



CALVARY CHAPEL CHRISTIAN SCHOOL

Calvary Chapel Christian School

Elementary Parent Handbook 2018-2019

School Hours:

School Starts: 8:15 a.m.

Regular Day Dismissal: 3:00 p.m.

Early Release Dismissal: 11:30 a.m.

Office Hours:

7:30 a.m. to 3:30 p.m

702-248-8879, option 1

Classroom Doors open: 8:00 a.m.

Drop Off: Students arriving before 8:00 must remain with parent or be checked into Lion's Den. Students may be dropped off at the gate from 8:00 to 8:15 or walked to class by a parent or responsible older sibling.

Parking Lot: DRIVE CAREFULLY – Watch for little ones between cars. Please follow the parking lot procedures for safety and flow of traffic. No parking in the emergency/drop off zone.

Pick Up: Students will be released from the classroom to parent or authorized person only. Students not picked up within 15 minutes of release will be checked into Lion's Den. Students will not be allowed to go to the parking lot on their own.

Authorized People to Pick Up: In addition to parents/guardian listed at registration, any other pick up person must be authorized. To add or change pick up information please complete the Information Change Form (found on Renweb/School Information/Resource Documents) and submit to the office or contact the school office. Siblings over the age of 13 may pick up with parental authorization. All people picking up should be prepared to produce picture identification

Lion's Den: Registration is required in order to attend Lion's Den. Lion's Den is a pre-paid service provided for your child and is at a rate of \$3.00 an hour in 15 minute increments. Registration forms are available in the office and must be accompanied by a \$20.00 deposit that will be used towards your Lion's Den usage. There must be money in your account in order for

your child to attend Lion's Den. You will be notified when you need to add money to your account.

Lion's Den before school hours: 6:30 am – 8:00 am

Lion's Den after school hours: 3:15 pm – 5:30 pm

Lion's Den early release hours: 11:45 – 5:30 pm (Not available on the last day of school)

702-372-9662 (Before and After School Care phone number)

Lion's Den Location: Before school drop off is in classroom 102 after 7:30 am drop off will be on the playground.*After school pick up is from the playground* after 4:00 pm pick up is in classroom #109, the art room. Students not picked up by 5:30 will be charged \$1 per minute. If weather is extreme student will remain in classrooms.

Payments/Account: Balance information is found in Renweb under FACTS/Family Billing. Payments may be made via Renweb or to the School Office.

Unsupervised Students: Before 8 am or after 3:15, any student on campus without parents or staff/coaches will be checked into Lion's Den (K- 5th) or Calvary Club (6th – 12th). Please see secondary handbook for details.

School Calendar: The school calendar can be found on Renweb/School Information/Calendar or on the school website www.calvaryisfamily.org under the school news tab. All the holiday breaks, days off, early release days and school wide special events are recorded there.

Absent Students: Please contact the school office if your child will not be in school. If leaving a message, please include your child's name, grade and the reason for the absence. Elementary students are not allowed to be absent more than 20 days per semester, whether they are excused or not. If your student is absent for more than 3 consecutive days, a doctor's note is required for the absences to be excused. An absence is considered excused for medical issues, family emergencies/deaths and court ordered absences. Family vacations will be considered an unexcused absence.

Tardy Students: Students arriving to school after 8:15 must get a tardy slip from the office for admittance to class. Once your student receives 6 unexcused tardies it will be counted as an absence.

Leaving School Early: We do not recommend that students miss class. Please schedule appointments before or after school hours or on early release days or scheduled days off. If it is necessary to take your child early, please make every effort to alert the teacher and/or the

office ahead of time. To pick up your child, please come to the school office, not the classroom, to check them out through the security system.

Make up work: Missed work due to late arrival, early dismissal or absences will need to be made up within the guidelines of the teacher and school policies.

