



# Calvary Adventist School

## Handbook

EARLY LEARNING CENTER (Ages 3 & 4)

KINDERGARTEN through GRADE 8

1200 17th Street • Newport News, Virginia

(757) 528-8058

[www.calvaryadventistschool.org](http://www.calvaryadventistschool.org)

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## ALL ABOUT OUR SCHOOL

Calvary Adventist School is a Christian institution within the Seventh-day Adventist educational network and has been in operation over 100 years in the East End Newport News area. The Seventh-day Adventist educational system is the second largest Christian school system in the world with more than 7,500 schools in nearly 150 countries serving 1.5 million students.

Calvary Early Learning Center serves preschool students (ages 3 and 4) and elementary-aged students (grades Kdg-8). Our Early Learning Center is licensed by the Virginia Department of Education and our is accredited by the North American Division of Seventh-Day Adventists and the Middle States Association of Colleges and Schools.

We operate in harmony with the guidance and direction of the North American Division of the Seventh-day Adventist Church, the Columbia Union Office of Education, and the Allegheny East Conference Office of Education. The mission of Adventist education is to enable learners to develop a life of faith in God, and to use their knowledge, skills, and understanding to serve God and humanity.

## OUR VISION

To serve as a premier educational institution offering a holistic development program to prepare leaders for now and eternity.

## MISSION STATEMENT

The mission of Calvary Adventist School is to educate students in a Christ-centered environment that enhances mind, body and spirit in preparation for this life and the life to come. As a school we emphasize academic excellence and practical application of skills designed to lead our students in service to our community.

## SCHOOL MOTTO

We **C**are, We **A**ffirm, We **S**erve!

## **PHILOSOPHY OF ADVENTIST EDUCATION**

“Higher than the highest human thought can reach is God's ideal for His children. Godliness--godlikeness--is the goal to be reached. Before the student, there is opened a path of continual progress. He has an object to achieve, a standard to attain, that includes everything good, and pure, and noble. He will advance as fast and as far as possible in every branch of true knowledge. But his efforts will be directed to objects as much higher than mere selfish and temporal interests as the heavens are higher than the earth.” (Education 13)

## **EDUCATIONAL MODEL**

Calvary's educational model begins with the recognition that positive academic outcomes in children are directly related to the foundation received in their early education. The earlier students develop good academic habits and a love for learning, the more successful they are throughout their academic careers. Hence, our approach to education is based on a three-fold approach building the entire man: mental, spiritual and physical. Our philosophy of education informs our core values which inform our mission and vision as an institution of learning.

**SCHOOL DAY INFORMATION**

**SCHOOL DAY HOURS  
(EARLY LEARNING CENTER- ELC)  
Ages 3 and 4**

8:00 AM – 4:00 PM (Monday – Friday)

**SCHOOL DAY HOURS  
(Grades Kindergarten through 8th)**

8:15 AM – 3:15 PM (Monday – Thursday)  
8:15 AM- 1:00 PM (Friday)

Please see school calendar for holidays, early dismissals, and other adjustments to the school day throughout the year.

Children must be picked up within 15 minutes of the posted closing time.

## ADMISSIONS CRITERIA

### ***Non-Discrimination Statement***

*Calvary Adventist School admits students of any race, color, ethnic background, country of origin or gender and makes no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, application for admission, scholarship programs, and athletic or extracurricular programs.*

### **WHO MAY ATTEND**

Calvary Adventist School operates to provide young children the opportunity for a Christian education. Admission to the school is not limited to those of the Seventh-day Adventist faith, but all students and families must agree to uphold the Christian principles on which the school is founded and abide by its regulations.

### **ENTRANCE REQUIREMENTS**

- **Pre-Kindergarten:** The student must be 3 years old by September 30<sup>th</sup> and potty-trained. The parent or guardian must provide the student's birth certificate at Registration. Before admittance to class, an immunization record, signed financial agreement and physical examination are required.
- **Kindergarten:** The student must be 5 years old by September 30<sup>th</sup>. At registration, the parent/guardian must provide the student's birth certificate. Before admittance to class, an immunization record, signed financial agreement record and physical examination are required.
- **Grades 1 through 8:** The student entering the first grade must be 6 years old by September 30<sup>th</sup>. At registration, the parent or guardian must provide the student's birth certificate. Before admittance to class a signed financial agreement, an immunization record and physical examination are required.

