



Family Handbook
2023-2024

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MISSION STATEMENT

Calvary Learning Center Preschool is an Assemblies of God, Biblically-based school which partners with Christian families to develop a Christian worldview, promote academic excellence, and prepare children for a lifetime of service to Jesus Christ.

STATEMENT OF PURPOSE

It has always been God's plan for parents to take the ultimate responsibility for educating and training their children. (Deuteronomy 6:6-9; Ephesians 6:4). Calvary Learning Center Preschool serves as an extension of the home by assisting parents with the moral and spiritual training of their children. It also provides technical and academic assistance to help children master academic skills and concepts.

It is our goal to guide and establish learning experiences that will assist each student in becoming a mature Christian, and a responsible, productive member of society. It is essential that our school families and school staff work together to impart knowledge, understanding, wisdom, and a God-centered view of life to our students.

Attending Calvary Learning Center Preschool is a privilege—not a right. The purpose of our school is not to reform but to train youth of every ability in the highest principle of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

PHILOSOPHY OF EDUCATION

Calvary Learning Center Preschool began with the premise that true education comes from God. This premise is based on the fact that only Christian education deals with all the dimensions of life viewed from a Biblical perspective. True education does not just present data but relates everything to God's plan for mankind.

In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths:

***Man does possess a spiritual dimension.**

(Genesis 1:27)

***Education involves the total being spiritually, intellectually, physically, and socially.**

(Proverbs 9-9)

***Each person possesses unique, individual potential, traits and needs. (Romans 12:3-8)**

***The educational experience must involve the development of Christian beliefs, attitudes, and skills leading toward zealous application.**

Our philosophy of education is based on God's Word, and all truth will be taught from these perspectives:

A. Reality.

God is the personal and purposeful Creator. Reality in life involves the understanding that God is real and is active in the lives of men and women today.

B. Truth

All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has revealed Himself through His Scriptures, through nature, through His Son and the Holy Spirit. Man's understanding of truth comes through a study of the inspired Word of God, an understanding of His Creation, and having a personal relationship with Jesus Christ and the Holy Spirit.

C. Knowledge

All knowledge must be put in the context of Biblical truth. Any knowledge or personal conviction that serves as a guiding principle in an individual's life must be measured against the standard of truth as revealed in God's inspired Word.

D. Man

Man is created in the spiritual and moral image or likeness of God. Man's essential nature is his freedom to choose or decide for himself what his behavior will be, what he will think, become, and do. Man's essential freedom of choice is affected by his inherent nature and his environment of both good and evil. Therefore, he is in need of special help to choose good and to find fulfillment in a reconciled life made possible by Jesus, the divine Son of God.

E. Christian Education

An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings. Children need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, therefore, it will serve as a final authority for determining our guiding principles on all questions.

ASSEMBLIES OF GOD CLC STATEMENT OF FAITH

- WE BELIEVE** the scriptures are inspired by God and declare His design and plan for mankind. (2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21)
- WE BELIEVE** there is only One True God revealed in three persons: Father, Son and Holy Spirit (commonly known as the Trinity) (Deuteronomy 6:4; Isaiah 43:10,11; Matthew 28:19; Luke 3:22)
- WE BELIEVE** in the Deity of the Lord Jesus Christ. As God's son Jesus was both human and divine. (Matthew 1:23; Luke 1:31,35; Hebrews 7:26; 1 Peter 2:22; Acts 2:22; 10:38; 1 Corinthians 15:3; 2 Corinthians 5:21; Matthew 28:6; Luke 24:39; 1 Corinthians 15:4; Acts 1:9, 11; 2:33; Philippians 2:9-11; Hebrews 1:3)
- WE BELIEVE**, though originally good, man willingly fell to sin ushering evil and death, both physical and spiritual, into the world. (Genesis 1:26,27; 2:17; 3:6; Romans 5:12-19)
- WE BELIEVE** every person can have restored fellowship with God through Salvation (trusting Christ, through faith and repentance, to be our personal Savior). (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7; Romans 8:16; Ephesians 4:24; Titus 2:12)
- WE BELIEVE** and practice two ordinances: (1) water baptism by immersion after repenting of one's sins and receiving Christ's gift of salvation, and (2) Holy communion (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation. (Matthew 28:19; Mark 16:16; Acts 10:47,48; Romans 6:4; 2 Peter 1:4; 1 Corinthians 11:26)
- WE BELIEVE** the Baptism in the Holy Spirit is a special experience following salvation that empowers believers for witnessing and effective service, just as it did in New Testament times. (Luke 24:49; Acts 1:4,8; 1 Corinthians 12:1-31; Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9; John 7:37-39; Acts 4:8; Acts 2:43; Hebrews 12:28; Acts 2:42; Mark 16:20)
- WE BELIEVE** the initial physical evidence of the Baptism in the Holy Spirit is speaking in tongues, as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles. (Acts 2:4; 1 Corinthians 12:4-10,28)
- WE BELIEVE** sanctification initially occurs at salvation and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christlike. (Romans 12:1,2; 1 Thessalonians 5:23; Hebrews 13:12; Hebrews 12:14; 1 Peter 1:15,16; Romans 6:1-11,13; 8:1,2,13; Galatians 2:20; Philippians 2:12,13; 1 Peter 1:5)
- WE BELIEVE** the Church has a mission to seek and save all who are lost in sin. We believe the Church is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His Son, Jesus Christ. (Ephesians 1:22,23; 2:22; Hebrews 12:23; Acts 1:8; Matthew 28:19,20; Mark 16:15,16; 1 Corinthians 12:13; Ephesians 4:11-16; 1 Corinthians 12:28; 14:12; Psalm 112:9; Galatians 2:10; 6:10; James 1:27; Mark 16:15-20; Acts 4:29-31; Hebrews 2:3,4; 1 Corinthians 2:10-16; 1 Corinthians 12-14; Galatians 5:22-26; Matthew 25:37-40; Galatians 6:10; 1 Corinthians 14:12; Ephesians 4:11,12; 1 Corinthians 12:28; Colossians 1:29)
- WE BELIEVE** a Divinely called and Scripturally ordained leadership ministry serves the Church. The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, to build up or edify the body of believers, the Church and to meet human need with ministries of love and compassion. (Mark 16:15-20; John 4:23,24; Ephesians 4:11,16; Psalm 112:9; Galatians 2:10; 6:10; James 1:27)
- WE BELIEVE** Divine healing of the sick is a privilege for Christians today and is provided for in Christ's atonement (His sacrificial death on the cross for our sins). (Isaiah 53:4,5; Matthew 8:16,17; James 5:14-16)
- WE BELIEVE** in the Blessed Hope; when Jesus raptures His Church prior to His return to earth (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever. (1 Thessalonians 4:16,17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51,52)

