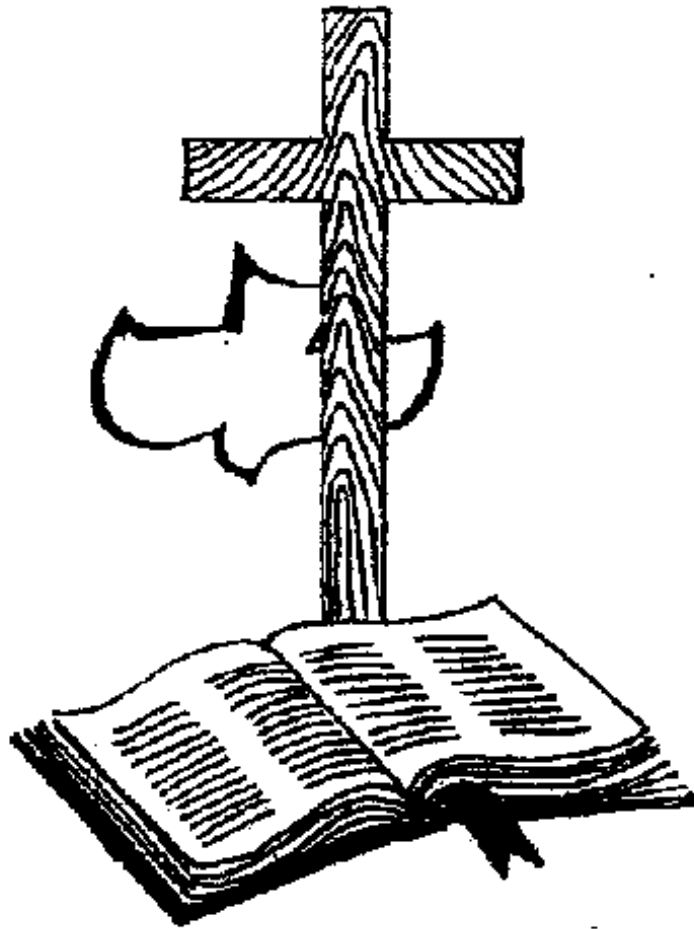


Calvary Chapel Anaheim School



Equipping the saints for service

Parent Handbook
2010-2011

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This handbook serves as a contract between parents and staff. The administration reserves the right to add, subtract, or modify the policies and procedures within this handbook at anytime.

MISSION STATEMENT

As an extension of the Christian home, Calvary Chapel Anaheim School seeks to equip children to develop a personal relationship with Jesus Christ and to love and serve Him with all their heart, mind, soul, and strength.

And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of ministry, for the edifying of the body of Christ, till we all come to the unity of the faith and of the knowledge of the Son of God, to a perfect man, to the measure of the stature of the fullness of Christ...

-Ephesians 4:11-13

PRINCIPAL'S WELCOME

Welcome to Calvary Chapel Anaheim School. Many years ago when our senior pastor, Mark Bove, was asking God what we as a church could do for our nation, the Lord revealed that He should begin a school. Since its inception, God has blessed the ministry of equipping young saints to serve Him. We have seen children receive Christ for the first time and others become stable in their relationship with Jesus through the daily washing of God's word. We know that God cherishes children, and it is truly a privilege and joy for us to be serving Jesus by ministering to them.

We would like to commend you on having taken the step of providing a Christian education for your child and are delighted that your child will be attending our school this year. We count it a privilege to be a partner with you in your child's education and will be praying for you and your family throughout the year.

Please read the following Parent-Student Handbook carefully. If you have any questions, please do not hesitate to call the school office at (714) 563-9620 or send an e-mail to calvarychapelanaheim@gmail.com.

Love in Christ,

James Bove

PHILOSOPHY OF EDUCATION

We believe...that the home is the main center of a child's training...Ephesians 6:4. "And you, fathers do not provoke your children to wrath, but bring them up in the training and admonition of the Lord."