### **ADMISSION PROCEDURES**

1. Complete application online through the FACTS portal.
2. Provide required documents and supporting information (transfer students):
  - Copy of Last Official Report Card
  - Signed Transfer of Records Request
  - Birth Certificate
  - Standardized Assessment Scores

- IEPs (if applicable)
  - Medical Records
  - Immunization Records (PreK - Grade 1 and All New Students)
  - Signed Financial Agreement
  - Physical Examination by the End of September (Students entering Pre-K, Kindergarten, Grade 1, Grades 4 & 7)
3. All students including returning students will start on a probationary period for the first quarter upon acceptance.

### **ADMISSION PROCEDURES (SPECIAL NEEDS STUDENTS)**

Calvary Adventist School is equipped to provide various resources to students requiring a slightly modified instructional program. (The student may be evaluated prior to acceptance to determine the level of a student's specialized needs). The administration and instructional team will review a student's documented special needs in order to determine if CAS can provide sufficient implementation of accommodations and modifications necessary to meet the student's unique educational needs. If after enrollment, a student is identified as having special educational needs, CAS will determine whether it is an appropriate educational setting for the student, including whether the student will remain enrolled at Calvary Adventist School.

## FINANCIAL INFORMATION

### Enrollment Fees

- Annual Account Administration Fee (FACTS Tuition Management System) \$50.00

Registration Fees K-8 (early bird discounts for returning students) \$400.00

ELC (Preschool)- (early bird discounts are offered for returning students) \$125.00

### Tuition Rate/Annual

- Grades Kindergarten through Eighth Grade \$3500.00  
 (Payments are set up with the FACTS Tuition Management System)  
 (September – June- ten equal payments)

\*\* 15% off Gross Tuition amount for 2 or more Children

- ELC (preschool)- \$145 per week based on the school calendar  
 (Payments are set up with the FACTS Tuition Management System)

### Graduation Fees

- Cap & Gown Fee (kindergarten) \$30.00
- Cap & Gown Fee (eighth grade) \$30.00

School Uniform Package (K-8) (see School Uniform Code section)

Technology Damage Fee (laptop repair, etc) \$150.00

### Other Provided Services (Additional Fees Weekly)

#### Transportation

- Morning and/or Evening (round/trip per week) \$55.00

Calvary Adventist School reserves the right to revise the published rates.



## PAYMENT POLICIES

- All registration and student fees must be paid before a child is enrolled and able to attend classes.
- Tuition payments are due on the date you designate in your FACTS financial agreement.
- All accounts must be brought up-to-date before report cards or transcripts will be released.
- Any student that has a delinquent account may not be allowed to attend school and may be released from the school if account is not updated and delinquencies are not paid.
- Promoters accounts (kindergarteners or 8th graders) must be paid in full prior to Promotion. Promoters with unpaid balances will not be allowed to participate in the Promotional exercises.
- Payments may tuition are made through the FACTS account that each family sets up at the beginning of each school year.

## FINANCIAL AID PROGRAMS

Calvary Adventist School participates in two primary programs that help to offset the cost of tuition and fees for students in grades K-8.

The Virginia Tax Credits program is a needs-based program that will pay the majority of school fees for qualifying students. Please contact the School Chair for more information about this program.

The Partnering for Eternity program is a weekly visitation program for students with an assigned senior mentor. Funds acquired through this program are applied directly to the family account.

Please contact the School Chair for more information about these programs.

Dr. Maurice Byrd (CASboardchair@gmail.com)

## **WITHDRAWAL FROM SCHOOL**

Before a student can officially withdraw from Calvary Adventist School, the parents and student must have an interview with the administrator, complete a withdrawal form, and settle all financial matters with the school's account representative. Tuition will be charged until the administrator receives official notification of withdrawal. Failure to follow this procedure will result in the official transcript being withheld.

## **SUPPLIES AND TEXTBOOKS**

Students are to have the necessary supplies in their possession as outlined by the class instructor. See supply lists on the school website. If assistance is needed in securing school supplies, please contact the school administrator.

If any student loses or damages textbooks assigned to him/her, the parent/guardian will be required to pay the replacement cost. Failure to adhere to this rule will result in CAS withholding further issuance of other books, supplies, or equipment to the student until restitution is made. Additionally, CAS may withhold issuance of any student records, report card, promotional diploma, certificate of completion. Students are encouraged to take pride in the use of their textbooks and keep them in good condition.

## **DRESS ATTIRE**

Students are expected to come to school neat, and clean as if they were going to work. No hats, bandanas, caps or sunglasses are to be worn inside the building except with a written medical directive. Students are not permitted to wear jewelry, cosmetics—make-up or colored nail polish-- in school or at any school-related activity. Sagging pants and exposed midriffs are not allowed. Clothing that exposes undergarments or any other part of the body is not allowed. Articles of clothing determined to be gang-related or clothing depicting obscene words, vulgar graphics, alcohol or controlled substance motifs will result in students being sent home or asked to be picked up by parents.