ASSEMBLIES OF GOD CCA STATEMENT OF FAITH CONTINUED...

WE BELIEVE in the Millennial Reign of Christ when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace. (Zechariah 14:5; Matthew 24:27,30; Revelation 1:7; 19:11-14; 20:1-6; Ezekiel 37:21,22; Zephaniah 3:19,20; Romans 11:26,27; Isaiah 11:6-9; Psalm 72:3-8; Micah 4:3,4)

WE BELIEVE a Final Judgment will take place for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire. (Matthew 25:46; Mark 9:43-48; Revelation 19:20; 20:11-15; 21:8)

WE BELIEVE and look forward to the perfect New Heavens and a New Earth that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign of Earth. 'And so shall we forever be with the Lord!' (2 Peter 3:13; Revelation 21,22)



ENROLLMENT

Following are guidelines established by Calvary Learning Center Preschool in order to maintain its standards of excellence.

ADMISSION POLICY

1. In light of our mission and purpose as a school, it is imperative that at least one parent is a professing, born-again Christian, living in right relationship with the Lord Jesus Christ and a local church family.
2. Students must have a desire to attend Calvary Learning Center Preschool. They must also agree to adhere to the guidelines and standards set forth by the administration, as outlined in this handbook.
3. Parents and students who may have unresolved conflicts in their previous school experience must have a desire for resolution, followed by a Biblical plan of action prior to enrollment.
4. Students with handicaps, (mental, academic, emotional, or physical) will be admitted only if, in the opinion of the administration, their needs can be adequately met by the school.
5. Calvary Learning Center Preschool does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its admission and educational policies, and other school-administered programs.
6. An age cut-off date of September 1st will apply to every student and grade. The Administration has the right to adjust this policy on a case-by-case basis.

ADMISSION PROCEDURES

1. An application and all enrollment forms must be *completed in full* and returned to the school office along with initial fees.
2. Parent will sign a Financial Agreement and make financial arrangements to fulfill their obligation.
3. Parents will make a written commitment to attend all parent orientation and education activities throughout the year.

RE-ENROLLMENT

All families wishing to return to Calvary Learning Center Preschool must complete and return the re-enrollment forms prior to the beginning of the new school year. No student has an absolute right to re-enroll. Calvary Learning Center Preschool reserves the right to deny re-enrollment to any student who is in violation of the Standard of Conduct. If parents or students are not in harmony with school standards or policies, students will not be allowed to re-enroll.

WITHDRAWAL PROCEDURES

- *The Administrator will communicate with parents regarding the withdrawal procedure.
- *An Exit Interview is requested.
- *A Student Withdrawal Form must be submitted to the school office.
- *The student must undergo a check-out procedure in which all books and any other school property are returned to the school.
- *All financial obligations must be paid in full, including tuition for the last month attended and any additional days attended. Parents who have prepaid tuition will be reimbursed for the months not attended, after completion of the withdrawal procedure. Registration fees are non-refundable.

FINANCIAL INFORMATION

Calvary Learning Center Preschool operates as an integral and inseparable part of *Calvary Assembly*. Private education in a Christian environment will always require commitment and sacrifice on the part of the parents. The primary support comes from tuition payments paid by parents whose children attend the school; however, tuition payments will not support the entire school program. Therefore, the school is additionally considered a "faith ministry." As such, additional financial support for the school must come from tithes, offerings, and gifts or donations from members and friends of Calvary Learning Center Preschool in addition to fund-raising projects conducted by students, staff, and parents.

The tuition-based financial policies shall be described as follows:

A. Fees

- Nonrefundable registration fee due at the time of enrollment
- Curriculum fee due the first school day of September.
- Miscellaneous fees for various school projects and activities (collected as needed).
- A fee of \$20 will be charged for all NSF/Bounced checks. If the check bounces after the due date of the bill, then a late fee for that bill will also apply.

