters and put on the website. There is one meal choice per day.

### Lunch tickets

Meal tickets can be purchased through the office in various quantities. The price is based on the number of tickets purchased at one time. The meal ticket includes lunch only. Grades K-5 need to pack a morning snack daily, even if they are buying school lunch. Meal tickets should be purchased with a separate check or money order. Tickets are valid for any school year. Students are required to put the lunch ticket in a marked container upon arriving at school.

In the event that a child forgets his or her lunch, lunch ticket, or doesn't put the ticket in, we will issue an IOU for a lunch for that day. The IOU lunch will be a "back up" lunch, not the main item of the day. The parent will be contacted to pay the IOU and should be paid within three school days.

### Packed Lunches

Packed lunches brought from home should include a morning snack and lunch. We are not able to refrigerate or warm any items brought from home. In addition, we ask parents to refrain from bringing any glass. Please limit the sugar content of snacks and lunches - we strongly recommend healthier choices for food. Please make sure to pack a sufficient amount of food for the day especially for elementary students who will need both morning snack and lunch.

### Snack Cart

The PTO at Calvary maintains a snack cart. The snack cart is brought out each day after lunch for Grades 1-8 and is filled with a variety of different snacks. A snack can be purchased for \$.50. Each child is solely responsible for his or her snack money. *We ask that parents only allow their children to participate in the snack cart if their children are responsible eaters, meaning that they will eat their lunches first before purchasing a snack.* We will assume that parents give permission for their children to purchase a snack if money is brought in, regardless of how much lunch has been eaten.

### Birthdays

We love to celebrate birthdays and welcome you to do so at Calvary. If you are bringing something in for lunch time, please do the following:

\*always coordinate with the teacher ahead of time - there may be food allergy considerations

\*if bringing a dessert, please bring something that is easy to serve to a group - please avoid sheet cakes and anything that needs to be sliced

\*if having a lunch item delivered, please coordinate with both the teacher and the office. No lunch food prepared at home can be served to students. Any commercial food that is delivered must be paid for in advance (including tip) by the parent. The office will not handle parent funds.

## Health and Safety

### Physicals

Each child is required to have a physical upon original entry into school and again in Sixth Grade. A Child Health Assessment Form is available from the office. The physical should include vision and hearing examinations. A School Health Record is constructed for each child and maintained by the Pennsbury School District school nurse.

### Immunizations

*Calvary Christian School* is required to follow the Pennsylvania Immunization Regulations. The State Board of Private Academic Schools mandates that all students must be adequately immunized in order to be admitted into school. Provisional attendance is granted provided that the student's form documents at least one dose of each vaccine and a written plan is made to finish the vaccination schedule.

Please refer to the Pennsylvania Department of Health School Immunizations document provided at admission. This document is also available on the website.

Parents who oppose vaccinations for their children for personal or religious reasons only need to write a letter stating their personal objection to all or specific vaccines. Students with missing immunizations may be excluded from school in the event of a contagious illness outbreak.

### Dental Forms

Students are required to have a dental examination upon original entry into school and again in grades 3 and 6. Parents should obtain a dental examination form from the office or the website.

### Vision and Hearing Screenings

The school nurse from the Pennsbury School District comes annually to *Calvary Christian School* to conduct vision and hearing screenings. If any concerns are discovered at this time, the nurse will mail a form home to the parent indicating her findings. Height and weight are also checked at this time and each student's BMI (body mass index) is calculated. Any screening referrals from the nurse require a follow up form to be submitted to the office from the appropriate doctor.

### Parking Lot Safety

With God's help, we strive to keep students safe at Calvary! Please help us to help you by observing all parking lot procedures:

\*Follow entrance & exit signs - enter only at the ENTRANCE (by car wash) and exit by EXIT sign. Leave a space at the entrance when lining up for the pick up line.

\*Drive slowly, watching for children who may dart out

\***Never talk on a cell phone or text while driving in the parking lot**

\*Avoid pulling around another car to pass while in drop off/pick up line

\*Never park along the curb - use lined spaces only. Handicapped spaces are only for those with appropriate signage.

## Medications

Medicines can be administered during the school day provided the following conditions are met:

- Medicines are in the original container with the student's name marked clearly.
- The instructions for administration of the medicine are written clearly on the bottle or doctor's note. If the parent comes to the school, we ask the parents sign the Medication Log in the office. If the medicine is sent in with the student, it must be stored in the office, not to be kept with the student.
- The only over-the-counter medicines that we will administer without a doctor's note are decongestants and antihistamines.
- Pain relievers will be given on an as-needed basis with permission, provided that there are no other exclusion conditions present. For middle school students, parents may give written blanket permission to administer the pain reliever as needed.