## SCHOOL UNIFORM CODE (GRADES K-8)

Calvary Adventist School is a uniform school. We recognize that school is a place of business and it is our goal to help students develop a business-like attitude toward school and learning. The uniform code is as follows:

**Boys:**

Uniform polo with CAS logo  
Khaki pants with black or brown belt  
Dark socks  
Dark shoes (black or brown)

**Girls:**

Uniform polo with CAS logo  
Khaki jumper, pants, Khaki skirt or skort  
White or beige socks or tights (No leggings)  
Dark shoes (black or brown)

Green CAS Hoodie is the only outer covering garment that can be worn inside the classroom. The CAS hoodie can be purchase from Erbosol Printing. Please place your order and make your purchase during Registration time and before the cool weather arrives.

Gym Uniform: All Students CAS logo P.E. shirt; CAS logo gym shorts (warmer months) CAS CAS logo sweatpants (colder months) White ankle or crew socks; Sneakers

### Formal/Special Function Uniform

**Boys:**

White formal dress shirt (school logo) with tie with tie  
Khaki pants with black or brown belt  
Dark socks  
Darks shoes (black or brown)

**Girls:**

White formal dress shirt (school logo)  
Khaki skirt or skort  
White socks/stockings  
Dark shoes (black or brown)

### 2024-2025 UNIFORM PRICES

Green Polo- \$19.00  
P.E. Shirt- \$11.00  
P.E. Shorts- \$11.00  
P.E. Sweatpants- \$16.00  
Green Hoodie- \$26.00

All orders can be placed at [CASOrders@erbosol.com](mailto:CASOrders@erbosol.com). A 20% return fee will be charged for all items returned due to improper sizing.

## MEDICAL INFORMATION

### HEALTH SERVICES

Students should not be sent to school when they are sick/ill. Parents will be contacted to arrange immediate pick up of any sick child. Students should remain at home where they can rest comfortably and have the individual care that they require. If the student has a fever, cough, stomach upset, or pain, the student should stay home. Calvary Adventist School does not have a nurse on site. If a student becomes ill, he or she will be sent to the office and parents will be notified. If parents cannot be contacted, the student will be allowed to remain in the office until a parent or guardian can pick up the child.

### MEDICATION POLICY

School personnel will NOT administer medication without written consent from a parent and with direction from a physician. Authorization over the telephone is not permitted. Each student is to have a medication waiver form on file at the school.

Students are not allowed to share prescription or over-the-counter drugs.

### EMERGENCIES AND FIRST AID

When a student is injured at school, it should be reported to the classroom teacher or the office immediately. If the injury/emergency require medical attention or necessitates going to the hospital, emergency personnel and parents will be notified. Emergency ambulance services are the financial responsibility of the parent/guardian.

Parents/guardians need to inform the daycare staff in writing if their child has any allergies.

Procedures are as follows”

1. Required forms will be provided by staff as soon as an allergy is reported.
2. Allergies will be posted for all staff to see.
3. A Care Plan card will be written up with the steps to take if the child has an allergic reaction.
4. Extra training will be provided by parent if deemed necessary.
5. Parents will be informed immediately of any allergy attack and the steps taken.

## STUDENT AND BUILDING SAFETY

For security purposes, Calvary Adventist School has a closed, locked campus policy. Parents and visitors are not allowed in the facilities except with specific arrangements by the school principal. Visitors will be asked to identify themselves and will be admitted, when appropriate, by the school principal.

All schools practice safety drills to prepare for possible emergencies. Fire drills are held randomly throughout the school year. Talk to your children about the importance of these drills and why it is necessary that we leave the school building quickly and orderly each time there is a fire drill. Non-compliance during a fire drill or any emergency situation will result in

disciplinary action. Anyone who tampers with a fire alarm will be held responsible for the cost associated with a false alarm.

Weapons of any kind are not permitted on the school premises. Weapons are defined as guns, knives, or any instrument that is or can be used in a threatening manner. Students who bring or threaten to bring a weapon to school will be recommended to the School Board for expulsion and suspended until the committee meeting is held. Students researching weapons and/or bombs, and/or how to harm others or themselves will require an evaluation by a licensed psychologist. The parent/guardian must provide the school with the practitioner's written and signed clearance for returning to school. Once received, the School Board will decide whether the student may return. The student will remain at home while waiting to be evaluated and for the decision on eligibility to return.

