



**Student Handbook**  
Revised September 2008



by any student, who, in the opinion of the school, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the school.

- I am committed to supporting the special sales which are held three times per year to help defray the costs of school .
- We as parents of the student applicant, do sincerely give our pledge to all items stated above.

Parents Signature	Date	Parent Signature	Date

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## Parent Code

All parents are required to review and sign a copy of the Parent Code before their children can be admitted to CCCS. A printer friendly copy can be downloaded here.

- I realize that attending Calvary Chapel Christian School is a privilege and not a right. Therefore, I pledge myself to pray earnestly for its personnel and ministry.
- I will fully cooperate with the educational functions of the school and its spiritual training, attend parent functions, and assist in publicizing the school and its programs.
- I will faithfully pay all my financial obligations as agreed upon. If I am ever unable to pay on time, I will notify the Administrator in advance (a) giving a reasonable explanation for the delay, and (b) stating when payment can be made.
- I will build and maintain a vitally strong relationship with my child's supervisor to aid in the training of my child.
- I will allow my child to go on scheduled field trips and other school activities.
- I am committing the discipline of my child to those in charge while he or she is in the school. This discipline is to include corporal punishment (paddling) if necessary. (Preschool, Pre-Kindergarten, and Kindergarten will sit in time out.)
- I promise that if I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved rather than to begin to spread criticism or hold a negative attitude in my heart. If problems are irresolvable, I will quietly withdraw my child without delay.
- I fully realize that the school reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in its educational endeavor. This privilege may also be forfeited

## **Pledges**

### ***Christian Americanism***

Calvary Chapel Christian School places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for flag and country. Each morning, when students gather for opening or Chapel, they will recite a series of three pledges.

### ***Pledge to the American Flag***

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

### ***Pledge to the Christian Flag***

I pledge allegiance to the Christian Flag, and to the Savior, for whose kingdom it stands; one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

### ***Pledge to the Bible***

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## **Basic Premises**

### ***Our Vision***

A school's vision defines the unique way in which God desires to use them. Many schools may share a similar mission, but each school has a unique vision based on the special calling that God has given them.

The vision of Calvary Chapel Christian School is to provide a Christ-centered, excellent, and affordable education for K-12 students in Warren and Chautauqua counties.

### ***Our Mission***

Our mission is to partner with parents in order to train the whole child so that he will develop according to the example of Jesus Christ, who "increased in wisdom and stature, and in favor with God and man." (Luke 2:52)

### ***Our Purpose***

"Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit" (Matthew 28:19 NKJV).

The Great Commission is at the very heart of all we do as believers committed to a quality biblical education. Man's ultimate purpose is to glorify God, and to that end we exist to make disciples of Jesus Christ through a biblical school environment that prepares students to glorify God spiritually, academically, and socially.

### ***Our Philosophy of Education***

The philosophy of Calvary Chapel Christian School is based on two Biblical truths. First, that God is the source of all knowledge.

*"God...knoweth all things."  
(1 John 3:20)*

*"For the LORD gives wisdom; from His mouth come knowledge and understanding;" (Proverbs 2:6)*

Second, parents are instructed to be responsible for the discipline and instruction of their children.

*"And fathers...bring them (your children) up in the discipline and instruction of the Lord."  
(Ephesians 6:4)*

Therefore, Calvary Chapel Christian School is designed with Jesus Christ as central to all that we do and is established to help parents meet their responsibility.

Calvary Chapel Christian School is a private, non-public school that is not under state regulations. All of our teaching and administrative staff members hold current teaching credentials from either a state board of education or the Association of Christian Schools International (ACSI). Calvary Chapel Christian School is very selective in hiring teachers, looking for God gifted individuals with a heart to minister and a gift to teach children.

We are also very selective in our choice of curriculum. All curriculum at CCCS is published by Christian publishing houses including, A-Beka, Bob Jones University Press, Purposeful Design, and Accelerated Christian Schools.

## **General Information**

### ***Curriculum***

Calvary Chapel Christian School utilizes a combination of A-Beka and Bob Jones University Press curriculum in Pre-school through sixth grade, and Switched-On Schoolhouse (Alpha Omega Publishing) for seventh through twelfth grade.

