



Home of the Lions
15 Redwing Drive
Winchester, KY 40391
Phone: (859) 744-0817

Preschool/Elementary Handbook

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Principal

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Principal's Message:

The faculty and staff wish to welcome you to another memorable year here at Calvary Christian. What an honor to have you as a part of our school community!

The pages of this handbook are filled with important information regarding school policies and procedures. Parents and students should review the contents together. If you have any questions, please feel free to contact the school office. The success of our school hinges on clear and open communication.

This planner was designed to assist your child in organizing his/her daily, weekly, and long-term assignments. This organizational tool will enhance your child's study skills and enable parents to support your child's academic endeavors.

May this school year be the best yet! As parents partner with the school, our children naturally are encouraged to higher levels of achievement.

School Colors: Blue/White

School Mascot: Lion

Purpose: "Helping children fully become who God created them to be"

Continuous School Improvement Goals for 2020-2021:

- ***Open new sites for MS Service Projects within the Winchester community***
- ***Evaluate every preschool child within thirty days of admission***
- ***Collectively donate 100 units of blood to the American Red Cross***
- ***Open a second toddler room***
- ***Earn a STAR IV rating (Preschool)***
- ***Support all students with special needs***
- ***Adopt plan for replacing the new modular building***
- ***Start an archery, tennis and golf team***

Dear Parent/Guardian:

Please review the handbook with your child. Sign below.

My child, _____, and I reviewed and understand the Student Handbook for the 2020-2020 school year.

Student signature

Parent/Guardian Signature

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Section I: Application and Registration Process

A. Registration Dates:

Registration begins each February. Enrollment will close when a grade has reached its capacity. A student is officially registered when the reenrollment fees have been accepted. Returning students have until May 1st to reenrollment. After that date, those students will be considered new students.

B. Registration for New Students:

Calvary Christian School does not discriminate and admits children regardless of their race, sex, color, and national or ethnic origin.

*Complete the application; submit it to the administrative assistant.
Upon being accepted, a registration fee secures the placement.*

C. Notices for New Registrants:

Calvary Christian School must have the following items on file before your child enters school:

- copy of state certified birth certificate (cannot be hospital copy)*
- copy of social security card*
- current KY state certified immunization record from doctor or the health department.*

D. Preschool Eligibility:

Birth age on the first day of school determines the eligible program.

Students must maintain the required immunizations. Please send updated records to the attention of the administrative assistant. If students are transferring from an out of state school, your immunization card must be updated to a KY immunization certificate at the Clark Co. Health Department.

All preschool students will be assessed within thirty days of admission. The Brigance or Ages & Stages Questionnaires will serve as the assessment tools.

E. Elementary Eligibility:

Students entering Kindergarten must have the following:

- a complete physical*
- an eye exam by an ophthalmologist*
- a dental exam*

For students entering the 1-4th grades, CCS will request records from previously attended educational institutions/schools.

Section II: Daily Schedule

6:30-7:15	<i>Morning care begins (\$3.00 fee)</i>
6:30	<i>Entrance C opens</i>
7:30	<i>Entrance A opens</i>
7:45	<i>Teachers meet students in the gym</i>
8:00	<i>School day officials begins; Entrance C closes.</i>
2:50	<i>Preschool parents are released to the worship center (4's) or classrooms (1/2/3's)</i>
3:00-6:00	<i>Extended care 3:20- 4:30 (\$5 fee); 4:30-6:00 (\$10 fee); all parents enter from Entrance A</i>
3:09	<i>Parking lot/traffic sealed</i>
3:10	<i>Elementary students exit from B, C, D</i>

Section III: Financial Policies

A. Tuition

Tuition may be paid per month (10 months) or in full. The first payment is due July 1st but no later than the 10th. If paid in full by July 10th, families receive a 5% discount. The final payment is due May 1st. Tuition will not be reduced for days missed because of illness or vacation. A late fee of \$25.00 will be added to all accounts not paid by the 10th day of each month.

In the case of a returned check, full payment in cash will be required plus an additional returned check fee of \$30.00. If a second check is returned, tuition must be paid in cash, money order, or cashier's check for the remainder of the school year. No personal checks will be accepted. If your account is past due, CCS reserves the right to restrict access to the Family Portal.

B. Extended Care

Extended care is billed weekly. Payment is accepted at the receptionist's desk, at the administrative assistant's office, online, or by mail to the following address:

*Calvary Christian School
15 Redwing Drive
Winchester, Kentucky 40391*

If payment is not received by your statement's due date, a \$15.00 late fee will be applied to your account. If an account maintains a balance for two consecutive weeks, the child will not be eligible for extended care.