B. Tuition and Curriculum Payments

1. Tuition payments may be paid monthly in 9 equal installments which are due on or before the first school day of the month, beginning the first school day in September.
2. If tuition payments cannot be made by the first school day of each month or by the due dates for the one time and two time payment options, then the established policy is to charge a late fee of \$25 up to the 5th business day.
3. If payment is not made on or before the 5th business day of each month, an additional \$25.00 late charge will be assessed.
4. Alternative arrangements for tuition, curriculum, and assessment/registration payment dates may be submitted in writing at least 5 business days before the due date. If agreed upon by the administration and signed by both the party submitting payment and the administration, then late fees will be waived.
 - a. ****If the late payment is a first time occurrence, the fee may be waived at the discretion of the Head of School and a one-time reminder of the policy will be given.****
5. Families whose accounts are past due beyond the 14th of the month may be denied services.
6. ****Referral Incentive**** - If you refer a student or students to CLC and they enroll for the school year, you will receive a tuition coupon worth \$25.00 per student that is referred *and* enrolled.
7. If a family is expelled during the school year, unused book fees and tuition payments will NOT be refunded.
8. If a family withdraws voluntarily, parents are responsible for full payment of any fees and tuition payments for all services rendered, regardless of academic progress, for the full month in which their student(s) attended last.

DONATIONS

Monetary donations are always welcome, and we also encourage you to consider mentioning our ministry to any friends and relatives who may be impressed to become supporters.

ANNUAL BUSINESS MEETING

Our Learning Center is financially accountable to God, the Pastor, and the church members for sound financial principles and practices. The school desires to operate with integrity and full disclosure in the handling of its finances, so that all transactions and parties involved are treated fairly.

ACCIDENT INSURANCE

Each family shall carry Insurance which shall cover any medical expenses for injuries incurred as a result of accidents while on school property or during any school activity.

PARENTAL INVOLVEMENT

The active participation of each parent is essential to the education of each child, and must not be delegated to others. Calvary Learning Center Preschool seeks to aid and supplement, not to replace, the parents in the sober responsibility of training and teaching their children. Together, the parent-school team works to develop each child toward physical, mental, emotional, social, and spiritual maturity.

*OUR EXPECTATIONS OF PARENTS

Our purpose as Christian educators and Christian parents is to fulfill our God-given responsibility in training our children. Calvary Learning Center Preschool is best able to serve parents who:

1. Desire a Christ-centered education for their children which will prepare them for Christian service in whatever area the Lord directs them.
2. Desire a sound academic education in a healthy school atmosphere, which promotes growth in godly wisdom and righteous character.
3. Are in agreement with and support the implementation of our mission, policies and practices.
4. Are striving to provide a spiritual home environment by demonstrating Biblical attitudes, values, and conduct. (Ephesians 4:29)
5. Lovingly provide training, instruction, correction, and discipline in the home for their children, according to Biblical principles. (Proverbs 22:6)
6. Guard and protect the hearts and minds of their children from immoral and impure influences, such as unedifying friendships, occult persuasions, and compromising music, video, and TV programs. (Philippians 4:8)
7. Are actively involved with their local church, and who are loyal to their church family and pastors.
8. Are willing to support the school wholeheartedly by:
 - a) regularly praying for staff, students, and parents.
 - b) promptly paying tuition and other related fees.
 - c) communicating regularly with staff about issues of concern.
9. Deal with conflict in school relationships according to Biblical principles and will not consider filing or bringing litigation against our school. Parents will agree, and we pledge, to resolve any disputes scripturally. *"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established."* (Matthew 18:15-16)
10. Seek to strengthen the school by speaking well of staff, students, and other families. *"Be kindly affectionate one to another with brotherly love; in honor preferring one another."* (Romans 12:10)

***PRACTICAL PARENT RESPONSIBILITIES**

Here are some practical ways you can help strengthen our partnership:

1. Be sure your child arrives at school on time.
2. Help your child develop a positive attitude toward school and teachers.
3. Make a schedule for your child – playtime, dinner time, TV, and bedtime – and follow it.
4. Get your child up in the morning, allowing time to get dressed and eat breakfast in a calm atmosphere before going to school.
5. Go to school and meet your child’s teacher to show support and concern for your child’s education and his/her behavior.
6. Know the teacher’s objectives, and the format which they implemented in order to more fully understand his/her teaching method.
7. Make yourself visible around the school. It will make your child happy and proud. Plus, you can help the school, which can be very rewarding to you.
8. Teach your child to learn at home. Remember, you are also a teacher.
9. Instill values in your child such as respect, honesty, and dependability.
10. Teach your child the importance of getting along with others.
11. See that your child eats well-balanced meals every day.
12. Instill clean health habits at an early age.
13. Review your child’s progress at the end of the day. Give assurance that he or she is doing well.

***PARENT VOLUNTEERS**

Parent volunteers are a vital part of the success of Calvary Learning Center Preschool. Assistance is always needed in areas such as construction, field trip chaperones, transportation, and social functions.

***PARENT ORIENTATION**

It is imperative that parents thoroughly understand the philosophy of education and methodology of instruction. Therefore, all parents are required to attend the Parent Orientation before their child’s enrollment is finalized. The day and time will be listed on the CLC Calendar.

***PARENT-TEACHER CONFERENCES**

At the end of the first and third quarters, all parents will be scheduled for a parent-teacher conference to discuss the academic and social development of their child. Both parents are expected to attend, if possible. Additional conferences are welcome at any time. Parents should call the school between 9:00 a.m. and 2:00 p.m.