### ***Achievement Tests***

Stanford Achievement Tests will be administered during the month of April. All students in grades first through twelfth are required to take the achievement tests.

- Pray about the matter before speaking to anyone. Allow God the opportunity to calm your spirit and give you specific wisdom on the matter.
- Do not talk to others about the individual(s) involved in the issue. If counsel needs to be sought, do so without revealing identities.
- Make an appointment to speak privately with the individual directly involved in the conflict. Give the individual opportunity to reflect on the issue, seek God's perspective, and prepare for the conversation.
- If an appropriate resolution cannot be achieved in this initial meeting, schedule a meeting between the original parties and the next level of administration.
- This process continues as long as necessary with the ultimate resolution resting in the hands of the senior pastor of Calvary Chapel of Russell.

### ***Expulsion***

The school reserves the right to dismiss or deny re-admission to students for reasons the administration deems fit. They may come under the following categories:

1. Attitude compatibility: (Uncooperative spirit, Rebellion toward discipline, Chronic complaining, Sowing discord)
2. Chronic unexcused absences or tardiness
3. Non-conformity to standards of conduct and grooming; the use of harmful drugs or narcotics; immoral conduct
4. Lack of parental cooperation
5. Poor academic achievement

The first time the student is sent to the principal a warning is given and a note is sent home informing the parents. If the student is sent to the principal for repeating the action, the rod of correction will be administered. The parents will again receive a note informing them of the action taken.

## ***Conflict Resolution Policy***

God has given us specific guidelines in Scripture regarding the resolution of conflicts. Everyone involved in the CCCS family (staff, students, and families) is expected to follow these principles:

### Matthew 18:15-16

*Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established.*

### Philippians 2:4

*Let each of you look out not only for his own interests, but also for the interests of others.*

### Proverbs 19:11

*The discretion of a man makes him slow to anger, and his glory is to overlook a transgression.*

### Proverbs 11:13

*A talebearer reveals secrets, but he who is of a faithful spirit conceals a matter.*

### James 1:5

*If any of you lacks wisdom, let him ask of God, who gives to all liberally and without reproach, and it will be given to him.*

The practical application of these truths is as follows:

## ***Opening***

Each morning the students meet at 8:15 AM for songs, pledges, Scripture reading, and prayer in the sanctuary.

## ***Lunches***

Students carry their own lunches. Students should bring their own spoons, napkins, utensils, etc. The school does not provide these. (Please, no canned pop or glass containers. Drink boxes and thermoses are permitted.)

## ***Hot Lunch***

Hot Lunch (pizza, hotdogs, subs, etc.) is provided at a nominal cost on Tuesdays, Wednesdays, and Thursdays. Hot lunch envelopes are sent home with students each week and must be returned with payment on or before the date specified on the envelope.

## ***Chapel***

Chapel will be held at 8:15 AM every Wednesday. All students are to bring a Bible to each Chapel service. Chapel will consist of music, Bible stories, preaching, and special programs. Parents are welcome to attend any Chapel session.

## ***Sports - (7th - 12th)***

Calvary Chapel has a cooperative agreement, through PIAA, with Eisenhower High School. This enables our students to participate in all sport and extra curricular activities with the exception of tennis and swimming. Students living in the attendance areas for other schools in the district are also permitted (by Warren County School District policy) to participate in sport and extra curricular activities at those schools. Parents must provide transportation to practices or meetings.

## ***Private Music Lessons***

Private lessons are provided for guitar, violin, piano, etc subject to student interest and instructor availability. Parents pay the professional instructor's fees.

## **Warren County Career Center - (10th - 12th)**

Classes meet in Warren, PA. Parents must provide transportation. 3 year programs run from 1:00 – 3:00 PM. Students must apply in 9th grade. For information call VO-TECH (814)726-1260.

## **BOCES - (11th - 12th)**

Classes meet in Ashville, NY, at the Boces Center. Parents must provide transportation. 2 year program. 11th 9:00 – 11:30 AM, 12th 12:00 – 2:30 PM. Apply the 2nd semester of 10th grade. For information call BOCES (716)763-1804.

