



**Home of the Lions**

**15 Redwing Drive**

**Winchester, KY 40391**

**Phone: (859) 744-0817**

## **Middle School Handbook**

**Ned Hess**  
*Principal*

**Cathy Smith**  
*Chief Financial Officer*

**Diane Osborn**  
*Administrative Assistant*

### **Principal's Message:**

*The faculty and staff wish to welcome 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.*

*The Calvary Christian School 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 organizational 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 more 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 an additional toddler room**
  - **Earn a STAR IV rating (Preschool)**
  - **Support all students with special needs**
  - **Start a tennis, archery, and golf club**
  - **Improve student retention rates (85% or higher)**
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**Dear Parent/Guardian:**

*Please review the handbook with your child. Sign below.*

**My child, \_\_\_\_\_, and I reviewed and understand the Student Handbook for the 2020-2021 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 reenroll. 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.*

*Make an appointment with the principal for an evaluation.*

*The principal notifies the family of evaluation results and the Admission Committee's decision.*

*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. *Middle School Eligibility:*

*For students entering the 5-8<sup>th</sup> grade, CCS will request records from previously attended educational institutions/schools. 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.*

### Section II: Daily Schedule

<i>6:30-7:15</i>	<i>Morning care begins (\$3.00 fee)</i>
<i>6:30</i>	<i>Entrance C opens</i>
<i>7:30</i>	<i>Entrance A opens</i>
<i>7:45</i>	<i>School day officially begins</i>
<i>8:00</i>	<i>Entrance C closes</i>
<i>3:09</i>	<i>Parking lot/traffic sealed</i>
<i>3:10</i>	<i>MS students exit from Entrance D</i>
<i>3:10-6:00</i>	<i>Extended care 3:20- 4:30 (\$5 fee); 4:30-6:00 (\$10 fee); all parents enter from Entrance A</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 with a 10 grace period. If paid in full by July 10<sup>th</sup>, families receive a 5% discount. The final payment is due May 1<sup>st</sup>. 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 10<sup>th</sup> 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, 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. Middle School 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 RenWeb.*

*There will be a scheduled parent/teacher conference at the conclusion of the first trimester. Parent 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.*

**B. 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*

**C. Homework:**

*Students are expected to complete homework. Homework reinforces concepts, promotes mastery, and also evaluates student learning.*

<u><i>Grade</i></u>	<u><i>Daily Average</i></u>
<i>5-9th</i>	<i>60-120 minutes</i>

*The homework load can be alleviated by wise use of allotted in-school class time/study halls; proven study habits over procrastination; and organizational skills. Failure to complete homework will result in detention. Failure to come to class prepared will earn an isolated lunch. Planners and the Family Portal should be constantly monitored for homework expectations.*

**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 3:10, middle 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.*

**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. 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 check or cash.*

**D. Transportation of Students:**

*Before every field trip or activity that requires the use of school transportation, all parents must fill out a permission slip. 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.*

**E. Lunch**

*There are three lunch options: hot school lunch, salad bar, or home lunchbox. Parents place orders online during the previous month. Students who forget to bring a lunch will be permitted to order a lunch at an additional cost (\$5.00). Students should inform their homeroom teacher by 8:00.*

*Microwaves will not be available for use. 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 (Milk included).....\$4.00*

*Extra Milk/Juice.....\$.60*

**F. Snacks**

*A simple snack is permitted during the morning hours. Snacks should be able to be eaten quickly and without a lot of required cleanup.*

**G. Special Snacks:**

*Special snacks may be brought on holidays and birthdays. Please make arrangements beforehand. 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.*

**H. Gadgets, Toys, and Electronic Devices:**

*Items should not be brought to class.*

**I. 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 take from the learning of others.*

*The code applies while on campus or on school sponsored field trips.*

**School's Response to Dress Code Violations:**

*1<sup>st</sup> occasion-Parents bring appropriate clothing.*

*2<sup>nd</sup> occasion-Parents come and get the child for the day.*

**J. 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 throats, 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.*

*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.*

**K. 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.*

**L. 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.*

**M. General Discipline Policy/Discipline Rubric**

*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.*

*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.*

**N. Cheating:**

*When a middle school 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. Parents will be contacted.*

**O. 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 (7:45), 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.*

**P. Lockers:**

*Middle school students are issued personal lockers at the beginning of the year. Students should bring locks to school and abide by the designated locker hours. Key locks are recommended. Locker combinations or a copy of the key must be given to their homeroom teacher. Lockers are subject to inspection.*

**Q. Middle School Attendance/Tardies:**

*Middle school classes start promptly at 7:45. 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 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. Parents may email a request to pick up makeup work at the end of the day, if requested by 11:30. For unexcused absences, no credit is given for all missed tests and assignments.*

**R. 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.*

**S. 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.*

**T. 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).*