***LEGAL CUSTODY POLICY**

- 1. A single parent, grandparent, or a foster parent must provide written documentation of the legal custody of the child enrolled, such as a court decree or private settlement agreement.**
- 2. Only the person who has legal custody of the child has the authority to make decisions regarding the child's education.**
- 3. If divorced parents share legal custody of a child and release written documentation to the school, both parents must agree on decisions relating to matters of education and medical care.**
- 4. Foster parents must provide the school with legal papers that show they have legal custody and authority to make educational decisions for the child enrolled.**
- 5. If a grandparent who is the caregiver does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparent.**
- 6. Enrollment will not be complete until permission to enroll the child is given, in writing, by the parent named in the official custody papers as having authority to make decisions regarding the child's education.**
- 7. All legal custodians must sign the school enrollment contract.**

***RISK MANAGEMENT POLICY**

Our staff is obligated by law to follow the laws regarding child abuse. The reporting policy is on file in the school office and is available for any parent to inspect. Our staff is also required to have a background check in order to work with children.

STUDENT CONDUCT

Every institution has standards of conduct. These can be stated as rules, do's and don'ts, or as principles to live by. Rules tend to promote a legalistic and regimented interpretation and response. For example, a rule says: "Don't hit another student." The student could "obey" that rule and still have hatred in his heart. In so doing, he misses the spirit of love implied in the rule. However, a principle says: "Love your fellow students and treat them the way you would want to be treated." This principle has many applications implied in it: giving of oneself to other students, supporting and helping them, putting them first, not doing or saying anything that would hurt them, etc. Principles tend to promote a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This, after all, is what learning the ways of God is all about; not learning just the "right thing to do" or how to "get by," but having the nature of Christ formed in us (II Peter 1:3,4). Therefore, the following are examples of principles set forth as a standard for student behavior: Faithfulness, Honor, Harmony, Honesty, Purity, Order, and Stewardship.

At Calvary Learning Center Preschool, the staff's goal, with God's help, is to maintain its standards of behavior through kindness, love, and a genuine regard for the student. Any disciplinary action that is taken is designed to be firm and consistent. It will be tempered with love, grace, and understanding.

If a child complains to his parents about a certain discipline, policy, or other situation at school, parents should remember that their child's reporting may be emotionally biased; please give the staff the benefit of the doubt. If you would like clarification about an incident, please contact the school without delay.

Every student of Calvary Learning Center Preschool is expected at all times, both on and off campus, to refrain from talking about, writing about, or engaging in the following non-Biblical, immoral activities: incompatible attitude, uncooperative spirit, rebellion toward discipline, chronic complaining, sowing discord, and unexcused absences or tardiness. Every student of Calvary Learning Center Preschool is expected to act in an orderly and respectable manner, maintaining Biblical standards of courtesy, kindness, language, morality, honesty, and modest dress. Students are expected to strive toward unquestionable Christ-like character in the way they conduct themselves at all times, both on and off campus.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with their teacher. This is NOT tattling! It has been said, "All it takes for evil to triumph is for good men to do nothing." *"to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17*

*CLASSROOM CONDUCT

Students are to show honor to others at all times. "May I...," "please," "thank you," and "Yes, sir" are examples of courteous phrases. Students are to address all adults with proper respect (e.g., Mr. Brown, Mrs. Smith). Boys are encouraged to practice being courteous by such acts as opening doors for girls and adults.

***BOOKS AND MAGAZINES**

Any books or magazines brought to school by a student must be approved by the student's parents, as well as by the teacher.

ATTENDANCE

Regular attendance develops dependability and is essential for students to gain the maximum benefits from their education.

ABSENCES

If a student stays home from school for any reason, the parent is requested to phone the school office by 9:00 a.m. on the day of the absence and relate the reason for the absence. Absences are excused in case of illness, death in the family, and emergency situations. Absences for trips or medical appointments will be excused if prearranged with the administration. If an extended absence is anticipated, the student may be assigned work to maintain his/her academic progress.

CONTAGIOUS ILLNESSES

Please do not send your child to school if any of the following conditions are demonstrated: Unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature over 100 degrees, vomiting or diarrhea, evidence of lice, scabies, or other parasitic infestations, redness, itching or discharge from the eyes. Please wait 24 hours after vomiting before allowing your child to return to school. Note that our Christian school has a nit-free policy for readmission after being out of school with lice. This requires a Health Department check showing the child to be nit free.

Students should miss school for the number of days indicated if they have: 1) Measles -- four days from onset of rash, 2) Chicken Pox -- six days from the last eruption of new vesicles. 3) Mumps -- nine days from onset or until subsidence of swelling, 4) German Measles (Rubella) -- four days from onset of rash, 5) Respiratory Streptococcal Infections, including Scarlet Fever -- not less than seven days from onset if no physician in attendance or 24 hours from start of medication.

ILLNESS AT SCHOOL

Students developing minor illnesses (e.g., cough, headache) may rest in a designated area. If the student does not feel better in a short time, their parents will be contacted to pick them up.

SCHOOL CLOSURES

From time to time, inclement weather will necessitate a school closure. Please listen for school closure information. You can also go to www.emergencyclosingcenter.com to check for closings and sign up for e-mail notification. If you are without power and/or internet access, you may TEXT 309-738-0749 for EMERGENCY ONLY!!!

ACADEMIC POLICIES

CURRICULUM

BIBLE VERSION

The Bible is integrated throughout all subject matter and is considered a fundamental, integral, and principle part of the educational process. Calvary Learning Center Preschool has chosen to use the New International Version as the primary version in our curriculum.

GRADING/REPORT CARDS

Accurate records are kept of the students' progress. Reports are given to the parents each semester. Students are also evaluated on work habits and behavior.