Sick Children: Please don't bring your child to school if ill. Children with fevers, diarrhea, vomiting or communicable illness should not be brought to school. Children with infectious disease or conditions, such as childhood communicable diseases, infections of the eyes, skull, etc. must receive proper treatment and be cleared before returning to school. Your child may return to school after they have been without a fever for 24 hours, nausea, vomiting or diarrhea has subsided for 24 hours, antibiotics have been given over a 24 hour period for any type of strep or bacterial infection. If your child is out for more than 3 days, a doctor's note will be required. If your child becomes ill while at school you will be notified to pick them up or make arrangements for someone else to get them within one hour. CCCS does not have a special room available for sick children.

Allergies/Medications: Please make sure that you have communicated the needs of your child regarding allergies and medications. All medications, including cough drops, must be stored in the school office. A medication form needs to be completed for each medication.

Communication with the Teacher: The teacher loves to communicate with you and give you updates regarding your child. Email is the easiest way to contact the teachers. To contact your child's teacher, please use their email. Teacher email addresses are their first and last name - Example: firstlast@lionslv.org A staff directory is available through Renweb/school information/directory or the school website www.calvaryisfamily.org under the contact us tab at the top. In person appointments are welcome. However, appointments should be scheduled to assure that you have the teacher's full attention. Greeting and sending off students will be the teacher's priority during drop off or pick up times. They may not be available attend to your needs or concerns during that time.

Back to School Night/Conferences: There will be a Back to School Night on August 9th at 6:30 . These gatherings will allow you to see the classroom, learn more about the teacher and ask questions about classroom procedures. Individual conferences are not available that evening. If you want to discuss your child's adjustment or progress at any time throughout the year, please email the teacher your questions or concerns or request a conference. Formal parent/teacher conferences will be held on October 23-25th.

Classroom Communication: Lesson plans, homework and grades are available through Parent Web under Student Information.

Renweb: To join Renweb, go to www.Renweb.com click on the orange “Login” button on the top left. Click on the link below the login button that says Create New ParentWeb Account. Enter our District Code **CCCS-NV** and your email. Then check your email for a link from Renweb.

Grades/Progress Reports/Report Cards: Grades are available through Renweb/Student Information. Progress reports will be emailed approximately every 3 weeks. Quarterly report cards are emailed the Thursday after the end of a quarter. Kindergarten will send a report card only two times, at the end of 1st semester and the end of the year.

Uniforms: Students are required to wear a school uniform. Uniforms are available to purchase in the Middle School/High School Office. Students are required to wear the CCCS uniform shirt with the school logo. Pants, shorts and skirts must be khaki, charcoal gray or black. All shorts and skirts must be at least fingertip length. A solid black or white long sleeve shirt may be worn under school shirts. No cargo pants, or jean material will be allowed. Knee length socks, tights or leggings worn with a uniform are to be solid black or white. Shoes must have closed toes and a covered heel; athletic shoes are appropriate for their active day. Only jackets/sweatshirts with the school logo are allowed to be worn at school. Class color t-shirts may be worn on Friday and on field trip days. During the winter your child may wear their own heavy winter coat for outdoor activities. Please put your child’s name in all of their jackets. Hats and winter jackets are not to be worn indoors. If your child comes to school out of uniform they will be required to stay in the office until a change of clothing is brought. For minor uniform violations students will be sent home with a dress code violation.

Friday Dress: Students may choose to participate in the \$2.00 Jean Day Fundraiser. Students should give \$2.00 to their teacher in order to wear jeans to school on Fridays.

Free Dress: Students attending school events after school hours or on a free dress day, may be allowed to wear clothing of their choice as long as the student maintains standards of modesty and Christian values. Tops with spaghetti straps need to have a sweater or jacket over.

Lost and Found: Any items with names will be returned to their owners – Please label jackets, water bottle, lunch boxes etc. Items without names will be placed in a lost and found area in the school office. Items not claimed will be donated at the end of each month.

