

Calvary Chapel Christian School

Parent/Student Handbook 2024 - 2025

**Laying a foundation of biblical wisdom, godly character,
and willing service to our Lord Jesus Christ . . . in the next
generation.**

**Jesus said, “Feed My Lambs . . .”
John 21:15**

CCCS MISSION AND MANAGEMENT

Mission Statement:

Calvary Chapel Christian School was established to minister to Christian families with a quality education, from a Biblical perspective, at an affordable price. As Christians, we have a God-given obligation to raise and educate our children. We are grateful that public schools have been set up to help in this mission, but believe the best educators for our children are the Church and family. Calvary Chapel's desire is to come alongside Christian parents who share this vision and to aid them in the education of their children.

We combine a challenging curriculum alongside chapel services, field trips and many other special activities to help blend the spiritual and the academic. When the Church gets involved, the six hour school day will not only serve to educate children academically, but it will also grow them spiritually.

By sharing church facilities and administrations, and by viewing the school as a ministry of the church, we can operate a Christian school for a price that is within the reach of the average family.

School Government:

Calvary Chapel Christian School is a ministry under the administration and authority of Calvary Chapel Stone Mountain, Inc., and its governing bodies.

Calvary Chapel Christian School Administration and Staff:

Senior Pastor - Pastor Sandy Adams
Pastor/Principal – Pastor James Chapman
Office Administrator - Mrs. Alli Taylor
K5 Teacher – Mrs. Cheryl Anderson
G1 Teacher – Mrs. Rachel Castille
G2 Teacher – Ms. Julia Pugh
G3 Teacher – Mrs. Ana Clark
G4 Teacher – Mrs. Kristen Salsameda
G5 Teacher - Mrs. Amie Davie
Math Specialist - Mrs. Teresa Hawkins
Music & Drama - Ms. Stacy Chapman

CCCS POLICIES AND GENERAL INFORMATION

Academics:

The school year is divided into 4 quarters. Report cards will be sent home every 9 weeks. Progress reports will be given to parents at mid-quarter or at parent/teacher conferences. Early dismissal will occur on the days of the parent/teacher conferences.

Bible and Chapel:

Bible will be taught each day in the classroom. A special Chapel service will be held each week on Thursdays from 2:00-2:30 PM. Parents are welcome and encouraged to attend chapel services.

Absences / Attendance

Attendance is vital to your student gaining the most from the educational experience. Absences are acceptable when they occur for illness, death of a family member, or other reasonable causes.

Absences from school place a greater strain on the student and the teacher. Make up work for the student is extra work for the teacher. Good attendance habits are the responsibility of the parents and the student, and are expected by our school.

It is the responsibility of the student to obtain all classwork, homework, and any quizzes/tests that were missed while the student was absent. The teacher will work with the student, but the responsibility ultimately belongs to the student. Parents will need to assist younger students in this area.

School Hours:

School hours will be from 8:15 - 2:45. Administrators and teachers can be contacted at the school (770) 736-2828 between the hours of 8:00 – 3:00, Monday through Friday. Messages will be given to teachers while they are with students. Teachers will return phone calls as soon as possible. Teachers can also be reached via email. Please allow them 24 hours to reply. Appointments can be set up for more in-depth questions and discussions.

We are NOT EQUIPPED to effectively manage children after our school day has ended at 3:00 pm. We understand that occasionally parents will be late picking up their children, and we will do our best to handle such emergency situations. But, if a family is continually tardy picking up their children, a written notice will be sent to them. If it continues, a monetary fine will be assessed by the CCCS Board.

Carpool:

Students can enter the building beginning at 8:00 AM. Please do not allow your child to exit the car until the school doors are opened and a school representative is there to receive them. **Students arriving after 8:15 are tardy. Students arriving**

after 8:15 must be checked in at the office by a parent. For their safety, please accompany them into the building when they are late.

Afternoon carpool is from 2:45 - 3:00 PM. After 3:00 parents must come to the office door to pick up their students. For those who need before or after school care, there are childcare providers in the area that may drop off and pick up children at our school.

Students will only be released to immediate family members (mother, father, brothers, or sisters) and to those who have been approved by the parents on a written form supplied at the beginning of the school year. This policy also applies to students checking out of school early because of illness, appointments, or who are required to leave as a result of disciplinary action. If it is necessary for a child to be released to a person not on the approved list, or to go home with a fellow classmate, the parent must send in written permission that day for the exception to be made.