### **THREATENING BEHAVIORS**

If a student expresses self-harm or harm to others, DPAS school policy requires that the student's parent/guardian be contacted to arrange immediate pick up of the student. The student must be evaluated by a licensed mental health practitioner. The parent/guardian must provide the school with the practitioner's written and signed clearance for returning to school. Once received, the School Board will decide whether the student may return. The student will remain at home while waiting to be evaluated and for the decision on eligibility to return.

### **RELEASE OF CHILDREN POLICY**

A child will be released only to the parent or his/her legal guardian UNLESS otherwise indicated on the registration form. The staff must be notified in writing of any alternate arrangements. Picture identification will be required, if that person is not known to our school staff. Parents must provide a copy of any custody order and photo of non-custodial parent. If the non-custodial parent insists that the child be released to them, the school staff will (a) calmly state the school's release of children policy; (b) ensure all children are safe, (c) ask the Principal to intervene; (d) contact the custodial parent.

### **CHILD ABUSE**

All individuals are legally and morally responsible for reporting suspected child abuse and neglect. All records and reports concerning child abuse and neglect are confidential and unauthorized disclosure is a criminal offense. In accordance with state law, all staff employed by Calvary Adventist School will report any information which leads to belief that a student is a victim of child abuse (physical, emotional or neglect).

## ATTENDANCE POLICY (K - 8)

The State Law of Virginia reads that, "School Attendance is required by law until age 17, and is necessary for success, satisfactory school work and proper child training."

### ACCEPTABLE REASONS FOR ABSENCE

- personal illness
- death in family
- emergency family business
- court summons
- doctor's appointment
- special reason approved in advance by the school administrator

Regular and punctual attendance is required at Calvary Adventist School. Absences are excusable if the student is ill, has a medical or dental appointment, or has death in the immediate family. We encourage parents and guardians to schedule medical and dental appointments before or after school hours or during vacation times whenever possible. If a student needs to be absent for any other reason, arrangements should be made with the school administrator and classroom teacher at least one (1) week prior to the absence if possible, or the absence may be unexcused. When your child is to be absent, the office requires a call from the parent when feasible; however, for our records, the parent must send a written excuse with the child on the day he/she returns to class. Students who miss work because of unexcused absences may not be allowed to make up the assignment for credit. School attendance is a State Law Requirement, and we are only doing what is required of us as school officials. Please cooperate with us regarding this matter. Students who miss 10% of school per grading period the whole school year will not receive credit for that class. This may result in repeating the year. It is necessary for a student to attend at least 90 percent of the days the class is offered in order to receive credit for a class.

Students' exceptions for extended illness may be considered by the School Board upon request. Appropriate actions will be taken for absences.

## TARDINESS

Particular attention should be given to getting to school on time. Teachers will record lateness. Students who arrive at school after 8:15 a.m. must have a written excuse for tardiness from his/her parents/guardians.

## **EXCUSED ABSENCES**

When a student is absent, the parent/guardian is requested to phone the school on the day of the absence if the parent/guardian does not call, a note must be sent with the student when he returns. The note must have the student's name, date(s) of absence, the reason for absence, and the signature of the parent/guardian with a contact number if further inquiries need to be made. The note should be sent to the homeroom teacher.

Excused absences are for illness, medical and dental appointments, death in the immediate family, emergencies or circumstances determined by the school administrator.

The school will not excuse absences from school, for any reason other than the above, unless it is cleared in advance. If there is any doubt about the absence being excused, call the office.

Note: Absences beyond three days should be accompanied by a doctor's slip.

## **UNEXCUSED ABSENCES**

Any absence, not excused by the school, will be considered an unexcused absence. This includes leaving for athletic events or music events in which the student is not a participant. Teachers have the discretion to accept schoolwork missed during the unexcused absence. Parents will be notified. Parents may be reported to the proper governmental agencies for large numbers of absences or tardiness.

## **8th GRADE PROMOTIONAL STANDARDS**

The general diploma granted by Calvary Adventist School meets the requirements as outlined by the Columbia Union Conference Office of Education and Virginia state laws. Students who have not satisfactorily completed all academic requirements will be issued a certificate of completion. All financial obligations must be satisfied for students to be promoted.

## **VACATION POLICY (ELC STUDENTS)**

CAS ELC is closed for all statutory holidays. Parents are entitled to up to two vacation weeks throughout the school year with at least a 2 weeks written prior notice. Accounts will be credit for vacation accordingly.