## **Restrictions**

No gum, toys, Walkmans, MP3 players, or Boom boxes permitted. (Certain Learning Center privileges allow for the use of personal walkmans)

## **Admissions Policies**

### **Admissions Requirements and Procedure**

1. Parents must read Family/Student Handbook and Parent Code thoroughly.
2. An application and signed copy of the Parent Code must be submitted to the school office.
3. An interview will be scheduled for parents and student with school personnel.
4. Members of the administrative and pastoral staff will prayerfully consider and discuss each application.
5. Parents will be notified of students' acceptance or rejection.
6. Parents will send in registration fee. Registration will only occur after all forms are filled out and necessary payments are made.

## **Classroom Rules**

The following are classroom rules that apply to all CCCS Classrooms.

1. Be loving.

*“You shall love the LORD your God with all your heart, with all your soul, and with all your mind ... and your neighbor as yourself” (Matthew 22:37–39 NKJV).*

2. Be obedient.

*Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account (Hebrews 13:17 NKJV).*

3. Be patient.

*The patient in spirit is better than the proud in spirit (Ecclesiastes 7:8b NKJV).*

4. Be diligent.

*Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth (2 Timothy 2:15 NKJV).*

5. Be self-controlled.

*He who is slow to anger is better than the mighty, And he who rules his spirit than he who takes a city (Proverbs 16:32 NKJV).*

For Calvary Chapel Christian School to be able to meet its goal of providing a Christ centered high quality education to its students, it is necessary to ensure a well mannered, disciplined environment for the children. To ensure this, parents are required to sign a permission form allowing the school to take disciplinary action when deemed necessary. Students will be encouraged to regulate their own behavior (self-discipline). However, if misconduct is observed, the teacher will be the first stage of discipline, then the principal.

- In the interest of playground safety, backless shoes or backless sandals are permitted, but not recommended.

### **Six-inch Rule**

As a show of respect, students will be required to keep a 6 inch distance from all other students.

## **Discipline Policy**

This is not a corrective institution. Consequently, we ask that parents do not enroll children with the idea that we will reform them. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are admitted with the understanding that they are on probation for the first six weeks.

Students must at all times conduct themselves in a Christian manner. Gripping is not tolerated! Parents are cautioned to take the following steps if their child does come home complaining about a policy or discipline.

- Give the staff the benefit of the doubt.
- Realize that we have reasons for all rules, and that they are enforced without favor.
- Realize that the student's reporting is emotionally biased without all the information.
- Support the administration, and call us for all the facts.

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order", and that our students should be taught to accept a given responsibility to "walk honorably before all men". A discipline is maintained here which is firm, consistent. In the classroom, this is shown through kindness, love, and genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

## **Open Enrollment Policy**

As the Great Commission (Matthew 28:19) is at the very heart of all we do, we make the following statement regarding enrollment:

Our institution is unapologetically and unconditionally rooted in Jesus Christ and committed to the furtherance of His kingdom. He is the foundation of all that we do and teach. God's Word, the Bible, provides us with all the necessary guidance to determine His will in every situation.

Our school is pleased to admit families and students who do not necessarily profess faith in Jesus Christ. However, every student and family must agree to comply with Code of Conduct outlined in the Family/Student Handbook and the Parent Code. Families and students will be required to sign a document indicating their willingness to conduct themselves according those standards as a condition to enrollment in CCCS.

## **Tuition and Fees**

### **Registration Fee:**

A registration fee is due annually for each student who will be enrolled. The registration fee is due no later than July 15.

Grades K-6: \$200 per student  
Grades 7-12: \$250 per student

### **Tuition Schedule:**

Tuition is paid on a 10-month basis (September - June). Payments for each month are due on the last business day of the previous month. Late payments will be subject to a \$25 late fee. A child is subject to dismissal if financial obligations remain unpaid for more than one month.

2008-09 Tuition Schedule	
Pre-Kindergarten (1 student)	\$170
Kindergarten (1 student)	\$170
Grade 1-12 (1 student)	\$255
2 Students (all grades)	\$305

3 Students (all grades)	\$355
4 Students (all grades)	\$410

Note: Registration and Tuition do not cover all the schools expenses. Therefore, we have four fundraisers throughout the school year. Each family is required to participate in all fundraises. Without fundraisers our tuition would greatly increase. Your participation keeps our tuition and fees as low as possible.