C. Registration/Materials Fees

Materials fees are due in August. Any students enrolling during the school year will pay a prorated amount for materials and the registration fee: First Trimester (100%) , Second Trimester (75%), and Third Trimester (50%). There is a non-refundable registration fee of \$100.00 for new students. Registration for current students is \$50.00.

Section IV. Grading and Homework

A. Preschool Report Cards

Preschool students are assessed twice a year. Parents will have an opportunity to discuss progress during a scheduled conference.

B. Elementary Report Cards/Promotion

The academic year consists of trimesters. At the end of each grading period, you will receive your child's report card. Parents can regularly access grades electronically in the Family Portal.

There will be a scheduled parent/teacher conference at the conclusion of the first trimester. Parents and/or teacher can schedule additional conferences. To receive a final report card, student accounts must have a zero balance.

To be promoted to the next grade, students must pass all core subjects (meet five times a week). Failing any two non-core classes shall also result in retention.

C. Grading Scale:

<i>A+</i>	<i>100</i>	<i>B+</i>	<i>93</i>	<i>C+</i>	<i>84</i>	<i>D+</i>	<i>74</i>
<i>A</i>	<i>95-99</i>	<i>B</i>	<i>86-92</i>	<i>C</i>	<i>76-83</i>	<i>D</i>	<i>66-73</i>
<i>A-</i>	<i>94</i>	<i>B-</i>	<i>85</i>	<i>C-</i>	<i>75</i>	<i>D-</i>	<i>65</i>

The following chart is used to determine grades. Each teacher will determine a ratio for his/her class.

*50-80% daily assignments, homework, projects
20-50% quizzes and tests*

D. Homework:

Students are expected to complete homework. Homework reinforces concepts, promotes mastery, and also evaluates student learning. A general homework guideline follows:

<u>Grade</u>	<u>Daily Average</u>
<i>K</i>	<i>20 minutes</i>
<i>1</i>	<i>30 minutes</i>
<i>2</i>	<i>30-45 minutes</i>
<i>3</i>	<i>45-60 minutes</i>
<i>4</i>	<i>60-75 minutes</i>

E. Accelerated Reading

Calvary strongly believes in developing proficient readers. Thus, AR is a component of our grading scale. Fees are annually paid for licensing and access to an unlimited number of assessments. The AR grade is evenly weighted between percent of goal achieved and percent of quiz scores. The librarian and the classroom teacher set the goal each trimester. Parents may obtain an ongoing status report through AR Home Connect.

Section V: General School Procedures:

A. Safety

1. Picking up Children:

In order to ensure your child's safety, all faculty, staff, parents, and visitors must wear identification badges provided by the school. Once inside the building, do not open any secure, exterior doors.

Students will only be released to authorized individuals. In an emergency or special event, a signed and dated note is required. Please note that telephone authorization does not provide written documentation.

To preserve students' time on task, please abide by our dismissal procedures. At 2:50, preschool teachers will escort students to the entrance area or release parents to classrooms. At 3:10, elementary school pupils will be released.

If a student must leave early, a student's classroom will be notified and the child sent to the front desk. Preschool parents may go the classrooms to pick up their children.

2. Weapons:

Calvary is a weapons-free school. A weapon is any item used or intended to be used to harm or threaten another person. Materials will be confiscated and the proper authorities and parents will be contacted.

B. School Closings:

Calvary Christian School will operate according to the school calendar. When inclement weather hampers safe traveling, Calvary Christian School will follow Clark County's decision. However, CCS will not delay opening or dismiss early. Based on personal circumstances, each family can decide to attend or not attend classes. Absences and tardies are excused.

When school is canceled, the extended care program will be open at its regularly scheduled time. If no children report by 9:00, extended care will close.

C. Transportation of Preschool Children:

Due to daycare licensing regulations, Calvary Christian School cannot provide transportation to preschoolers. If the teacher and the parents select a field trip, parents will be required to provide transportation.

D. Field trips:

All grade levels may take field trips for academic or extracurricular reasons. Classes are permitted two trips annually. If a parent elects not to attend the field trip, the school will provide supervised educational activities. All trips must be paid on the due date by cash or check.

E. Transportation of Elementary Students:

Before every field trip or activity that requires the use of school vehicles, all parents must fill out a permission slip. Every student must be in a seat belt or child restraint seat. Only children enrolled in CCS are allowed to ride in the vans. While on field trips, students are the responsibility of the classroom teacher. If a student desires to be transported by another parent, a note is required.