## GRADES AND REPORT CARDS (K-8)

Grade point average (GPA) is a numerical value that expresses the student's average academic standing. The GPA is calculated by dividing the total number of quality points attained by the total number of credits attempted. All classes and accompanying grades are used when calculating GPA's. This figure is used to provide a rank order of student progress as well as various other purposes. The following grading and quality point system is used:

### GRADE MEANING

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

#### ➤ INCOMPLETES

A student may receive an Incomplete (I) in a subject if an illness or unforeseen emergency prevents completion of enough work to merit a grade. An "Incomplete" should be removed by the next quarter, or it will automatically become an F.

#### ➤ MID-TERM PROGRESS REPORTS

Teachers send home Progress Reports at the midpoint of each quarter to keep parents informed of the student's progress, providing accounts are up to date.

#### ➤ HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework provides practice and drills that reinforce classroom learning and opportunities for independent study, research and creative thinking. Parents can help their children by creating a quiet, comfortable place, away from TV and other disruptions, for them to work. Parents should ensure that assignments are completed.

#### ➤ MAKE-UP WORK

Students are required to make up all work missed due to absences. Students will be given a designated time period to complete missing assignments. It is the responsibility of students and parents to contact the teachers for make-up work. A week in advance is for requested work packets.

#### ➤ CHEATING

Any student caught cheating in any form may receive a "0" for the assignment. Anyone helping another to cheat will be held to the same level of accountability.



## **STUDENT COMPUTER USE POLICY**

Technology, computers and internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of Calvary Adventist School computers is for educational and/or instructional purposes only. It is the policy of the school to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian is on file.

Students and parents should know there is no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse Calvary Adventist School-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers. using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

## **FIELD TRIPS**

Field trips provide an enrichment and valuable learning resource for the instructional program. Trips are planned in correlation to the curriculum throughout the year. A fee may be charged to cover expenses. Parents must grant permission for their child to go on field trips by signing a consent form.

## **CURRICULUM**

Calvary Adventist School offers a well-balanced curriculum for grades pre-K to 8th. The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education. The North American Division, Columbia Union Conference and the Allegheny East Conference of Seventh-day Adventists outline the course of study. Religious instruction is an integral part of the total curriculum.

## **PHYSICAL EDUCATION**

Emphasis is placed on coordination, skill development, and physical fitness. All students are expected to participate in P. E. Classes. Only a valid medical reason will exempt a student from the physical education requirement.

## GENERAL INFORMATION

### **SCHOOL LUNCH**

The school facility is under renovation, so the hot lunch service is suspended at this time. Students must bring lunch from home. Lunches should comprise of healthy options as espoused by the Seventh-Day Adventist church tenets. Please refrain from sending lunch and snack products with meat (chicken, beef, seafood, pork, etc.) or drinks that contain caffeine.

### **TRANSPORTATION**

Calvary Adventist School provides limited bus transportation with two bus routes (Southside of Hampton Roads, and Peninsula). Parents who do not wish to participate in this paid service are expected to arrange transportation to and from school for their children.

### **EMERGENCY CLOSING**

Calvary Adventist School closings is independent of any other school system. Parents are asked to listen by 6:30 a.m. to radio stations and news channels when there is inclement weather or other emergencies when possible. Parents will also be notified through the school's parent alert (text and email).

### **CELL PHONE POLICY**

The office phone is a business phone for official use. The phone is available for students by expressed permission of a teacher or the school administrator. Students are not called to the telephone during the day; however, the office personnel will take a message. Cell phones or Apple Watch or others like devices are not permitted. Cell phones or these devices will be taken and kept until a parent/guardian comes to retrieve it. Students are not allowed to use their cell phones during school hours, unless special arrangements are made with the parents.

### **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

Report any change of address or phone number to the office as soon as possible. It is IMPERATIVE that the school has current contact information on file where a responsible individual may be reached in case of emergencies.

### **VIDEOTAPING AND PHOTOGRAPHY**

Occasionally, students at CAS may have the opportunity of being videotaped and/or photographed at school. Some of tapings may eventually be utilized during church service, AYS, or workshops, etc. A media consent form will be sent home with each child. If you consent for your child to be videotaped or photographed, please sign and return this form to your child's teachers.

**PETS**

Pets are NOT to be on school grounds without expressed permission from the child's teacher or the school administrator. Students are to keep their pets at home.