### **Technology Fee**

In order to pay for classroom computers, an additional technology fee is payable each month for all students in grades 1-12. Students in grades 7-12 each have a computer for their individual use while students in grades 1-6 share a classroom computer. The fee schedule is as follows:

2008-09 Monthly Technology Fee Schedule	
Grades 1-6 (per student)	\$5
Grades 7-12 (per student)	\$22

### **Transportation**

Students (PreK - 12th) are bused to school. Busing is provided by the school district. Students should be ready 15 minutes before their bus arrives and be ready to board the school bus when it pulls up to their stop. Proper Christian conduct is expected while in route to and from school.

The bus driver and school administration reserves the right to refuse transporting any student who does not follow proper conduct and procedure.

Note - New York State Families: You must provide transportation for your children. In order to be refunded for mileage, you must notify your school district by April 1st of the ensuing year, and you must live in a district that provides busing.

### **Dress Code**

We show honor to God not only by what we say and do, but also by our appearance to others. Scripture tells us to dress modestly with decency and propriety. If there is a problem, parents will be contacted at home or work to bring proper attire.

#### **Hair**

Hair for both boys and girls should be clean and well trimmed. Boy's hair should be neatly cut and off the collar. Wild cuts or unnatural colors will not be permitted. Hair styles may be deemed unacceptable at the discretion of the school staff.

#### **Personal Hygiene**

The school requires good personal hygiene of students. If a problem arises, the parents will be contacted.

#### **Clothing**

Clothing for both boys and girls should be neat and clean. The school does not require that "dress" clothes be worn on a daily basis, however, on Chapel Day children should dress nicely. Blue Jeans, sweatshirts, hoodies, T-shirts, and camouflage clothing are not acceptable dress on Chapel Day. Boys must where shirts with a raised collar on Chapel Day.

1. Denim may be worn providing it is clean and without holes or fraying bottoms., and not hanging below the waist (Not at all on Chapel Day)
2. Clothing featuring indecent or obscene cartoon characters or popular secular personalities are not permitted.
3. Dresses, skirts and shorts must touch the top of the knee cap. Slits in skirts must be no higher than the knee.
4. No low cut shirts, blouses or dresses. No tank tops, sleeveless clothing, or cap sleeves. Shirts should be long enough to cover the tummy even when arms are raised.
5. No handkerchief bandanas are to be worn on the head.

Students will be required to bring a doctor's excuse for future absences. An appointment must be made with your doctor. Simply calling the doctor and asking for an excuse will not be accepted. If you are unable to make an appointment, you might try one of the following options:

1. Call the school nurse or principal to discuss the problem.
2. Verify from the doctor's office that you are unable to make an appointment that day but have one scheduled as soon as their schedule allows.

The principal reserves the right to place a student on a medical excuse at any point for just cause. Some of the reasons for requiring a doctor's excuse for absences before a student has missed 10 days of school are: truancy, refusing to attend school, leaving school without permission, forging of excuses, and excessive unlawful or unexcused absences. Medical Excuse letters will be sent via Certified Mail and a 3 day waiting period will be observed by the district. Any absences beyond the 3 day wait period will be considered to be unlawful or unexcused if a doctor's excuse is not presented when the student returns to school. Unclaimed certified mail will not be considered a reason to not follow the requirements of the medical excuse letter. Remember, that if you receive a First Notice Letter and then later a Medical Excuse Letter, you could possibly be fined for an unlawful absence resulting from not complying with a doctor's excuse for an absence. Medical Excuse letters do not remain in effect year to year once received.

### ***Consequences of Truancy***

Fines and costs for truancy can become very expensive for both students and parents. Parents may also face the possibility of lost income due to leaving work to attend a truancy hearing. Fines for truancy can be as high as \$300 per day plus court costs. Students found guilty will lose their driver's license or their ability to obtain one for 90 days on a first offense and additional 6 months thereafter for each guilty offense.

### ***Cancellations and Delays***

We follow the Warren County School District calendar. In case of school cancellation or delays, announcements will be made on local radio stations.