Therefore...we encourage parents not to see the Christian school as a substitute for spiritual training but as a supplement.

We believe...that we are to be a Christian school in both name and practice...James 1:22. "But be doers of the Word, and not hearers only."

Therefore...we seek to glorify God in every aspect of our school's purpose, policy, and program.

We believe...that the Word of God is true and is the basis of knowledge... Proverbs 1:7. "The fear of the Lord is the beginning of knowledge."
Therefore...we use the Bible as the measuring line for all subjects of understanding in the classroom.

We believe...that a child needs to be challenged to grow academically in order to meet the demands of the future... Luke 2:52. "And Jesus increased in wisdom."
Therefore...we take seriously the educational task by providing a challenging curriculum to prepare the student for what lies ahead.

We believe...a child's self-worth in Christ is very important to nurture...
1 Corinthians 13:13... "But the greatest of these is love."
Therefore...we strive to provide each child with the unconditional love they deserve, so that they may blossom into the person God has intended them to be.

We believe...that we are to train our children for responsible adulthood... Proverbs 22:5. "Train up a child in the way he should go and when he is old he will not depart from it."
Therefore...our classrooms follow the order of assertive discipline in a context of love and understanding.

We believe...that one of a child's most important needs is to feel safe... Isaiah 40:11. "He shall gather the lambs with His arm...and gently lead those that are with young."
Therefore...we adopt measures of campus safety and enforce the rules of mutual respect and inter-social tolerance.

ADMISSION PROCEDURES

1. Pick up an application in the school office, fill it out and return it to the office.
2. We will schedule an interview appointment with preferably both parents.
3. Submit all required paperwork and pay the registration and materials fees.

It is Calvary Chapel Anaheim School's policy that one parent is a Bible-believing Christian since what the children learn in a Christian school setting needs to be backed-up in the home.

Applicants for the first through eighth grades must supply the school with a copy of their current report card. Applicants for the second through eighth grades must also attach a copy of their most recent SAT scores (previous scores are acceptable).

A child must be five years of age on or before September 1st of the year they are to enter school in order to be enrolled in kindergarten classes. Children who are entering kindergarten in September will be tested for kindergarten readiness. Immunization records must be present upon registration for kindergarten.

First grade students are required by state law to undergo a physical examination. It may be done up to 18 months before your child enters first grade or 90 days after they start first grade.

Prior to 7th grade entry, students must meet immunization requirements, including a 3-dose series of hepatitis B vaccine; the series takes a minimum of 4 months to complete.

All children are accepted on a six-week probationary basis. Any time after this six week probationary period the principal reserves the right to request dismissal of the child on the basis of, but not limited to: Consistent tardiness or multiple absences, failure to pay tuition or any other school-related charges, harassment of staff or other children in the school, or unmanageable behavioral problems with the child.

Children with **severe** behavioral, emotional, or physical difficulties have very special needs. We are not adequately organized to serve these needs and therefore cannot admit such children. However, we are sympathetic and vitally concerned for their welfare.

Calvary Chapel Anaheim School admits students of any race, color or national origin.

TUITION AND FEES

Kindergarten through Eighth Grade

1. Currently, tuition is as follows:

\$3,150.00	First child
\$2,450.00	Second child
\$1,900.00	Third child
No charge-	Fourth child on

There is a 5% discount if the tuition is prepaid for the school year by August 1st.

2. Registration fee: \$150.00 per student (Registration fee is **non-refundable**).
3. Materials fee: Kindergarten through Eighth Grade \$150.00 per student (Due June 30th and refundable until the first day of school).

TUITION AND DAYCARE PAYMENTS

Parents have the option of paying in full (prepaid) or using the eleven-month installment plan. The name of our billing service company is Smart Tuition. Smart Tuition assists us in managing the administrative work associated with processing school payments.