F. Lunch

There are two lunch options: school or home lunchbox. Parents place online orders the previous month. Note dates on the website. Students who forget a lunch will be permitted to order a lunch at an additional cost (\$5.00).

Pop is not to be consumed during the school day. If a child is absent, lunch money is non-refundable unless three or more consecutive days are missed. It is the parents' responsibility to notify the administrative assistant via email or a written notification of such an absence and a credit will be issued. Credits are also issued for snow days. Prices are as follows: Lunch \$4.00; Extra Milk/Juice \$.60

G. Snacks

In the preschool classrooms, parents will be asked to provide items for the morning snack time. Some suggestions for snacks might be cheese & crackers, fresh fruit, or raisins.

Our licensing agency requires appropriate snacks and meals. If a child brings a snack or lunch that does not meet the guidelines, the school must supplement. In those cases, the school will provide a snack and bill your account. To avoid those charges, follow the guidelines posted in each preschool classroom. Upon request, a copy will be distributed.

H. Special Snacks:

Special snacks may be brought on holidays and birthdays. Please make prior arrangements with the classroom teacher. Special parties may not involve class time. If you choose to invite your child's classmates to a private party, please do not send invitations to school unless the entire class has been invited.

I. Toys:

Toys should not be brought to school unless it is a special day designated by the teacher. Backpacks should be toy-free.

J. Dress Code Guidelines:

A dress code should seek to cultivate an educational environment conducive to learning. Modesty is the guiding principle. Modesty can look like the following:

*Dresses, skirts, shorts, or pants that are not defined as tight, sagging, or revealing.
Modest shirts/tops/blouses that do not show the stomach or enhance the upper body.
Positive statements promoting worthy causes.
Clothes, jewelry, accessories, hair styles that do not distract from the learning of others.
The code applies while on campus or on school sponsored field trips.*

School's Response to Dress Code Violations:

1st occasion-Parents bring appropriate clothing.

2nd occasion-Parents come and get the child for the day.

C. Health Matters:

Your child's health is important to all of us. If your child is ill, they cannot enjoy their school experience. The health of other children is jeopardized. We ask that your child be kept at home for the following reasons:

-a fever during the previous 24 hours.

-a persistent cough.

-vomiting or diarrhea in the last 24 hours.

-pinkeye, please allow 24 hours of treatment before returning.

-chickenpox, please wait until scabs appear on blisters.

-strep throat, once treatment begins, remain at home for the first 24 hours.

-lice (nit). CCS has adopted a nit-free policy for students and adults who may have head lice. CCS requires a note from the health department or your doctor stating your child is nit/lice free before returning to school. Exclusion is necessary in order to control the spread. When a confirmed case occurs, parents will be notified.

Please notify us if your child has been exposed to a communicable disease. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination to verify the diagnosis and treatment.

If your child is sent home from school with an elevated temperature, a note will accompany him/her. Your child will not be eligible to return to class for at least 24 hours.

Prior to February's registration date, please check your child's immunization record. They must be current to be eligible for reenrollment.

D. Medical Emergencies:

In case of emergency, illness or injury during school hours, parents will be contacted as soon as possible. If a parent cannot be reached, alternates on the Emergency Form will be contacted. Until the arrival of a parent or person listed on the Emergency Form, the principal/administrative assistant will make decisions necessary for the child's well being. The child's parent will be responsible for any and all expenses; the school does provide secondary coverage.

M. Medications:

Unless authorized by a doctor or parent, a staff member cannot administer medication. Authorization to administer medication must be in writing with specific instructions. All medications must be in their original containers with name, date, and current expiration dates. All medications must be signed in at the registration desk. The medication will then be placed in a locked box.

N. General Discipline Policy

Calvary Christian School believes that children are a precious gift from God in need of nurturing. We also believe that along with love comes discipline. According to the Bible, CCS shares a responsibility to bring up our children in the way they should go.

Students are expected to display behavior representative of CCS and to obey teachers and all school employees. If a student is caught breaking any rule, any teacher or school employee has the authority and responsibility to call the student's attention to the violation and to report the student's action to their teacher. Serious or repeated violations may go directly to the principal.

Parents will be notified of any problems. A conference may be requested.