### ***Arrival Time***

Students (PreK - 12th) arrive at the school between 7:45 AM and 8:00 AM. School classes begin promptly at 8:10 AM each morning. Pre-Kindergarten and Kindergarten classes are held all day on Tuesday, Wednesday, and Thursday of each week.

### ***Dismissal Time***

Students (PreK - 12th) are dismissed from 2:30 PM to 2:45 PM as their buses arrive.

## **Attendance Policy**

Regular attendance at school is essential for students' academic success. In Pennsylvania, school attendance is compulsory for students starting no later than age eight through age seventeen. Calvary Chapel Christian School has adopted the following policy regarding attendance. Please note that excessive tardiness and/or absences (legal or illegal) constitute a potential discipline problem and may be addressed by the administration under the school's discipline policy.

### ***Excused Absences***

The following are examples of excused absences.

- Illness of the student
- Quarantine
- Death of immediate family member or relative
- Impassable roads
- Short-term family emergency
- Pre-arranged medical or dental appointment
- Religious holidays or instruction
- Education trips that have been pre-approved
- Suspension
- Pre-approved E-Break days (Learning Center only)

Please note that after ten (10) excused absences a Medical Excuse Letter will be sent to the parent/guardian requiring a doctor's excuse for additional absences.

## ***Illegal Absences***

While the following list is not meant to be exhaustive, it is provided to give parents and students guidance as to examples of illegal absences. Please note that even if a parent provides an “excuse” these types of absences are still considered illegal.

- Truancy
- Unapproved trips
- Illegal employment
- Missing the bus
- Hunting
- Oversleeping
- Leaving school without permission
- Failure to provide a doctor’s excuse if required
- Failure to provide a written excuse within three days.

Parents will be notified in writing when a student receives his/her first unlawful absence and again when a second unlawful absence is recorded. Bringing this to your attention early is an important step in possibly preventing a student from being placed on First Notice for truancy fines. If you feel the absence has been recorded incorrectly you should immediately contact the school and try to resolve the problem.

## ***Excuses***

A written excuse must be received on or before the third day after the last day of school missed, or it will be considered illegal. The principal may exercise discretion in determining unusual circumstances which may preclude submission of the written absence within the three (3) day limit; however, any exception must be noted in the student’s file. It would be a rare occasion when an excuse is accepted after the three day limit.

Excuses must include the following information:

1. Student’s name
2. Date(s) absent
3. Reason for absence
4. Signature of parent or guardian

## ***Tardiness***

Tardiness (lateness to school) is considered an form absence. A child is counted tardy after the school day begins at 8:10am. If a child is tardy for more than one hour, he/she is considered absent for a half-day.

Unavoidable delays such as car trouble, late buses, bad weather conditions, etc. which render a student tardy to school, will be excused. All other tardies, i.e. oversleeping, etc., will be unexcused. Students arriving after the beginning of school must report to the school office to receive authorization to enter class. (Three tardies equals one full day’s absence.) Both legal and illegal tardies accumulate and count against a student’s attendance record.

## ***First Notice Letters***

The parent/guardian of a child of compulsory school age will be informed in writing, by certified mail, after the third illegal day of absence or their equivalent, has been recorded. This notification is referred to as a First Notice Letter. The parent/guardian will be given 3 days in which to receive the First Notice Letter and respond to it. Any illegal absences during this three day waiting period (which begins with the day following the date of the letter) will not be referred to the District Magistrate. Each date of illegal absence will be stated in the letter. The principal shall review the parent’s response and then make the determination regarding the legal or illegal status of the days in question. In the event that one or more of the three recorded illegal days are converted to "excused" absences, a written adjustment to the child’s attendance record shall be made. Furthermore, should a parent/guardian neglect to sign for their certified letter, the state laws require that the school only show and prove an attempt to deliver the notice. Certified receipts are kept on record and are accepted evidence in truancy cases even without the parent’s signature.

Subsequent illegal absences, beyond the first three days are recorded as illegal days, and are subject to referral to a magistrate for fines against the parent or student for violation of the compulsory attendance law.

## ***Medical Excuse Letters***

After ten (10) excused and/or illegal absences a Medical Excuse Letter will be sent to the parent/guardian requiring a doctor’s excuse for additional absences.