Monthly Invoices: Smart Tuition will no longer offer the coupon payment program but instead will provide monthly billing statements sent directly to your home.

Automatic Deductions: Smart Tuition also offers an automatic deduction option. Your monthly bill can be automatically deducted from your credit card, savings, or checking account. We highly recommend this option as it helps to simplify our administrative responsibilities.

Prepaid in Full Discount: A 5% discount is given to those who pay in full, as long as the bill is paid by August 1st.

Daycare: Daycare charges will be added to your regular tuition statement each month but will be one month behind. For example, charges for daycare in September will show up on your October invoice and will not be due until October 30th. **Daycare for the month of June will be added to the billing for May and will be due June 30th.**

Late Fees: A late fee of \$30.00 is assessed if a full payment is received **ten or more days late**. If you miss a payment, you will receive phone calls from Smart Tuition. Per our agreement, delinquent accounts can be dropped from enrollment. For those on automatic deductions, a fee of \$30.00 will be assessed on any deduction that is refused by your bank.

Returned Checks: Returned checks will result in a \$30 charge to the parent's account. After the second time a check is returned, the account will be placed on a money order basis.

Hot Lunch/Field Trips: When paying for hot lunch and field trips you will pay the school, not Smart Tuition.

SCHOLARSHIPS

A limited number of scholarships are available to those in need. Scholarships are based upon the approval of our church board and are considered missions giving by the church. Applications must be completed and turned in to Dee Dee by the last week in March. All applications will be considered by the Elders on the third Tuesday of May. The following criteria are used by the Elders as a guide to aid in selecting who to award scholarships to:

1. Severity of need
2. CCA church attendance
3. CCA volunteer record
4. Up-to-date tuition
5. Family situation (single-parent, etc.)
6. Student spiritual and disciplinary status
7. Student's academic attitude
8. Grade level enrollment size
9. Record of giving

The Elders will prayerfully consider each application and award scholarships as the Lord leads.

ABSENCES

Regular attendance in class is one of the greatest contributing factors to success in school. Children returning to school after an absence must bring a written excuse from their parents. The note should be submitted to the teacher at the beginning of class. Please call the school office the day of your child's absence. It is the parent's responsibility to pick up the homework so the child will not fall behind in their studies; homework may be picked up after school only. A doctor's release must be presented if a child is absent 5

days or more. Excessive absences will result in the student being withdrawn from the school.

CAR POOLING

If parents desire to share the transportation responsibilities with other parents, then the parents are encouraged to seek out those families that live in their general area for car-pooling. Each family is responsible for making its own contact with car pool volunteers.

CHAPEL

Chapel provides opportunity for Calvary Chapel Anaheim students to participate in a collective worship service. It is a time of spiritual enrichment and exposure to a variety of Christian experiences. The aim of all chapel times is to magnify Jesus Christ. Parents are welcome to attend and worship with us. Chapel is on Wednesday morning beginning at 9:15 a.m.

CHILD ABUSE

Under Penal Code Section 11166 each staff member is required by law to report to the Department of Social Services any observed or suspected injury or incident which may threaten the physical or emotional health of any child.

CHURCH ATTENDANCE

Regular church attendance by both parents and students goes hand-in-hand with church and school goals. The Christian school is not a replacement for church or Sunday school (Hebrews 10:25).

CUMULATIVE RECORDS (CUM FILES)

Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063, you are hereby given notification of privacy rights of parents and students. Federal and State laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by Calvary Chapel Anaheim School must be granted to natural parents, adoptive parents, or legal guardians of students under the age of 18.

Parents may review individual records by making a request to the student's teacher and/or the administration. The teacher and/or the administration will see that explanations and interpretations are provided if requested. Information, which is alleged to be inaccurate or inappropriate, may be removed upon written request of the parents and reviewed by the administration. In addition, parents may receive a copy of any information in the records at a reasonable cost per page. Policies and procedures relating to types of records, kind of information retained, persons responsible for records, directory information, and access by other persons, review, and to the challenge of records are available through the administrative office. When a student moves to a new school, records will be forwarded upon the request of the parents. At the time of transfer, the parent may review, receive a copy (at a reasonable fee), and/or challenge the records.