DISCIPLINE

If we are to maintain the proper discipline in our Christian school, then the discipline we use must be based on Scripture. We believe Christian love is at the heart of all discipline and the responsibility and authority to discipline comes from God.

The purpose of the discipline policies at Calvary Learning Center Preschool is:

1. To assist students in developing a lifestyle that is pleasing to the Lord,
2. To apply Biblical principles in handling daily problems.
3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
5. To protect and build respect for the personal rights of fellow students and adults.
6. To protect and build respect for the personal property of persons and organizations.
7. To encourage students to accept responsibility for their words and their actions.
8. To establish standards that would support the Biblical instruction that is provided in the Christian home of which our school is an extension.
9. To encourage honesty in all matters.
10. To avoid behavior which may tempt a weaker brother/sister.
11. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

Matthew 18 Principle: The discipline at our Christian school is based on the four steps indicated in Matthew 18:15-17:

Step One: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." (v. 15)

Step Two: “But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.” (v. 16)

Step Three: “If he refuses to listen to them, tell it to the church; (v. 17a);

Step Four: “and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector”. (v. 17b).

GENERAL PROCEDURES

The three-tiered level of discipline adopted by our Christian school has the dual purpose of helping students to develop a personal standard of conduct and to ensure that the school’s mission and activities are not hindered. While the primary goal of all discipline is to bring the offender to a place of restoration, the secondary purpose must be to provide a means of keeping the community wholesome and productive. The three tiers of offenses are each accompanied by consequences which correspond to the degree of the offense.

It must be understood by the students, parents, and teachers that it is impossible to codify every possible behavior that would be an offense to the mission of our school, but it is possible to draw principles from the three levels of discipline that are applicable to all situations. In areas not specifically addressed by the Family Handbook, judgment will rest upon the Administration.

LEVEL I

This level of offense includes areas usually addressed by the teacher in the classroom or by aides in the cafeteria or on the playground. This low level violation usually does not involve the Administration.

Offenses:

Excessive noise or running in the halls; gum chewing in the buildings; class disruptions of a minor nature; disobeying playground rules; bringing radios, phones, electronic games, or other toys that could be broken, without teacher approval; tardy to class; dress code violations; and other such offenses.

Consequences:

Written and/or oral apologies, tallies which add up to a more serious consequence, missed recesses, or any combination of these consequences as warranted.

LEVEL II

This level of offense goes beyond Level I in regard to severity or repetition of some offense. It is at this level that the Administration becomes involved, and records begin to be kept in the school office. Teachers must report Level II offenses immediately to the Administration for discipline.

Offenses:

Repeated Level I offense, classroom disruption of more than a minor nature, class removal, disrespect of staff or teacher, harassment or bullying of another student (including racism), ongoing negative/uncooperative attitude, profanity of any kind, misuse or abuse of school property (restitution is required), deceit in any form toward staff (1st offense), slander or gossip, minor shoving or pushing incidents, cheating, not being where student is supposed to be, or accumulation of five or more tallies or demerits (if these systems are used).

Consequences:

loss of a privilege, a phone call and/or a letter will be sent home for every level II offense committed, and a combination of consequences may be warranted.

LEVEL III

This level of offense is severe enough to warrant probation of the student, immediate suspension, and possible expulsion. Level III offenses are judged most severe either because of an ongoing pattern or attitude or because of the nature of, or the result of the offense. Teachers must report Level III offenses immediately to the Administration.

Offenses:

Repeated Level II offense, severe and blatant disrespect, including insubordination, use of profanity that is severe in nature (or repeated), stealing, and repeated deceit of any kind.

Consequences:

Meeting required between parent and Administration, student will immediately be placed on probation (if allowed to stay). Possible consequences are as follows: expulsion, out-of-school suspension, oral apologies, suspension from extracurricular activities, required professional counseling, or any combination of consequences may be warranted. Any level III offense may result in immediate expulsion, even without a previous record.

CORRECTIVE COUNSELING

"Every Scripture is God-breathed, and profitable for instruction, for reproof, and conviction of sin; for correction of error and discipline in obedience, so that the man of God may be complete; thoroughly equipped for every good work." II Timothy 3:16-17

If a child misbehaves, parents and/or staff should ask themselves the following questions:

"Have I clearly stated what I expect?" (instruction)

"Does the child understand what he has done wrong?"

"Does he want to make it right?" (reproof and conviction of sin)

"Is counseling the best approach in this situation?" (correction of error and discipline in obedience)

"Am I setting a Godly example for this child?" (training in righteousness)

Corrective counseling will be given for all Level II and Level III offenses. If corrective counseling by the Administration is ineffective, a conference will be scheduled with the parents to discuss further corrective measures. In some cases, a student may be placed on probation or suspended from school. If the situation does not improve, the parents may be asked to withdraw the child.

GROUNDS FOR SUSPENSION AND EXPULSION

Calvary Learning Center Preschool reserves the right to suspend or expel any student who participates in any behaviors that are not permissible listed in the Standard of Conduct and/or who commits any Level III offense.

STUDENT ANTI-HARASSMENT POLICY

POLICY:

The policy of Calvary Learning Center Preschool is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

I. Definitions and Prohibited Acts

1. **Sexual harassment.** “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
 - Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
 - Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
 - The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
 - Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
2. **Unwelcome and Offensive.** The fact that a student may not openly object to others’ actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student

originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

3. **Verbal Harassment.** Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

-Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

4. **Physical Sexual Harassment.** Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

5. **Sexual Harasser.** A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.