## Emergency Contact Forms

Parents are required to fill out an emergency contact form for each child enrolled. This information must be kept current. We need to be able to reach a parent at all times. Should one or both parents be at a different phone number for the day, please call the office to report that phone number. This form additionally lists who is permitted to pick up your child. We will check photo ID for people who come to pick up the student.

Please be sure that your EMAIL ADDRESS is listed clearly on the Emergency Contact Form. This is the email address to which your weekly newsletters are sent.

## Honeywell Instant Alert System

We use the Honeywell Instant Alert System to communicate with parents quickly, for both routine reminders and urgent situations such as weather related closings. We enter each enrolled student into the system. The system defaults to the home phone number. ***If you would like to be reached via cell phone, text, or email, it is imperative that you log into the system to update your numbers and alert preferences.*** The website is [instantalert.honeywell.com](http://instantalert.honeywell.com).

# **instantalert.honeywell.com**

## Accident Insurance

Calvary Christian School has obtained a student accident insurance policy for all students grades K - 8. This policy is underwritten by Century Life Insurance Company and covers any injuries or accidents which would occur on the premises of Calvary Christian School only. This policy is a secondary insurance ~ parents are expected to inform their primary medical insurance provider first in the event of an injury. This student accident insurance will pay up to \$10,000 per accident , after the personal insurance is exhausted. Calvary Christian School is not responsible or liable in the event of any injury or accident on the premises. Calvary Christian School will not assume any responsibility for any medical or related expense beyond what the accident insurance covers.

## Wellness Policy

The following guidelines must be strictly followed in an effort to keep all children healthy:

- Should your child become ill while at school, we will phone you at work and expect your child to be picked up as soon as possible. If leaving work for this reason poses a problem, we suggest finding an emergency contact person that will be able to do this for you.
- Should your child need to visit a doctor due to an illness, we will need a certificate of return from the doctor stating the date when your child can return to school
- Sick children must remain at home until they are well enough to come back to school. Specific amendments to this policy include but are not limited to:
  - a. A child must be **fever free for 24 hours** before they may attend school
  - b. A child must be **free from vomiting for 24 hours** before they may attend school
  - c. If a child has diarrhea he/she must **remain at home for 24 hours unless your doctor sees the child** and sends a note dictating otherwise.

*Diarrhea is defined by one of the following:*

*One runny stool accompanied by a fever (101+) or 3 runny stools in succession*

- d. A child will need to leave school and be seen by a physician should any discharge be evident from the eyes.
- e. A child must remain at home until he/she has been on an antibiotic for a full 24 hours or appropriate doses
- f. A child will need to leave school if any contagious condition is present. This would include ringworm. Medication must be applied for 24 hours or appropriate doses before the student is allowed to return to school.
- g. Calvary Christian School has a “no nit” policy for lice.

*Exceptions to this wellness policy will only be made if a doctor’s note states otherwise.*

*The doctor must see the student in order for the doctor’s note to be valid.*

## Homework

The purposes of homework are to help students master skills, develop a sense of responsibility and independence, encourage good study habits, and familiarize parents with what the child is learning in the classroom. The guidelines for homework include, but are not limited to:

- ◆ Homework will be relevant to the curriculum content.
- ◆ Homework will be reasonable in length - specific time frames will be discussed at Back to School Night. *For any concerns or questions concerning homework, parents should keep in communication with the teacher.*
- ◆ Appropriate to the academic maturity and ability level of the student.
- ◆ Assignments will be clearly explained to the student. *If a student comes home unsure of what to do, as a means of fostering responsibility, allow your child to contact a classmate.* Please do not call the office for homework questions.
- ◆ Each school year, we may develop a Social List for each class. The list will include each child’s phone number for the purpose of inviting each other for social events and discussing homework questions. If parents do NOT want their child’s information to be included in the list, please inform the office.



In the event that there is a legitimate reason for incomplete homework, *parents should send a note in with the child to the teacher.* We understand that emergencies arise. **But this should be the exception, not the rule.** In such an event, parents need to communicate with the teacher. Carefully consider the time commitment when enrolling in extracurricular activities after school. **Homework needs to be the priority.**

*Each teacher will establish a Homework Policy for his or her classroom. This will be specific in terms of incentives and consequences for turning in homework assignments.*

### Summer Work

Summer work will be issued at the close of the school year.. These are designed to keep students' minds sharp over the summer break. This may include language arts and math activities. Summer work is a part of a grade when students return in the fall and is therefore *mandatory*.