CURRICULUM

A variety of curriculum materials will be used based on their Christian appropriateness. It is the job of the teacher in cooperation with the administrative staff to choose the materials that will best educate the student from a Christian based perspective. Curriculum fees will be used to purchase all materials needed to best teach the courses that are offered.

DISCIPLINE

We believe discipline and order are vital for the learning process in the school experience (I Corinthians 14:40; Proverbs 3:11-12; 22:15). Each teacher will have classroom rules based on rewards and discipline. Please see your child's teacher regarding rules in the class. Occasionally it is necessary for the teacher to refer the child to the principal for counseling. Corporal discipline (swatting) will be the last resort method of correction. Parents must sign the corporal punishment permission form for the student to be enrolled at school.

Detentions, in house suspension, and expulsion will be served when necessary. A child may also be placed on probation for a period of time to observe his/her improvement.

The following is a statement from our senior pastor, Mark Bove, on what the Bible says regarding corporal discipline:

Dear Brothers and Sisters:

We here at Calvary Chapel Anaheim School have decided to use corporal discipline when needed for our children. As you know, the Bible is our handbook here and we seek to follow God's word in all that we do.

In Proverbs 13:24, the Lord says, "He who spares his rod hates his son: But he who loves him is diligent to chasten him." We see the use of the rod (paddle) here as a secure display of God's love. "The Lord disciplines him who he loves, and chastises every child whom he receives." (Hebrew 12:6) and (Proverbs 3:12).

In Proverbs 19:18, the Lord says, "Discipline your son in his early years while there is hope. If you don't, you will ruin his life" (Living Bible). The reason lack of discipline will ruin a life is, contrary to the humanistic viewpoint, we are all born sinners (Psalms 51:5). The Lord says in Proverbs 29:15 and 17, "The rod and reproof give wisdom: But a child left to himself brings his mother to shame." "Correct your son, and he shall give you rest; yes, he shall give delight to your soul."

According to God's word, we realize that we could be saving a child's life from hell in using the paddle (rod) for necessary discipline. The Lord says in Proverbs 23:13, 14, "Do not withhold discipline from a child; if you punish him with the rod, he will not die. Punish him with the rod and save his soul from death."

Love in Jesus,

Pastor Mark

We encourage parents to implement a variety of disciplines and rewards based upon the individual personalities and needs of their children. Swatting should always be applied to the bottom and executed with an attitude of love and concern for the child's well being. It should never be done spontaneously or in anger.

EXPULSION POLICY

A student, who, after repeated interventions by parents, teachers, and administration, continues to hinder the progress of the class, spiritually or academically, directly or by poor example, will be dismissed from the school. Steps towards this last resort are as follows:

1. Rewards and disciplinary action implemented by the prospective teacher
2. Parent-teacher conference and more severe disciplinary action
3. Conference with parents, teacher, and principal at which a contract for improvement will be agreed upon including a progression of disciplinary action.
4. If, after these steps are exhausted, the misbehavior continues, the child will be expelled from school.

SPECIAL NEEDS

Again, children with **severe** behavioral, emotional, or physical difficulties have very special needs. We are not adequately organized to serve these needs and therefore cannot admit such children. However, we are sympathetic and vitally concerned for their welfare. If a teacher suspects that your child may have a learning disability the following steps will be taken:

1. Your child's teacher will inform you of the possible problem along with their rationale.
2. The teacher will suggest that your child get his ears and eyes checked
3. The teacher will suggest that your child get tested by your local school district free of charge.
4. If the child's symptoms persist, and you have not had him tested, a conference with the teacher and the principal will be called.
5. If it is determined that your child has a learning disability that we are not equipped to serve, we will recommend another option that will better serve your child.
6. If you refuse to have your child tested, and he continues to hinder the progress of the class, he will be expelled from Calvary Chapel Anaheim as we must consider the needs of the class as a whole.