6. **Race, Color, National or Ethnic Origin, Age, and Disability Harassment.** Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

-Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

-Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

-The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

-Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

7. **Electronic Harassment.** Harassment may occur through a number of mediums or means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.
8. **Physical Harassment.** Prohibited actions include, but are not necessarily limited to, the following:
 - Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.
 - General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.
9. **Definition of Bullying or Intimidation.** "Bullying or intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.
10. **Examples of Harassment, Bullying, or Intimidation.** Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:
 - Unwanted sexual advances or propositions.
 - Offering academic benefits in exchange for sexual favors.
 - Making or threatening reprisals after a negative response to sexual advances.
 - Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.

-Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.

-Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.

-Physical conduct such as touching, assaulting, impeding, or blocking movements.

-Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

II. Application of Anti-harassment Policy

The student anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

III. Prohibited Actions

- 1. Employee and/or Volunteer-Student Harassment, Bullying, or Intimidation.** Employee and/or volunteer-student harassment, bullying, or intimidation of any type is prohibited.
- 2. Student-Student Harassment, Bullying, or Intimidation.** Student-student harassment, bullying, or intimidation of any type is prohibited.
- 3. Student-Employee and/or Volunteer Harassment, Bullying, or Intimidation.** Student-employee and/or volunteer harassment, bullying, or intimidation of any type is prohibited.

IV. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the

school officials designated below.

Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

V. Where to Report Harassment, Bullying, or Intimidation

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

1. <u>Deb Summers</u>	<u>CLC Director</u>	<u>309-738-0749</u>
Name	Title	Telephone
2. <u>Pastor Jeff Morrow</u>	<u>Lead Pastor</u>	<u>708-704-8031</u>
Name	Title	Telephone
3. <u>Sharon Morrow</u>	<u>Lead Pastor's Wife</u>	<u>708-704-8154</u>
Name	Title	Telephone

VI. Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

VII. Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

VIII. Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform Deb Summers. Deb Summers will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

Teaching Preschool Children Regarding the Student Anti-Sexual Harassment Policy

Because young children may not be capable of understanding the student anti-harassment policy, the school has developed a letter for young children to supplement the policy. The letter is printed below. Parents can discuss the school's student anti-harassment policy with their young children. The letter, however, is not a substitute for the policy.

Dear Children:

In our school everyone is to be treated with respect. Teachers are to respect children, and children are to respect teachers. Children are also to respect each other.

God made each of us different. Some of us, He made girls. Some of us, He made boys. Some of us have blond hair. Some of us have brown hair. Some of us have blue eyes. Some of us have brown eyes. Some of us have dark skin. Some of us have light skin. The things that make us different are very special gifts from God.

Sometimes people make fun of people who are different from them. Sometimes, for example, boys make fun of girls because they are different. Sometimes girls make fun of boys because they are different.

When we make fun of people because they are different, we are not respecting them. We call this being disrespectful.

When we are disrespectful to each other, we hurt each other's feelings. After a while, if we continue to be disrespectful to each other, our school becomes an unhappy place. The children whose feelings have been hurt do not do as well in school as other children and sometimes do not want to come to school any longer.

In our school we want to be sure that everyone who is part of our school is happy to be here and has a chance to do his or her very best here. So if someone, whether it is a teacher or another child, says something or does something that is mean or disrespectful to you just because you are different, we want you to tell

_____ right away. She or he will find out what happened and try to make sure that it does not happen again.

You should never be afraid to tell _____ when something disrespectful happens. It is not tattling and it will not get you into trouble. If you always tell when something disrespectful happens, we can make sure that our school remains a happy place where everyone respects each other's differences.

STUDENT AWARDS

The highlight of each school year is Calvary Learning Center Preschool's annual Student Awards/Graduation Night, usually taking place on the evening of the last day of school. Awards are presented to students on the basis of outstanding character development, as well as for academic achievements.

PENMANSHIP AWARD

Throughout the year, teachers will be looking for the student who has demonstrated skill in the most consistently neat printing.

DISCIPLESHIP AWARD

The discipleship Award is presented to any student chosen by their teacher, who has modeled Christ-like character and spiritual leadership.

SCRIPTURE MEMORIZATION AWARD

Every student who successfully recites the assigned weekly Scripture at the appointed times for the entire year will receive a Scripture Memory Award.

IMPROVEMENT AWARD

This award is presented to any student who has shown improvement in character or academics, and has put forth *noticeable* personal effort to bring about their change.

TEACHER'S AWARD OF EXCELLENCE

This award is presented to any student who has shown excellence in behavior, helpfulness, and academics throughout the year.

*Some awards are added to this list each year

DRESS CODE

Calvary Learning Center Preschool's dress code is an important tool in fulfilling and communicating its vision and purpose. A dress code provides opportunity to teach principles of Godly living, and to build character in students. It helps create a sense of school identity and community, and encourages academic excellence.

The Administration is responsible for creating a student dress code for clothing, hairstyles and other areas of personal appearance affecting school life and personal and academic growth. The Administration supports the staff in the interpretation and enforcement of the dress code.

Christian parents are responsible for teaching Biblical principles of how our dress and personal appearance express our heart and affect our community life. It is understood that there is no one dress code that will please all parents. However, by enrolling their children, parents obligate themselves to support the dress code the school has adopted. The attitude of parents is the primary factor in the attitude of students toward the dress code. The dress code will be successful if parents support the spirit of what it is intended to achieve.