**CLOTHING AND POSSESSIONS POLICY (ELC)**

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather. Please provide:

1. One change of clothes including undergarments
2. Skid-proof, non-marking indoor shoes
3. Warm outdoor clothing (mittens, hat, boots) in the Fall and Winter
4. Sun hats, boots and raingear in the Spring and Summer

## **PARENT AND VOLUNTEER INVOLVEMENT**

### **VOLUNTEERS**

Calvary Adventist School considers its volunteers as a very special resource. Parents, guardians, and friends are encouraged to help in the classroom, with programs, and extracurricular activities. Please call the office or any teacher if you have time or skills you can donate to make our school a better place for students to learn and grow.

**WE ASK THAT VOLUNTEERS NOT BRING OTHER, NON-CAS, CHILDREN TO SCHOOL WHEN WORKING DIRECTLY IN THE CLASSROOM OR WHEN GOING ON FIELD TRIPS.**

\*All personnel, including volunteers, must complete a volunteer application, submit to a background check, and provide a copy of their Verified Volunteers certificate.

### **HOME AND SCHOOL ASSOCIATION**

The purpose of this organization is to unite the home, the school, and the church as they work together to educate our children. Parents/ guardians are asked to join the Home and School in planning ways to support school activities, service projects, and raising funds. Various speakers are invited to share enlightening topics that provide valuable information to our parents/guardians.

### **COMPLAINTS AND CONCERNS**

If a student or parent has a concern, regarding school policy or an employee, the following procedure must be followed in order to resolve the problem as quickly as possible.

1. Contact the person with whom you have concern/complaint to discuss both sides of the issue.
2. If the concern/complaint is not resolved, contact the school administrator.
3. If the school administrator is unable to resolve the matter, a written request may be made by the school Administrator to refer the issue to the school board.

## **POSITIVE BEHAVIOR PROGRAM**

Calvary Adventist School recognizes positive behavior and good citizenship. The following four standards of good behavior for all students will allow them to be successful at school.

- First: respect yourself and others. Do those things, which will enhance your self-worth and esteem. Remember you are in a Christ-centered environment.
- Second: be on time, prepared to learn, and have all required materials.
- Third: keep your hands and feet to yourself. This will help maintain a positive school atmosphere.
- Fourth: respect our school environment. We are all responsible for keeping Calvary Adventist School a safe, clean, and comfortable place to attend school

## CODE OF CONDUCT

The standards of conduct at Calvary Adventist School are based upon respecting God, oneself, the rights of others, state laws, insurance regulations and church standards. Consequently, the following practices are unacceptable:

- a. Substance abuse including using, furnishing, possessing or handling illegal drugs, tobacco, or alcoholic beverages
- b. Inappropriate sexual relationships, including inappropriate public display of affection
- c. Dishonesty (lying, stealing, or cheating)
- d. insubordination, disrespect, or insolence
- e. Tampering with the alarms or safety equipment (\$25.00 fine)
- f. Destroying or defacing school property will result in a \$25.00 fine and the cost of repair or replacement being billed to the parent/guardian.
- g. Gambling
- h. Using profane language
- i. Displaying or possessing pornographic or obscene literature, magazines, pictures, books or music, or inappropriate internet behavior.
- j. Hazing of any kind, including acts that degrade, disgrace, or cause injury to another person
- k. Making, possessing, or handling firearms, fire crackers, explosives, lighters, matches or similar devices
- l. Leaving the school premises during normal school hours without proper notification
- m. Gum chewing
- n. Fighting (physically and verbally)
- o. Possessing or handling knives, guns, martial arts weapons, whether toys or real. Any student bringing or possessing any weapon to school, regardless of who owns it, will be suspended and possibly dismissed.

## STUDENT DISCIPLINE

Discipline is a process of self-control that enables students to make appropriate choices. CAS has established clearly defined school rules and classroom guidelines with incremental incentives and consequences to foster positive relationships and the reinforcement of desired behaviors.

Students are encouraged to use conflict resolution as outlined in Matthew 18:15-17 to resolve person-to-person conflicts. They learn to be confidential, straight forward, and forgiving. However, there are serious, offensive behaviors that will not be tolerated.

### OFFENSIVE BEHAVIORS

- Bullying – unwanted, aggressive behavior that involves a real or perceived imbalance of power. It includes making threats, spreading rumors, attacking someone physically or verbally and excluding someone from a group on purpose.
- Defiance – to rebel against adult authority
- Drugs – to possess, use, or sell alcohol, tobacco or legal/illegal drugs
- Fighting - to harm another by hitting, kicking or use of a weapon
- Gambling – to bet money or other stakes on the outcome of any activity
- Theft – to take the property of another person or the school without permission
- Vandalism – to destroy/damage the property of another person or the school
- Weapon possession – to possess any item, including firearms, knives, and other dangerous objects that can cause injury to self or others.