Recess/PE: PE, lunch recess, and snack recess are usually held outdoors. Students should come to school prepared for these outdoor activities; such as appropriate shoes for climbing and running, Calvary jackets, and water bottles. If your child is unable to participate in any of these activities, due to health or medical reasons, a note from the doctor or parent is required. Excused participation from these activities that last longer than 3 days will require a doctor’s note. Students who are unable to participate in PE will also not be allowed to participate in

recess. The student may still be outdoors with the class, depending on the reason that the child is unable to participate.

First Lunch
Kinder - 2nd Grade
11:10 to 11:45

Second Lunch
3rd – 5th Grade
12:00 to 12:35

Lunch: Students need to bring their lunch and snacks from home. It is recommended to pack an ice pack around items that need to stay refrigerated. To provide a warm lunch, it is recommended that you use a thermos, as we are unable to warm lunches. If the meal needs a fork or spoon please include that in your child's lunch box. Please be sure to label your child's lunch with their name, as many student have the same design. Students should not bring soft drinks to school. In addition to drinks provided with their lunch, please send a water bottle each day. Children without a lunch will be fed an emergency meal. Families will be assessed a \$5.00 fee for this meal.

Eating with your child: You are welcome to join your child during their lunch time. Please arrive in enough time to get a visitor's badge. Please meet your child outside at the lunch area, rather than in the classroom. Also, if you are bringing your child's lunch when you come, please let your child and/or your child's teacher know. Children often get stressed if they cannot find their lunch.

Visitors/Volunteers: Anyone on campus that is not a registered student must check in at the Connection Center for a visitor badge and must provide ID. Classroom visitors or volunteers need to make arrangements with the teacher as to times and day to avoid disruption of the classroom schedule. Please be mindful of your clothing choices while at school or on class field trips.

Chapel: Students will gather weekly for a chapel service on Thursday mornings at 8:30. Praise and worship, memory verses and Bible lessons will be included in this time. Parents are welcome to attend this service. Chapel is to be an extension of classroom room Bible lessons, home devotional and prayer time and regular worship/study at your home church.

Behavior: All students are expected to behave in a godly manner. We understand, though, that children will make mistakes and need guidance. Most behaviors are handled in the classroom by the teacher. On occasion a student may make a decision that requires them to be removed from the learning environment. If a student is sent to the office they will be given an "Disciplinary Office Referral." This form will have information for the parent about the event and the consequences assigned at school. Parents must sign and return the form to the office. After a student receives 3 disciplinary office referral forms there will be a required parent, teacher and principal meeting. At this meeting we will determine the best way to help the

student make great choices everyday. If the student's behavior does not improve it may result in a suspension from school. Suspension will be determined on a case by case basis.

Conflicts: As we all sin and fall short of the glory of God, conflicts may occur between students, parents, or staff members. When this happens, we ask that you follow the Biblical principles set in Matthew 18. First, go to the person with whom you have a problem. Many times the conflict can be resolved when each party is willing to listen and hear the issue. If the conflict is not resolved, the conflicting people should get another Christian to assist in the conflict resolution. (ie, students in conflict should get a teacher, parent/parent can go to staff member, student/teacher to either parent or principal, parent/teacher to principal, etc.)

Toys/Electronics: Toys, balls, iPads, etc. should not be brought to school unless a special event has been scheduled and authorized.

Phone Use: Students are not allowed to use cell phones between 8:00 am and 3:00 pm. All phones must be left at home, or with parents at drop off, or may be kept in backpack on silent mode. Parents may not call students nor may students call parents on cell phones during the school day. Parents should call the office if it is necessary to contact their child. Students who need to call a parent during the school day must use the office phone.

Emergency/Power Outage/Weather School Closing: School closings are rare. If Clark County School District is closed due to weather, CCCS will also close. You will be notified through local news reports and an email via Renweb. In the event of a school closing during the school day, you will be notified by email via Renweb and if necessary followed up by phone. Please be sure to always provide the school with your current email and phone numbers.

If you have questions that are not answered in this document please contact the office at (702)-248-8879 option 2.