PRINCIPLES FOR DRESS AND APPEARANCE

In a day of constantly deteriorating cultural values, it is important that a school such as ours establish standards that support its vision and purpose. The principles behind our dress code include:

- 1. Our dress should help develop our Christian character and reflect our separation from the world. (2 Cor. 6:14-7:1, 1 Tim. 2:9,10, 1 Peter 3:3,4) Is it modest, promoting moral purity? Does it overemphasize the "outer person" versus the "inner person"? A dress code can help parents teach a child to exercise the self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community.*
- 2. Our dress should support our witness of the world. We are ambassadors of Christ. (II Cor. 5:14-20, I Peter 2:12) Does it support our Christian testimony of a changed, God-focused heart, and could it encourage others toward Him. Is it attractive and neat?*
- 3. Our dress should strengthen the sense of community among us. (I Cor. 8:9, Phil. 2:1-4) These questions might be asked as parents consider clothing for their children: Does it strengthen or weaken our sense of distinctiveness as a Christian school? Does it promote undue individualism, or does it help create a sense of community? Does it unduly cause one to stand out from the rest?*

CLOTHING GUIDELINES

Calvary Learning Center Preschool does not require students to wear a uniform. However, children are expected to wear modest, weather appropriate clothing. If the weather is 21 degrees or above (with the wind chill) and it is not raining, the students WILL be going outside. Please plan your child's clothing accordingly (warm clothes, coats, hats, gloves etc.).

Students are required to wear gym shoes to school everyday. All clothing must be clearly labeled with the student's name. All clothing must be clean and in good repair. The school will not be responsible for any items which are lost or ruined. These items must be replaced by the parent(s) and/or guardian(s).

FACILITY POLICIES

CARE OF PROPERTY

Students are expected to take pride in and appreciate the appearance of the school building. Writing on desks, walls, textbooks, etc., is prohibited. Chewing gum will not be permitted on the school grounds in order to protect the school furniture and carpet. Students will be required to restore, replace, or pay for damaged property or equipment at the Administration's discretion.

EMERGENCY PREPAREDNESS

Calvary Learning Center Preschool has established the following building disaster plan, which shall be implemented as protective measures are taken before, during, and following any natural disaster. Every individual must be aware of emergency situation procedures. At a minimum, all must be familiar with the location of emergency exits, fire alarms, fire extinguishers, and emergency phone numbers.

Earthquake Procedures:

Expect drills at least quarterly.

1. Stay calm.
2. Move away from windows, storage racks, bookcases, and shelves.
3. Take cover under tables, student offices, desks, or in doorways.
4. Assist injured persons.

Tornado Procedures:

Expect drills at least quarterly.

1. Stay calm.
2. Move away from windows and move single file and quietly to designated hallways.
3. Teacher is the last one out of the room.
4. Get into correct protective position.
5. After tornado passes and the all clear is given, assist injured persons.

Unauthorized Intruder Procedures:

Expect drills at least quarterly.

1. Stay calm.
2. Teacher immediately locks any access into their room and turns off the lights.
3. Teacher directs children to designated safe areas, away from view of the entry door window and instructs the children to remain calm and quiet.
4. Upon the discretion of the teacher, he or she shall also close all blinds if he or she thinks it is safe to do so. If ANY danger is deemed possible, continue to step 5. Only close blinds if there is a possible threat from outdoors.
5. While remaining calm and keeping the children quiet, the teacher then goes to the designated safe area and calls 911.

Fire Procedures:

Expect drills at least quarterly.

1. Stay calm.
2. Move single file and quietly to nearest exit. Do not stop for anything.
3. Teacher obtains attendance chart and leaves the room last.
4. Everyone gathers at the far north end of the parking lot for attendance.

GENERAL POLICIES AND PROCEDURES

SCHOOL YEAR

The school year consists of two semesters, the first is 16 weeks and the second is 17 weeks. Progress reports will be issued the week following the conclusion of each semester.

SCHOOL HOURS

CLC Preschool hours are Monday through Friday, 9:00a.m. to 11:30a.m. Students are asked to arrive no earlier than 8:50a.m. and leave no later than 11:45a.m. *It is imperative that parents be prompt in picking up their children after school.* If students are at school beyond these times, it requires the teachers to use valuable planning and preparation time to supervise them. Therefore, a fee of \$4.00 for each 15 minutes late will be charged to your school account.

SCHOOL VISITORS

Visits to our Christian school are encouraged and always welcome; however, we do request that you contact the office at least 24 hours in advance so that we might provide a staff member to give you a tour of our facilities. All parents and visitors must register in the office whenever they are in the building. Items to be delivered to a student should be taken to the office. Younger children should be accompanied by an adult at all times. Students may not bring friends or relatives with them to school. We provide a variety of programs throughout the school year that are open to family and friends. We encourage parents and

family to support these activities and invite other potential prospective parents to see our school.

PICKUP/DROP OFF POLICY

Parents may drop off their child(ren) no earlier than 8:50a.m and pick up at 11:30a.am. Parents may drop off and pick up their children in the drive-through line through the front doors of the building. Please call if unusual circumstances change your daily routine, or if you must pick up your child before the end of the day. We will notify your child and give assurance of your arrival. If students have not departed the school by 11:45a.m., a late pick up fee of \$4.00 for every additional 15 minutes will be charged. Please make sure that all people that have permission to pick up and drop off your child(ren) are on the "Pick Up Drop Off Form". If a staff member is letting you in and does not remember you, you WILL BE ASKED FOR A PICTURE I.D. Our policy is that we would rather card the same person 100 times than give your child to someone without permission.