There may be various additional classroom rules and regulations outlined by each teacher or the school administrator. The cooperation of every student is a necessity if a high standard of excellence is to be maintained. Announced policies will hold the same weight as written policies.

### DISCIPLINARY PURPOSE AND APPLICATION

Calvary Adventist School defines discipline as acts of love taken to bring one who has strayed back into harmony with the Body of Christ. It serves more of a redemptive measure than punitive. The primary purposes of disciplinary sanction are to:

1. aid in positive behavioral changes.
2. express concern for the student's inappropriate behavior.
3. teach and develop self-discipline.
4. provide a safe, orderly learning environment for all students.

### GENERAL DISCIPLINARY MEASURES

1. ALL discipline problems will be dealt with by the school administrator. Each teacher has a discipline plan that will be used for their students.
2. Numerous minor infractions may result in a student being referred to the school administrator for action.
3. Major infractions will be dealt with by the school administrator.
4. A Letter of Warning will inform the student and parent of the steps considered necessary in order to correct behavior.
5. Recommendations for dismissal are presented to the local School Board.

Repeated and/or severe violations may result in a student being moved to a higher level of discipline. The disciplinary steps are accumulative.

## CONSEQUENCES

Consequences are used to help students with behavior modification until they learn to make appropriate choices. Incremental consequences include a warning by the teacher, loss of privileges; physical distancing; and a call to parents. Serious consequences will incur for repeated violations including detention, suspension and/or expulsion.

## DEFINITION OF DISCIPLINARY TERMS

1. Citizenship Probation-restriction or denial of field trips, social privileges, and imposition of specific sanctions for a period of time commensurate with the accumulation of disciplinary points.
2. Infraction-notification to by parent/guardian and sent home for the rest of the school day.
3. Suspension-mandatory separation from Calvary Adventist School for a definite period of time (not more than 10 school days) as specified in the suspension notice.
4. Expulsion- separation from Calvary Adventist School for the balance of the school year, the balance of the semester, or any specified extended period of time

## SUSPENSION

The school administrator may suspend a student from the school, for up to three (3) days for repeated violation of school rules. In the case of serious, offensive behavior (see list on page 13) the parents will be notified to remove the child from the school immediately. A written notice containing the reason for the suspension, the duration of the suspension, and conditions of return will be provided to the parent and will be inserted in the school file. If warranted, a longer detention may be determined by the CAS School Board. If so, the parent may request a hearing, with the School Board, to appeal the decision.

NOTE: If a student is suspended twice, the third offense will be considered cause for dismissal. Students who are suspended from school for various reasons will be required to meet with the school administrator prior to returning to school.

## CAUSES FOR SUSPENSION

1. Leaving the school without permission
2. Tampering with or damaging school property
3. Bullying
4. Fighting, bring a weapon to school
5. Theft
6. Violation of dress code without written excuse from parents when applicable
7. An accumulation of four (4) unexcused tardiness.
8. Failure to present authorized written excuse after being absent
9. Insubordination, disrespect
10. Meeting of persons of the opposite sex in a deliberately secretive manner.
11. Willful deception, violation of school regulations, including dishonesty in examinations and class work.
12. Use of profane language or indulging in lewd suggestions and possessing or displaying obscene literature or pictures.
13. Obstruction or disruption of teaching, administrative or disciplinary procedures, or other school services.
14. Persistent refusal to adhere to the school's principles, policies and regulations.
15. Failure on the part of a student to conform completely to the stipulations of any discipline which has been administered
16. Fraudulent use of any telephone and/or computer.
16. Engagement in or initiation of acts which tend to injure, degrade, or disgrace another person.

## RECOMMENDATION TO WITHDRAW

The parents of a student whose conduct is of a nature that could result in expulsion from school may be advised to withdraw the student from school.

## EXPULSION

Only the school board may expel. Expulsion may be considered after the following steps have been taken:

- The teacher continually and consistently works with the student.
- The teacher informs the parent(s) about the problem.
- The teacher informs the school administrator about the problem.
- The student is suspended from the classroom.
- The student is suspended from the school.
- The parents have been advised to withdraw the student.