## Inclement Weather

In the case of inclement weather, the information for school closings and late openings will primarily be announced via the Honeywell Instant Alert System. **It is IMPERATIVE that you check the Honeywell system to be sure that YOUR information is updated:**

1. Correct home and cell numbers
2. Correct email address
3. Correct cell phone carrier for text messages
4. ALERT PREFERENCES are set up as you like them - you can choose how to receive which type of alerts (call, text, email)

The announcements will also be found on:

- WBCB 1490 AM
- NBC Channel 10 / NBC.com
- Fox 29 / My Fox Philly
- KYW 1060 AM

We are listed as "Calvary Christian School" (Bucks County - not to be confused with Calvary Christian Academy in Philadelphia County).

- Calvary Christian School Facebook page
- 

In general, **but not always**, we will be closed or delayed if the Pennsbury School District is closed or delayed. If the school is closed but the child care center is open, care will be offered as space allows (see the section on Before and After School Care).

If your child takes the bus, parents will need to ensure that the school district that transports your child is open and on time. If the school district is closed or delayed, the bus will be closed or delayed.

## Internet Access

Calvary Christian School has adopted an Internet Use Policy for students. The Internet is used for classroom projects and curricular integration. We have filtering system that is designed to protect the students from inappropriate information to the best of our ability. This form must be signed and returned to Calvary Christian School promptly - see last page of this handbook. Responsible internet use is a privilege and misuse can result in loss of this privilege at any time.

## Library

God has blessed Calvary Christian School with its own growing library. In an effort to maintain the library, a few rules have been established:

- Students will visit the library on a weekly basis. They will have the opportunity to borrow a book, which may go home. The book is due one week later on the class' library day.
- A fine of 10 cents per day will be assessed for an overdue book. A \$10.00 fee is charged for books that are lost or damaged.
- Library privileges are contingent upon appropriate and responsible behavior.
- We reserve the right to hold the final report card in June until all library books are returned.

## Parent-Teacher Relationships

*When parents and teachers work together for the benefit of the child, this enhances the overall performance of the child in school. Building a strong parent-teacher relationship is one of Calvary's goals. Because many parents do not see the teachers on a daily basis, we need to develop other proactive systems for building relationships. It is our desire to **PARTNER with you** in order to raise children who love the Lord and love His Word.*

### Newsletter

One of the ways to keep parents informed is through our weekly newsletter, highlighting current activities. You can expect to see the newsletter sent home each **Monday via email (if you are not receiving weekly emails, then we likely do not have your current email address\*\*)**. Newsletters are always posted on the website on Mondays as well. In addition, the current menu will accompany the newsletter at the beginning of the month and is on the website.

### Written Communication

You can expect ongoing written communication from your child's teacher. This will first come in the form of a weekly overview each Monday via the newsletters - available on the website and sent via email. All other important written communication will be sent home with the child in his or her folder in the backpack during the week, so we ask parents to **check each student's folder/planner on a daily basis**.

### Contacting Teachers

When you have a question, concern, or comment, you are always welcome to contact your child's teacher. If the need arises, it is preferable that you send a note with your child or an email with your question and the best way to contact you. Your child's teacher will contact you either by phone or in writing at the first available opportunity. Teachers are generally in the building between 8:00 AM-4:00 PM. **Any questions or concerns regarding the classroom should always be addressed to the classroom teacher first.**

The teacher will always be happy to schedule a conference with you should you need to meet in person. However, the teacher is not typically able to meet with parents during classroom time. Please avoid drop off and pick up times for extended conversations. Parents should schedule a time for a meeting instead of walking up to the classroom during class time. Your comments, questions, and concerns are important to us. As such, we want undistracted time to meet with parents.

### Classroom Visitation

Parents are welcome to visit the classroom. However, all visits *must be scheduled in advance* as to not disrupt the general flow of the classroom. The time must be *mutually agreeable* between the parent and teacher. Please keep in mind that children often act differently when their parents are present in the room. If a parent needs to drop off an item during the school day, we ask that the item be brought to the office instead of the classroom. Parents and all visitors going to classrooms or school areas must first sign in at the office and wear a visitor's badge.

### PTO (Parent Teacher Organization)

The PTO is a growing organization that meets, generally on the second Tuesday of the month, and is designed to support parents, teachers, and students. It is our desire to see parents involved in the functions and events of Calvary Christian School and to support the parent-teacher relationship. Watch the newsletter, website, and Honeywell alerts for upcoming events.

The PTO sends out a Volunteer Form each September with a variety of opportunities to get involved. If you see an area you can help in, contact our PTO Volunteer Coordinator.