CONTACTING YOUR TEACHER

Parents/guardians are requested to contact their children's teachers through the school office rather than disturbing them in their homes. If a teacher is unavailable at the time of the call, the secretary will be more than happy to leave a message for the teacher to call back.

Parents/guardians are not to enter the classroom during academic studies as this may have a disruptive effect.

RECESS

Parents should send their children to school with outer garments appropriate for recess time. Students who do not have the appropriate garments at school will not be permitted to go outside. All children are expected to go outside for recess (weather permitting) unless a note is sent excusing them for health reasons. Excuses from outdoor recess for extended periods of time may require a physician's statement. Once a student is outside, he should stay out unless permission is received from the playground supervisor. Children will be supervised by a school staff member or appointed substitute and are subject to their rules at all times.

LOST AND FOUND

All "found" items are to be turned in to the school office. Students are given regular opportunity to claim lost items from the Lost and Found. Approximately once a month, all items which have not been claimed will become the property of the school, at which time the items will be disposed of in whatever way the school chooses. *Identifying your child's belongings will help keep the Lost and Found to a minimum!*

TRANSPORTATION

Parents are responsible for providing transportation to and from school. Parents

may arrange car pools; however the parent/guardian must provide written consent for car pool transportation. Parents are asked to refrain from honking their horn to announce their arrival. Certain areas are blocked off by cones, etc. for *safety reasons. Please respect these boundaries.*

MEDICAL POLICY

A Certificate of Immunization Status must be completed for each student and submitted to the school upon enrollment. (See Immunization Section.)

If a student needs to take any medication brought from home, it must be turned in to the school office, and a Medication Release Form must be completed by the parent. The medication will be kept in a secure place and will be administered by an authorized staff member. In rare cases, a student's medical condition may require the student to possess a medication. This will be allowed only with written authorization from the parent and physician.

OFF-LIMITS

Examples of areas/items that are off-limits to students are:

- Another student's workstation, desk, or belongings
- Principal/staff office, desk, files, and cabinets
- Staff's belongings
- Nursery or supply room
- Lounge
- Conference Room
- Staff Restrooms

CHAPEL SERVICES

Chapel Service is conducted weekly as a time to collectively worship God and learn Biblical principles for daily living. Chapel, which includes singing, prayer, memory verses, and Bible teaching is open to parental attendance and involvement. At all times the student's behavior should be refined and courteous towards fellow students, their teachers, and the speaker. Bibles should always be brought to Chapel. Students are required to attend chapels and assemblies.

FIELD TRIPS

Throughout the year there will be scheduled field trips, and special class activities. These are carefully designed to be an important extension of classroom learning. Parents will be notified in advance of these activities. Parents will have given blanket permission for their child to attend the field trips by completing the Authorization for Off-Campus Activities form.

Students must cooperate with and obey their teacher or appointed leader at all

times and must remain with their assigned group. Any student in violation of this principle may be denied participation in upcoming field trips for a period of time determined by the Administration.

SCHOOL PICTURES

Each year, a school photographer takes individual pictures of the students. Notices will be sent home regarding the time. You are under no obligation to purchase these pictures.

HOLIDAY CELEBRATIONS

CLC does NOT participate in Halloween. Parents will not bring any type of Halloween treat or gift for students. CLC does NOT recognize Santa Claus, elves, flying reindeer, etc. during Christmas nor does it recognize the Easter Bunny, eggs, etc. during Easter (Resurrection Day). CLC staff teaches true meanings of holidays but avoids teaching the non-existence of Santa, Easter Bunny, etc. Any conflicts that arise between students about these subjects are left for the students to resolve.



2023-2024 Preschool Calendar

DATES	EVENTS
August 31 st	Parent Orientation 6:30-7:30pm ALL PARENTS/GUARDIANS REQUIRED TO ATTEND
September 4 th	Labor Day (School/Office Closed)
September 5 th	First Day of School (9:00a.m.-11:30a.m.)
September 13 th	4's & 5's School Picture Day
September 14 th	3's School Picture Day
September 29 th	First Field Trip
October 9 th	Columbus Day (School/Office Closed)
October 26 th	Second Field Trip
October 31 st	Parent-Teacher Conferences 5:00-7:00pm, No Classes
November 1 st	Parent-Teacher Conferences 3:00-5:00pm, No Classes
November 20 th	Third Field Trip
November 22 nd -24 th	Thanksgiving Break (School Office Closed)
November 27 th	Classes Resume
December 21 st	Christmas Program 6:30p.m.
December 22 nd -January 5 th	Christmas Break (School/Office Closed)
January 8 th	Classes Resume
January 15 th	Martin Luther King Jr's Day (School/Office Closed)
January 22 nd	2024-2025 Early Registration Opens
January 25 th	Fourth Field Trip
February 15 th	2024-2025 Early Registration Closes
February 16 th	2024-2025 Registration Opens
February 19 th	President's Day (School/Office Closed)
February 22 nd	Fifth Field Trip
March 21 st	Sixth Field Trip
March 25 th -April 1 st	Easter Break (School/Office Closed)
April 22 nd	2024-2025 Registration Closes
April 25 th	Seventh Field Trip
April 26 th	Parent-Teacher Conference 3:00-7:00pm, No Classes
April 29 th	Classes Resume
May 9 th	Eighth Field Trip
May 17 th	Last Day of School
May 18 th	CLC Family Celebration

***OTHER EVENTS MAY BE ADDED TO THE SCHOOL CALENDAR THROUGHOUT THE YEAR.
YOU WILL RECEIVE ADEQUATE NOTICE IF SUCH CHANGES OCCUR. ***