## ALLEGHENY EAST CONFERENCE STUDENT CREED

“Higher than the highest human thought can reach is God’s ideal for His children. Godliness-Godlikeness is the goal to be reached. Before me, there is opened a path of continual progress. I have an object to achieve, a standard to attain that includes everything good, and pure, and noble.” (Education 18)

“I am created in the image of God and I am endowed with power akin to that of the Creator-individuality, power to think and to do. I will develop my power to think and not be a mere reflector of other men’s thoughts.” (Education 17)

“I must face the practical realities of life, its opportunities, its responsibilities, its defeats and its successes. How I meet these experiences, whether I become master or victim of circumstance depends largely upon my preparation to cope--my education.” (Education, Foreword)

- \_ I will use my time wisely today!
- \_ I will learn something new today!
- \_ I will be successful today!
- \_ I will have no other gods before Thee!
- \_ I will not make unto Thee any graven images nor bow down myself to serve them!
- \_ I will not take the name of the Lord (thy God) in vain!
- \_ I will remember the Sabbath Day to keep it holy!
- \_ I will honor my father and my mother!
- \_ I will not kill!
- \_ I will not commit adultery!
- \_ I will not steal!
- \_ I will not bear false witness against my neighbor!
- \_ I will not covet anything that is my neighbor’s!

“The greatest want of the world is the want of men; men and women who do not fear to call sin by its right name, men whose conscience is as true to duty as the needle to the pole, men who will stand for the right though the heavens fall. But such character is not the result of accident; it is not due to special favors or endowments of Providence. A noble character is the result of self-discipline, of the subjection of the lower to the higher nature, the surrender of self for the service of love to God and Man.” (Education 57)

“Church school serves as a barrier against widespread corruption, provides for mental and spiritual welfare, and promotes prosperity of the nation by furnishing it with men qualified to act in the fear and admonition of God as leaders.” (Education 278)

“My happiness for this life and for the future immortal life lies with me. I will not be content with dull thoughts, an indolent mind, or loose memory. I will seek higher attainments” (Education 278)

Christ will be the center of my life and I will be a servant of God and a friend to man. This is my time, my place and my opportunity. I accept the challenge to be all I can be, with His help.

## FAMILY SCHOOL PLEDGE OF CALVARY ADVENTIST SCHOOL

This Pledge represents a voluntary agreement between Calvary Adventist School families, students and staff to work in partnership to help each student reach his/her potential. As partners we agree to the following:

As a Student I will:

- Believe that I can learn and will learn
- Read for at least 30 minutes, five days a week
- Come to class on time, ready to learn, and with assignments completed
- Set aside time every day to complete my homework
- Know and follow all of Calvary Adventist School rules and dress code
- Regularly talk to my parents and my teachers about my progress in school
- Respect myself, my family, my school, my classmates, and the staff
- Attend church regularly, and be reverent to God as Creator of the Universe during devotional time
- Remember to spend time in prayer with Jesus
- Urge my parent/ guardian to participate in the Home and School Association

Student Signature \_\_\_\_\_

As a Parent/Guardian or Family Member I will:

- Talk to my child regularly about the value of education
- Monitor TV viewing and make sure that my child reads everyday
- Make sure that my child attends school every day, on time, and with homework completed
- Support the school's discipline and dress code policy
- Monitor my child's progress in school
- Make every effort to attend school events such as Parent/Teacher Conferences, Home & School Meetings, Christmas programs and Open House
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition
- Participate in shared decision making with school staff and other families for the benefit of students
- Respect myself, my family, the school, students and staff
- See that my child attends church on a regular basis
- Share time with my child in prayer and devotion
- Check my child's Renweb page on a regular basis to stay informed.

Parent/Guardian/Family Member Signature \_\_\_\_\_

As a Teacher I will:

- Communicate high expectations for every student
- Endeavor to motivate my students learn
- Teach and involve students in classes that are interesting and challenging
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community
- Enforce rules equitably and involve students in creating a warm learning environment in the class
- Communicate regularly with families and the community
- Provide assistance to families on what they can do to support their child's learning
- Participate in shared decision making with other school staff and families for the benefit of students
- Respect myself, the school, staff, and their families

Teacher Signature \_\_\_\_\_

We make a commitment to work to carry out this Agreement.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

## **A FINAL NOTE FROM THE SCHOOL**

Dear Parent:

Please review and familiarize yourself with the information contained in this Handbook. Knowledge of the information contained in the Handbook will allow us to work cooperatively in improving the educational process for your child(ren) at Calvary Adventist School.

All students will receive orientation at school regarding this Handbook. We are asking you to detach, sign and return this sheet to CAS as soon as possible so that we will know you are aware of our policies, guidelines, procedures, and regulations. Your signature also signifies your acknowledgement of having received a copy of this Handbook.

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**Printed Name of Child**

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**Printed Name of Parent/Guardian**

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**Signature of Parent/Guardian**

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**Date**

**PLEASE DETACH AND RETURN TO YOUR CHILD'S TEACHER**

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