# WEBSITE

# [www.calvarychristianschool1.org](http://www.calvarychristianschool1.org)

## School Parties, Events, Trips

### Field Trips

Field trips are not only exciting for the students but also an educational enrichment to the program. As such, our staff plans many field trips throughout the school year. Field trips relate the curriculum to the students. The cost of the trip is determined by considering all of the components of the trip, i.e. transportation, admission, etc. The cost is the responsibility of the parents. Field trip attendance is always contingent upon the child's behavior.

### Permission Slips

A permission slip will be sent home for each trip. A completed, signed permission slip is required in order for the student to attend the field trip. If a financial hardship is present, please contact the office.

### Class Parties

We love to celebrate God's goodness! We will typically celebrate the following: birthdays (including teacher birthdays), Jesus Jubilee (this is in October - we do not celebrate Halloween), Thanksgiving, Christmas, Valentines' Day, and Easter. For any given party, parents can expect to hear from the homeroom parent as to what items they can contribute to the party (food, craft items, games, etc.) How often a parent is called upon will depend on the size of the class. Teachers will communicate the needs for the party with the homeroom parent, including any food allergies present.

## Student Expectations

One of the goals of a maturing child is to learn how to be responsible for his or her self. We understand that this is a learning process. Our role is to have realistic expectations for each developmental stage. Parents and teachers need to work together to help the student become independently responsible. As such, we are asking for parental support in this process. During Back-to-School Night, the teacher will share with families the realistic expectations of the age group.

Listed below are some practical examples of ways to foster responsibility:

- Homework - *Should your child forget his or her homework or purposefully not finish the assignment, allow them to face the natural consequence in school.* Avoid the temptation to rescue them by making a special trip to school to drop off the homework. Sometimes a missed recess can be the best motivation for remembering homework.
- Belongings - Everyone can be forgetful from time to time. However, *students need to take responsibility of their own belongings*, i.e. hat, pencils, sweater, lunchboxes, meal ticket, etc. It is not the school's responsibility to keep track of students' belongings. **Labeling items will help your child in finding lost items.** We ask that you specifically label outerwear, including those navy sweaters that all look alike! Should your child forget a book from school, they will not be permitted to return to school to retrieve it.

- Lunches - During the course of the year it is a common occurrence for a child to leave his or her lunch at home. *Again, we would encourage you to avoid rescuing your child by dropping everything and bringing the lunch to school.* Instead, let them feel the consequence of the action by getting an IOU from the office for a back up lunch. Your child will still eat and be encouraged to remember the lunch next time!
- Cell Phones and Electronic Devices - **Students are not permitted to bring any electronic devices to school at all** (ie iPods, game systems, etc). Only cell phones are permitted to be brought into the building, but must be signed in and out of the office on a daily basis. The student is responsible to remember to pick up the cell phone from the office at the close of the day. Cell phones must remain turned off until the student exits the building. Calvary Christian School will not be financially responsible for anything brought to school by a student.

## Uniforms

Calvary Christian School has adopted a uniform policy in an effort to remove the peer pressure element and set the framework for a sense of order. Exact specifications of the styles and colors that are acceptable can be obtained through the office or via the website. Variety has been built into the uniform choices in terms of colors available for blouses and shirts. Student need to wear their uniform on a daily basis in its entirety. See the Uniform Policy for specifics. *Uniforms should be free of holes and tucked in and neat.*

When choosing shoes, please select navy or black rubber soled uniform shoes. Sneakers are *not* to be worn as part of the uniform. Only on gym days sneakers are worn with the gym uniform. .

In the event that a family situation prevents a child from wearing his or her uniform to school on a given day, we simply ask that parents send a note or email to communicate the situation. Again, this should be the exception, not the rule. We, as a school and parents ourselves, understand that unexpected situations may arise. *However, if the child is repeatedly out of uniform without communication between parents and the school, the office will need to contact the parents.*

**Thank you for the privilege of learning and growing with  
your child at Calvary Christian School!**

*This handbook will be updated as needed.*

# PARENTS:

Please sign & return the next  
doublesided sheet by Sept. 30

(215) 736-2391

*"All that we have accomplished, the Lord has done for us"*  
(Isaiah 26:12)

676 Lincoln Highway Fairless Hills, PA 19030

Robin Laskey, Director - rlaskey@calvarychristianschool1.org Linda Thiboldeaux, Assistant Director - lindat@calvarychristianschool1.org

## Calvary Christian School Contact Information:

Fax # - (215) 295-6691

Website – [www.calvarychristianschool1.org](http://www.calvarychristianschool1.org)