O. Preschool:

Calvary Christian School does not use corporal punishment. If a child is showing a behavior that is inappropriate, we will first take the child out of the situation. If that doesn't work, we may use the time-out method of just sitting the child down for a few moments so they can regroup and enter back into the activity. If it becomes necessary for the teacher to give the child time-out on a repeated basis, the parent will be notified in writing. After three written notices, a conference will be held with the teacher, parent and principal. At this time, the principal will decide how to proceed.

P. Elementary Discipline Policy/Rubric

The adopted plan is as follows:

Classroom Rules

- C- Choose to stay on task and work quietly.*
- H- Hands, feet, and objects will be kept to myself.*
- O- Others and their property will be respected.*
- I- I will listen and follow directions.*
- C- Classroom tasks will be completed to the best of my ability.*
- E- Enter and leave the classroom quietly.*

Consequences

Pull Green Ticket – Warning

Pull 1st Yellow Ticket -Time out/Loss of free time (5 minutes)

Pull 2nd Yellow Ticket - Time out/Loss of free time (10 minutes)

Pull Red Ticket - Time out/Loss of free time (15 minutes)

**Phone call home*

**Note home*

Pull White Ticket-Go to the office

A separate discipline rubric deals with major disciplinary issues; it is in effect for all grades and on every referral to the principal's office. Examples of unacceptable behaviors and corresponding consequences are classified into different levels of severity. The rubric is not all-inclusive. Student age, attitude, and/or intention may affect the severity of consequences. Copies are available upon request.

Q. Cheating Policy:

When a 3-4th grade student is caught cheating on any school work, the student receives no credit. Both consequences are given to the student receiving the answers and the student providing the answers. Each preschool through 2nd grade teacher sets up an effective procedure for dealing with cheating. This procedure will be communicated to the students and parents at the beginning of the school year.

R. Electronic and Communication Device Policy:

Technology is of great value and has many useful educational applications. Calvary strongly encourages students to fully utilize these tools. Personal tools are the responsibility of the student and unless permission is granted by teachers or the principal, electronic devices are only for use before the school day begins (8:00), during a teacher-led activity, and after the school day ends (3:10). If these devices are used for other purposes by students during the school day, they will be confiscated and given to the principal.

S. Preschool Attendance Policy:

Regular attendance helps your child develop a responsible attitude toward school. Classes begin at 8:00. Prompt arrival is expected and eliminates class-time interruptions. Your child will be tardy after 8:00.

T. Elementary Attendance Policy/Tardies:

Elementary classes begin at 8:00. Any student arriving after that time will be counted as tardy. CCS recognizes that students are sometimes tardy for valid reasons. An early dismissal equals a tardy.

Research shows that one of the most productive learning times is the first part of the day. Therefore, we have high expectations for all students to be at school on time each day. Consequences for being tardy/early dismissals are significant. They are as follows:

Three tardies count as an unexcused absence.

At four tardies within a trimester, the parents will be notified and the student will serve an afterschool detention.

At five tardies, the parents will meet with the principal to discuss the problem and write a plan for future attendance with consequences.

When your child is absent for any reason, a note will be required from the parent or guardian explaining the reason for the absence. The school will keep these notes on file. Students are allowed 6 absences. Any additional absences require a doctor's excuse.

For excused absences, students are permitted to make up assignments. The time allowed will be the same number of days they were absent plus one. For example, if a student was absent three days, he/she will have four days in which to make up the work. If the work is not completed in this timeline, students can only receive 50% of the numerical grade. All make-up work is due by the end of the trimester. It is the student's responsibility to obtain the missing work assignments from the teacher. For unexcused absences, no credit is given for all missed tests and assignments.

U. Parental Grievance Policy:

As difficulties arise, parents may feel the need to speak with the teacher or staff member. It is our desire and policy that all problems be solved according to Matthew 18:15. If a problem or complaint should arise against the teacher or staff person, go first to them and try to resolve the problem. If the problem persists, the parent may meet with the principal and teacher in an attempt to resolve the issue.

V. Fire, Tornado, Earthquake, & Disaster Drills:

Emergency drills will be conducted once a month in accordance with the State Fire Marshall Code. An evacuation plan is posted inside each classroom. In the event that the CCS building is unsafe, students will be moved to the U.S. Forestry Service Building located at 1700 Bypass Road. Parents will be called to pick up their children.

W. Report Suspected Neglect/Abuse

The law requires educators to report any suspected abuse. In the event this should occur, the staff member will/must comply with the law and will notify the proper authorities at the Cabinet for Children and Family Services. (KRS 620:030 – reporting, KRS 620:990(1) – failure to report).