Classroom Rules

Our aim for classroom rules is to provide principles for godly behavior in an academic setting. These rules will establish limits for the children and provide a framework in which effective teaching and learning may take place. We want our students to understand the Bible's instruction that love shows itself through obedience: **"He who has My commandments and keeps them, it is he who loves Me. And he who loves Me will be loved by My Father, and I will love him and manifest Myself to him."** (John 14:21)

Teachers are allowed to determine classroom rules, provided the rules are in agreement with the policies of the school. Classroom rules are kept basic and simple to understand. They are reinforced daily. Failure to obey classroom rules will result in disciplinary action as determined by the teacher.

Discipline:

Each teacher is given the liberty to design and enforce classroom regulations and systems of discipline that are compatible with the general policies of the school. The administration will be involved in major violations or repeated minor violations.

Parental support for disciplinary action will be sought and expected when needed. School personnel will not administer corporal punishment. We do believe that it is a Biblical, loving, and wise form of discipline, but it is the parent's responsibility. CCCS reserves the right to dismiss any student who, after sufficient warning and parental consultation, fails to adhere to school and classroom regulations.

No action or attitude that consistently disrupts the learning environment of the classroom will be tolerated. For the following offenses students will be sent to the office immediately: Profanity - Cheating - Fighting - Stealing.

If a student is removed from the classroom because of persistent behavioral problems or because of the behaviors listed above, the following steps will be taken (after they are removed from the classroom):

- **First offense:** Students will be required to call a parent from the office and explain why they were removed from the classroom. Parents are encouraged to administer necessary punishment at home.
- **Second offense:** Students will receive in-school suspension and will work outside of the classroom for the remainder of that day. Students will be expected to complete work that is missed outside the classroom.
- **Third offense:** Students will be suspended from school for the rest of the day. If the offense occurs during or after lunch, this will include the following school day. Students will not receive credit for work missed while in out-of-school suspension. Grades will be recorded as incomplete or as failing.
- **Fourth offense:** Students will be suspended for 3 days. The student will be responsible for all work that is missed. Students will not receive credit for work missed while in out-of-school suspension. Grades will be recorded as incomplete or as failing.
- **Fifth offense:** Student will be expelled from school.

Communication with Teachers:

If you desire to contact a teacher about school related issues, please call the church office during normal office hours. If the teacher is in class at the time of your call, the teacher will be given a message and will return your call as soon as possible. Teachers may also be contacted via email.

Please do NOT interrupt a teacher who is in class or who is preparing for class. Please DO NOT call any teacher on their personal number unless it is absolutely necessary. Teachers should not be telephoned or texted after 5 PM.

E-mail does not have a time factor. You may send an e-mail and request the teacher to contact you or leave a message at the school office.

Please refrain from discussing school issues with teachers at church services.
Just like you, teachers need an opportunity to enjoy worship and fellowship.

Tuesday Folders:

The Tuesday Folder is the weekly vehicle of communication between the student's teacher and the student's parents. Generally, all communications from school to parents should be contained in the Tuesday Folder. It can include:

Student's weekly papers	Requests for needed conferences
A list of missing assignments	School Newsletters
Information on future assignments	Field Trip information
Classroom announcements	Report Cards
School-wide announcements	Weekly Grade Sheet
Conduct Sheet	

Parents should expect to receive this packet every Tuesday. After reviewing the information, **the parent should sign on the signature page** for the correct date and return the packet on Wednesday morning to the teacher. In some of the upper classrooms the Tuesday folder may be replaced by e-mail communication.

Parent-Teacher Conferences:

Parent-Teacher Conferences are held twice per school year. The fall conference is mandatory. The winter conference is NOT mandatory, but can be requested by the teacher or the parent. We will have early release (11:30 AM) during parent-teacher conferences.

Health Policies:

CCCS is not equipped to physically care for the needs of very ill students with serious, continuing or chronic communicable diseases. It is with deep sympathy that admission will be denied, or dismissal required, for any child who carries a serious and continuing communicable disease.

The concern is two-fold: we do not want well students to become infected, and we do not want ill students to become infected with other diseases transmitted by fellow students. It is the responsibility of the parent or guardian to inform the school of the child's infection upon enrollment, or at the time of diagnosis.

Should a student be diagnosed with any childhood communicable disease such as, but not limited to, chicken pox, measles, mumps, head lice, strep, etc., it is the responsibility of the parent or guardian to keep the child home from school. The student must present a statement of health from the attending physician prior to being admitted back to class.

Children with fevers should be kept away from school for 24 hours after the fever has subsided. It is not acceptable for children to be sent to school after taking medication for a fever. Giving a child medication to reduce the fever does not remove the cause of the fever; it merely reduces the fever. Attendance at school would still expose other children.

Other health concerns may require separation from the other students. This will include (but not limited to) conditions such as rashes caused by poison ivy that are in a state where the rash can be contagious to other individuals that come in contact with them. Parents should deliberately consider the welfare of their student as well as contact with others.