DRESS CODE

The students are encouraged to dress with appropriate attire that gives glory to God and does not draw undue attention to self (I Corinthians 10:31). Modesty is the key (I Timothy 2:9-10). Extremes in style and fashion are to be avoided. We leave the selection of clothing with the parents. However, we do have basic dress code guidelines. **The school reserves the right to send a child home and call for a parent conference in cases of questionable or immodest dress.**

Guidelines:

- No extreme hairstyles (including hair coloring).
- No faded, frayed, ripped, torn or dirty clothing.
- Shoes or sandals (with heel straps) must be worn with socks at all times. (Tennis shoes must be worn for physical education).
- No extreme make up should be worn, moderation or none at all. Please avoid brightly colored lip sticks, eye shadows, and dark eye liner.
- No hats in the building.
- No baggy or tight clothing. Underwear should never be exposed (students should be able to lift their arms without exposure of torso or underwear).
- Picture or slogan shirts, blouses, etc., which show or speak of activities not in line with Christian principles are not permitted. This includes disrespectful sayings and attitudes about school and siblings, inappropriate music, wrestlers, etc.
- Shorts, skirts, and dresses must be of modest length. The length should extend past the fingertips when arms are held straight to the sides.
- No spandex or form fitting stretchy pants are allowed unless worn under a skirt or dress of modest length (see above).
- No tank tops or spaghetti straps, boys or girls. Shirts must cover the stomach at all times even when arms are lifted.
- No low-cut shirts, blouses, dress, etc.
- Jewelry may be worn in moderation. Please do not wear earrings which extend below the earlobe. No earrings for boys please.
- No tattoos or body piercing allowed.

Please remember that our goal is to glorify Jesus Christ; we want our children to learn to be leaders by example and not conformers to the world.

EARLY DISMISSAL

If a student will be leaving school early, a note should be given to the teacher in the morning or a call should be placed to the school office so the teacher can be notified that the student will be leaving. The parent must come to the office and sign the child out. If someone other than the parent is to pick up a student, please inform the office. **The child will only be released to those who are listed on the student's emergency information card. The person must show their identification for verification purposes.** These procedures are followed to assure the safety of your child. If your child leaves early, this will count against perfect attendance.

EMERGENCY AND HEALTH PROCEDURES

The school office offers immediate first aid to all injured or ill students. At the beginning of each school year an Emergency Information Card must be filled out authorizing treatment for the child in case of an emergency. The parents will be contacted as soon as it is determined that the student is too ill or injured to continue their school day. If parents cannot be contacted within 15 minutes then the designated persons listed on the Emergency Information Card will be called. Sick children need to be picked up within one half-hour from the time the parents are contacted by the school. **Please keep the school updated on any changes in home, mobile, or business phone numbers so you can always be reached in case of an emergency.** For the working parents, make sure you always leave information where you could be reached in case of an emergency.

Please do not send your child to school sick. Children who are sent to school sick rarely get better and sit in the office feeling miserable until their parents pick them up. If both parents work, what to do with sick children can be a challenge. We encourage parents to pray and seek options for your child such as grandparents, neighbors, friends, etc.

If your child is taking medication of any kind, the parent must bring the medication in the original container to the school office. **No student is allowed to carry or take any medication of any kind on his or her own.**

Students must meet current immunization requirements. **Immunization records must be presented at time of registration.**

EXTENDED DAYCARE

Extended day care is available to all students before and after school. Morning daycare is from 7:00 a.m. to 8:00 a.m. and costs \$2. Free supervision is provided between 8:00am and 8:30am. Afternoon daycare is from 3:15pm to 6:00pm. The first 45 minutes is free. A flat fee of \$4 is charged to each student who is on campus after 4:00pm. Full days offered during vacations will cost \$20 per day. Half days offered during parent teacher conferences and the last day of school will cost \$8 beginning at 2:00pm.

