



calvary
christian school

General Policies

Safety

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.

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, hairstyles that do not take from the learning of others.

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.
- chicken pox, 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 situation.

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.

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 director will make decisions necessary for the child's well being. The child's parent will be responsible for any and all expenses not covered by the school's insurance.

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 lock box. Medication must be picked up each day by a parent or responsible adult.

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 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.

We all understand and accept that when children are in groups, biting is unfortunately not unexpected. We know and accept that children bite for many different reasons, however, we believe that biting is never the right thing to do. Our goal is to help children who are bitten feel better by giving them care, support, and love, as well as teach the children who bite more appropriate behaviors. If a biting issue arises in which a child is regularly biting other children, the Staff member in charge will immediately send an Incident Report to the parents and discuss techniques to implement to help stop the biting. If the child bites three times in one day, the parents will be called to pick the child up from school for the remainder of the day. If the biting continues for two weeks, the child will not be able to return to camp. We want to work with your child and we understand that biting is a normal process for some children. However, we also want to ensure that all the children are safe at our school.

We reserve the right to discontinue care for any child whose behavior is detrimental to the general well being of other children at our school.

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.

Elementary School:

The elementary school has adopted the following school-wide discipline plan:

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.

Electronic and Communicative Device Policy:

Electronic devices are not permitted in our Summer Camp program, as it is not possible for teachers to monitor content. If a student needs to keep a device for before/after camp hours, they may keep the item turned off and in their backpack. Electronic devices that are seen, i.e., taken out of the backpack or heard (alarms, ringing, texting noises, etc) during the camp day will be confiscated and given to the director. Parents will be responsible for picking up the device.

Fire, Tornado, and 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.

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).