Medication:

The only medications that will be given to a student are those that have been given to the school by the parent. Parents are requested to send medication their child may need in a Zip-loc bag marked with the child's name and instructions for administering the medications. All medicines must be in their original package. Medicines received outside the original containers will be returned. All medications will be kept in the Administrative Office or other locations that are secure. Parents will be called before medications are administered, unless previous arrangements have been made.

Dress Code Guidelines:

Comfortable and Modest. Modesty is an important trait for every child to learn at a young age. Please send your children in clothing that is comfortable. Physical activity is an important part of the school day. Here are a few guidelines we would like parents to observe:

- Children can not wear open-toed shoes. This is a safety issue.
- The student's shoulders should be completely covered.
- If a student wears leggings, the hips should be covered by an additional shirt, dress or sweater. Styles that are "popular" are not necessarily acceptable to wear at school.

Lunch:

Students are expected to bring their lunches unless they are participating in the hot lunches on **Monday and Thursday** of each week (except for early release days). **Due to time constraints in the lunchroom, microwave ovens are NOT available to heat a student's lunch.**

Hot lunch will be offered on Mondays (Chick-Fil-A) and Thursdays (Little Caesars Pizza). The cost of a hot lunch is \$5.00/meal. Lunches are purchased on the day they are served, and payment must be made to the teacher before 9 AM. Unfortunately, we CANNOT ACCEPT payment in advance.

Parents are sometimes needed to volunteer for assisting during lunch each day. If you are available, please complete the volunteer form and send in with your student.

Snacks:

Each class schedule includes a morning and/or an afternoon break. Parents should provide a healthy snack daily. Each teacher may give you specific suggestions.

Parent Participation in School Activities:

Throughout the year, each class will have several opportunities to participate in school outings, field trips, and other special events. Parents are sometimes needed, and generally welcome to most of these events. Without the willingness of parents to get involved and be a part of the educational experience, we would not be able to have many of the activities that the students enjoy.

If you agree to assist the teacher with any event, please understand that there are responsibilities that we will expect of you. Parent chaperones will need to be clearly informed of what will be happening and know how the teacher needs their assistance. Please discuss this thoroughly with the teacher prior to the event. Siblings (older and younger) are NOT ALLOWED on field trips, unless the teacher gives permission in advance. This is a safety consideration that must be followed.

Visitors:

All visitors, including parents, relatives, and parent volunteers, must sign-in and sign-out through the church/school office. Please arrange classroom visits in advance with the teacher. (Prearrangements are not necessary for visits during school parties, chapel services, and special assemblies.) **Please do not go to a classroom without permission from the teacher or the principal. Arrangements for visits must be made in advance.**

Tuition Payments:

Calvary Chapel Christian School strives to keep tuition cost as low as possible. For this reason it is necessary for all families to remain current on their tuition payments. The following policies will be strictly adhered to in the coming school year.

- Tuition payments are due on the 1st day of each month, July through April (unless other arrangements have been made).
- **Late payments are subject to a \$25 late fee to be assessed after the 15th of the month, unless other arrangements have been made.** If your payment becomes 20 days delinquent, you will receive a notice from the office after which you will have 5 days to make a payment. If overdue payments are not received by the 1st day of the following month, your child will not be allowed to attend class until payments have been made.

- All tuition and fees must be current before a student will be allowed to attend classes at the start of the school year.
- If any outstanding tuition or fees remain due from the previous year, the student will not be allowed to register for a succeeding school year.

Withdrawal Policy

When a parent wishes to withdraw their child, please contact the school administrator or principal. Parents should give an “Intent to Withdraw” letter to school giving a reason for the decision. All textbooks must be returned to the school in good condition or be purchased from the school. Student workbooks will be given to the parents provided tuition payments are up-to-date. **Tuition will NOT BE REFUNDED unless approved by the CCCS Board. Requests must be made in writing to the Principal.**

Promotion:

If a student's grades, standardized test scores, and/or teacher recommendation indicates a lack of readiness for the next level of instruction, then the student may be asked to repeat the previous year's work. Students must pass reading, language, and math – three out of four quarters in order to be promoted. Students may be required to complete work during the summer if the teacher determines extra work is needed and if grades are borderline passing. Summer work is encouraged for all students to retain and reinforce the educational experience.

Year End Recognition/Graduation:

Each year on or around the last day of school, we celebrate the end of the school year with a special time of recognition of accomplishments for that year. Certificates for Honor Roll (all A's and B's) and Merit Scholars (all A's) will be awarded to those who have earned the recognition. Fifth grade students who have successfully completed the requirements for graduation will be recognized, given certificates, and will have other opportunities to share in differing ways.