All children in day care must be signed in and out. Children are lined up at 3:15 and checked into daycare. All students remaining on campus after 3:15 will be signed into daycare. **Each child not picked up by 6:00 p.m. will be charged \$1 per minute.** Please make sure your writing (including the time) is legible.

FIELD TRIPS

Field trips will be provided throughout the school year to broaden the student's learning experience. A permission slip and medical release form signed by the parent(s) or guardian(s) is required for each student at each field trip. You will be notified in advance of the field trip and of any fees that might be involved. Transportation will be by car-pooling provided by teachers and by parents who volunteer. We do offer a Washington D.C. trip to our eighth grade students.

HALL PASSES

Students are not to be out of class without a hall pass. Children in daycare will follow the same rules which apply during school hours. Please do not leave your child unattended before or after school. No student may be on the playground without adult supervision until 8:15 a.m. at which time a daycare worker will begin supervision.

HOMEWORK

Homework reinforces the student's classroom learning time and enables your child to be prepared for the next day's lesson and exams. It gives the parents the opportunity to observe what the child is learning and provides help and encouragement in the process. A large part of poor performance in school is the failure to properly complete the assigned homework. Parents are encouraged to take an active part in overseeing their child's homework assignment. If your child is going to be absent, please call or e-mail the school office in the morning so their homework and make-up work can be gathered for you to pick up after school only. Failure of a child to maintain a good work ethic will result in parent teacher consultation, disciplinary action, and possibly expulsion.

LOST AND FOUND

Please mark all your child's belongings with their name and phone number in big and bold print. Lost-and-found items are located in the daycare room. After a period of time, unclaimed items will be donated to a local charity or missionary organization.

LUNCHESES AND SNACKS

You will need to provide a **nutritious** snack to be eaten during morning snack. We do offer a hot lunch program. The cost of the lunch is as follows:

Fourth-Eighth Grade:

Pre-ordered and paid in full - \$3.00

Daily rate - \$3.50

Kindergarten through Third Grade:

Pre-ordered and paid in full - \$2.50

Daily rate - \$3.00

A monthly menu will be distributed from which you may pre-order and pay in advance to receive the special price. **Please note that you do not get credit if your child has pre-ordered lunch and is absent that day, with one exception; if your class has a field trip day, you can credit yourself for the next months order.**

PARENT CONFERENCE AND SUPPORT

We schedule one parent conference at the close of the first quarter and encourage both parents to attend. If a child is struggling academically or behaviorally, additional conferences may be requested by the teacher. If for any reason you would like to meet with your child's teacher you may schedule an appointment through the office at any time.

Parents should be supportive of the school, teachers, and administration. Gossip and the like can be very undermining to the unity of the Spirit that God would desire in a Christian school. If you have a problem with a person, please do what the Bible says - go directly to the source and deal with the person involved, after much prayer and with an attitude of love, before you go and talk to someone else (Proverbs 26:20; Mathew 18: 15-20).

PARKINGLOT PROCEDURES

Please drive cautiously and slowly through the church/school parking lot. Please do not be in a hurry; children are just too precious. Watch for children exiting cars and running from the vehicle. Please follow all signs and do not park in unmarked areas. If you notice that cars are backing up behind you while waiting in the pick-up zone, please loop around or park in the lot.

PERSONAL BELONGINGS

Only items necessary for the school learning experience are allowed to be brought to school. All other items will be held in the school office until the child goes home. Cell phones, pagers, are not to be turned on or used during school hours. If you need to reach your child during school hours please contact the school office.

PHYSICAL EDUCATION PROGRAM

Girls and boys are involved in weekly sports with emphasis on daily exercises, group games, and co-ed activities.