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Kindergarten

[kindergarten@calvarychristianschool1.org](mailto:kindergarten@calvarychristianschool1.org)

First Grade

[firstgrade@calvarychristianschool1.org](mailto:firstgrade@calvarychristianschool1.org)

Second Grade

[secondgrade@calvarychristianschool1.org](mailto:secondgrade@calvarychristianschool1.org)

Third Grade

[thirdgrade@calvarychristianschool1.org](mailto:thirdgrade@calvarychristianschool1.org)

Fourth Grade

[fourthgrade@calvarychristianschool1.org](mailto:fourthgrade@calvarychristianschool1.org)

Fifth Grade

[fifthgrade@calvarychristianschool1.org](mailto:fifthgrade@calvarychristianschool1.org)

Middle School

[sixthgrade@calvarychristianschool1.org](mailto:sixthgrade@calvarychristianschool1.org)

[seventhgrade@calvarychristianschool1.org](mailto:seventhgrade@calvarychristianschool1.org)

[eighthgrade@calvarychristianschool1.org](mailto:eighthgrade@calvarychristianschool1.org)

*Calvary Christian School is a ministry of Calvary Full Gospel Church,  
under the leadership of Rev. David Farina, Senior Pastor*

*[www.calvaryfullgospel.org](http://www.calvaryfullgospel.org)*



# Parent Sign Off Sheet

## Calvary Christian School

### HANDBOOK



I have read the Calvary Christian School Handbook in its entirety.

I agree to partner with Calvary Christian School in the education of my child. I will uphold the policies, procedures, and guidelines of the school.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

Student: \_\_\_\_\_

in \_\_\_\_\_ Grade

Student: \_\_\_\_\_

in \_\_\_\_\_ Grade

Student: \_\_\_\_\_

in \_\_\_\_\_ Grade

*Robin Laskey*

*9/22/2016*



## Internet & Technology Use Policy for Students

We are excited to be able to use technology as a learning tool at Calvary Christian School. While the Internet is an exciting place to learn, it can also hold some apprehension for parents. As such, we have installed filtering software in the building in an effort to block content that is inappropriate. We would ask that each family review the student guidelines for Internet use with their child(ren) and also communicate the standards that you wish to be upheld when students are using the Internet.

### Parent/Guardian Agreement

As the parent/guardian of a student at Calvary, I agree to the terms of Internet use for my child. I understand that Internet access is to be used for educational purposes only. I will review with my child all of the guidelines for student use of the Internet. Calvary Christian School is providing appropriate filtering system. However, I understand that it is possible that offensive or inappropriate words or images may be viewed by my child, even with all provisions in place. I agree not to hold Calvary Christian School liable for any damage caused by my child viewing material while using the Internet. I understand that my child may lose his or her privilege to use the Internet and/or any instructional technology if it is misused in any way.

### Student Agreement

1. I understand that it is my job to be careful and gentle with the equipment and ask for help whenever I need it. Students are expected to treat all technology components with the utmost of respect. If something is accidentally broken, I agree to report it to my teacher right away.

2. I will use the Internet for learning more about subjects that we are studying in class. I will not use the Internet for other non-educational reasons (for example, if I am supposed to be researching a topic, I will not be playing games).

3. I will never give out personal information about myself (for example, my name, address, or telephone number). I know that people I don't know are strangers, even on the Internet. If I am asked for my personal information, I will tell my teacher right away.

4. I understand that I might see pictures or words that are not good for me and may not be things that Jesus wants me to fill my mind with. I will use my back key or close the window if I see something that I shouldn't. I won't print or save things that are bad for me. I will also tell my teacher right away.

5. When I am writing to people, I will use good manners and words that Jesus would approve of. I will always consider "How would Jesus want me to act?", when I am sending email or communicating with someone on the Internet.

6. I know that if I misuse the Internet or the computer on purpose, I may not be able to use the computers and/or the Internet on a temporary or permanent basis.

### The following actions are specifically prohibited (including, but not limited to):

- *Accessing personal e-mail accounts and chat rooms*
- *Using network resources to commit plagiarism.*
- *Unauthorized installation, use, storage, or distribution of copyrighted software.*
- *Downloading software, screen savers, and background*
- *Usage of inappropriate language, images, or content*
- *Intentional misuse of any hardware*

Signature below indicates that you have read & agree to all above.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please initial for permission for the following:

\_\_\_\_\_ Child's image (without name) on Calvary Christian School & Child Care Center Facebook page

\_\_\_\_\_ Child's image (without name) on Calvary Christian School & Child Care Center website