SCHOOL HOURS

Kindergarten offers a full day from 8:30 a.m. to 2:45 p.m. or a half day from 8:30 -11:30 a.m. (no price difference).

First through eighth grade meet from 8:30 a.m. to 3:00 p.m.

Students should arrive at school no earlier than 8:15 a.m. and leave no later than 3:15. Children arriving before 8:15 must be signed into day care, and children who are not picked up by 3:15 p.m. will be signed into extended day care and charged.

SCHOOL OFFICE

The school office is open Monday through Friday, 7:30 a.m. to 3:15 p.m. The direct number to the school office is (714) 563-9620. The main church number is (714) 563-9608. If you need to speak to a teacher, please leave a message or try to contact him/her after school. Our school e-mail is calvaryanaheim@gmail.com.

SCHOOL RULES

Our school rules are based on I Peter 2:17... “Honor all people. Love the brotherhood. Fear God. Honor the King”. Respect for God, authority (teachers), and fellow students will be the guideline for all behavior, in and out of the classroom. The following are overall guidelines of general school rules:

- Respect must be shown to all staff members, faculty, and any adults at all times.
- All classroom and homework assignments are to be completed and turned in as assigned.
- Students are to be good examples of a Christian both on and off campus. Students must show respect for others, both in and out of the classroom. This includes any fighting, name-calling, bad language, cheating, etc.
- No head phones, radios, electronic games, or the like are allowed on campus without prior consent from the administration.
- No gum is allowed at any time.
- Students are not to wander around campus and are to have a hall pass if they are out of class.
- Students must dress according to the established dress-code policy.

Students will receive more specific rules from the teachers at the start of the school year.

TARDY POLICY

In order to be a successful student, it is important for children to arrive to school on time. Parents of students with excessive absences will be notified. If the problem persists, a conference will be called with the teacher and/or principal. If the problem is still not rectified, then the student(s) may be suspended or expelled from school.

BUYING AND SELLING

The gospel of John, verses 13 through 16, states the following:

13 Now the Passover of the Jews was at hand, and Jesus went up to Jerusalem. 14 And He found in the temple those who sold oxen and sheep and doves, and the money changers doing business. 15 When He had made a whip of cords, He drove them all out of the temple, with the sheep and the oxen, and poured out the changers' money and overturned the tables. 16 And He said to those who sold doves, “Take these things away! Do not make My Father's house a house of merchandise!”

Jesus is angry with the religious leaders for using the Temple of God as a place to extract profits from the people rather than a place of worship and teaching... a place to collectively exercise a relationship with our creator and savior. In order to prevent a similar merchandising of the people of God from happening at our church, a firm policy of not allowing buying and selling of items on campus has been established. The church does recognize that it is necessary to charge tuition and other fees to cover costs of staff salaries, curriculum, field trips, hot lunch, day care and other services in order to maintain a school. Our church library provides helpful book and video resources free of charge.

TELEPHONE POLICY

Use of the office telephone by students is limited to emergencies. No student may use the telephone without permission. Children will not be able to use the phone if they have forgotten a lunch or homework. We want to help the children learn responsibility in all areas of their lives. If a parent hasn't arrived within 15 minutes of the child's scheduled lunchtime, we will automatically assign your child a hot lunch which the parent will be responsible to pay for. **Cell phones are not to be used during school hours. They must be turned off and stowed in a backpack. Camera/video features may not be used without permission from a teacher; we will take away the phone if rules are not followed.**

WITHDRAWAL PROCEDURE

If your child is transferring from this school to attend another school, please contact the school office one week prior to the child's last day of attendance. This will help to process the appropriate papers to be transferred to the next school. You will be refunded on a cost-per-day basis and will be charged for the total days your child was enrolled.

CONTACT INFORMATION

Address: 270 East Palais Rd.
Anaheim, CA 92805

Telephone: 714-563-9620

E-mail: calvarychapelanaheim@gmail.com

