

Parent Handbook

Calvary Elementary | 4001 Osuna Road NE



Calvary Elementary

Passionately pursuing Christ with our heart, soul, mind, and strength

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Calvary Elementary is a proud member of the
Association of Christian Schools International (ACSI) and
the Calvary Chapel Education Association (CCEA).



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Welcome

Dear Friend,

On behalf of our family at Calvary Church, I want to welcome you to Calvary Elementary. I'm thrilled to see our school take flight, and we couldn't be more excited your family has decided to join us.

The goal of Calvary Elementary is to make disciples of Jesus Christ through a biblical environment that prepares students to glorify God spiritually, physically, academically, and socially. Our supreme desire is that our students will learn to value the mandate to "love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength" (Mark 12:30).

God has clearly identified parents as the primary educators of their children. You are their first line of defense and instruction. But we welcome the opportunity to come alongside families and help them develop godly character in their children by providing quality Christian education. We recognize that this partnership calls for the like-mindedness of all involved in the education process so that each student's academic and spiritual development may reach maturity. We value the trust you place in us as we pursue our mission to make disciples of Jesus Christ, and we look forward to co-laboring with you in this venture.

In His strong love,



Skip Heitzig
Senior Pastor



Dear Families,

All children were created by God for a unique purpose. Providing an excellent environment in which godly teachers co-labor with parents in the discipleship of their children will equip our students with the academic, physical, social, and spiritual tools necessary to accomplish the plan God has for their lives. We are honored to work alongside each and every one of you toward this end.

Calvary Elementary is built on a biblical foundation, and more specifically, a Christ-centered philosophy of education. Let me briefly explain.

There is only one section of Scripture that describes Jesus as a student: Luke 2:40-52. Not only does the text describe Jesus' learning environment (verse 46 tells us Jesus was "sitting in the midst of the teachers, both listening to them and asking them questions"), but it outlines the basic core values of a student's growth in learning (verse 52 says Jesus "increased in wisdom and stature, and in favor with God and men"). From these core values, we derive the four pillars of a Christ-based educational philosophy: academic, physical, social, and spiritual. We take a whole-child approach in our educational philosophy, ensuring that each facet of a child's life is developed, nurtured, and cared for in a biblical and loving environment.

Choosing the right school for your child can be a complicated task. Our hope is that we can assist you in streamlining the process with the end result of helping you find a home for your child that is academic, biblical, and loving.

We pray that our partnership will ensure your child's worth and potential, fulfilling the unique purpose God has for him or her as we learn to passionately pursue the God who is passionately pursuing a lost world.


Brian C. Nixon, PhD
Superintendent



Calvary Church Background

VISION

We are a fellowship of believers who pursue the God who passionately pursues a lost world; we do this by connecting with one another, through worship, by the Word, to the world.

HISTORY

Calvary Church was formed in 1982 by Pastor Skip Heitzig and his wife, Lenya. The church started as a home Bible study that eventually grew into a formal congregation.

In 1988 and 1989, Calvary Church was considered the fastest-growing church in America. Today, Calvary Church ministers to over 15,000 people every weekend at three campuses. Pastor Skip's teachings are shared in the United States and around the world on his half-hour radio program, *Connect with Skip Heitzig*.

Calvary Church has always stressed the importance of teaching the Bible. In 1991, Calvary Church began a formal education program called the School of Ministry. In 2016, the church started Calvary Preschool. Calvary Elementary was subsequently formed in 2021.

Calvary Church Statement of Faith

WHAT WE BELIEVE AT CALVARY CHURCH

We believe that there is one living and true God, eternally existing in three persons: the Father, the Son, and the Holy Spirit, equal in power and glory; this triune God created all, upholds all, and governs all according to the purpose of His will.

GOD THE FATHER

We believe that God is essentially Spirit, personal, transcendent, sovereign, life, love, truth, almighty, timelessly eternal, unchangeable, wise, just, holy, relational, pure actuality, dynamic, infallible in all things, including His foreknowledge of all future decisions and events.

We believe that God the Father concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through faith in Jesus Christ.

GOD THE SON

We believe in Jesus Christ—the second person of the Godhead, God's only begotten Son, the promised Messiah, conceived by the Holy Spirit.

We believe in His virgin birth, sinless life, miracles, teachings, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal, visible return to earth.

We believe that Jesus Christ is fully God and fully human, possessing two distinct natures which are co-joined in one person, and that He provided for the atonement of our sins by His vicarious, substitutionary death on the cross.

GOD THE HOLY SPIRIT

We believe in the Holy Spirit—the third person of the Godhead, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment; and to regenerate, sanctify, and empower all who believe in Jesus Christ for ministry.

We believe that the Holy Spirit dwells in every believer in Jesus Christ and that He is an abiding helper, teacher, and guide.

We believe in the present ministry of the Holy Spirit and in the exercise of all the biblical gifts of the Holy Spirit, to be employed within scriptural guidelines. We believe that love is more important than the most spectacular gifts, and without this love, all exercise of spiritual gifts is worthless.

THE BIBLE

We believe that the Scriptures of the Old and New Testaments are the Word of God, fully inspired without error in their original manuscripts and are the infallible rule of faith and practice. The Bible is the foundation upon which the church operates and is the basis for which the church is governed. We believe that the Bible supersedes any earthly law that is contrary to the Holy Scriptures.

We believe that we are to faithfully teach the Bible in such a way that its message can be applied to an individual's life, leading that person to greater maturity in Christ. We do this by explaining the relevance of the Bible to empower and transform lives for service.

CREATION

We believe that God is the Creator and Sustainer of the heavens and the earth and of every basic form of life. We believe that God created all things ex nihilo (out of nothing) as taught in the book of Genesis, calling it good. We believe that God exercises providential care for every life form in His creation, and calls Christians to be faithful stewards of the natural world.

We believe that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female, sanctioned by the church and recognized by the state as evidenced by a marriage ceremony.

HUMANITY

We believe that man is created in the image of God; however, after the fall of Adam and Eve, all people are by nature separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are offered as a free gift by the Lord Jesus Christ to all based on His grace alone.

We believe that when a person repents of sin and receives Jesus Christ as their personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all their sins are forgiven, and they become a child of God, destined to spend eternity with the Lord.

We believe that Jesus Christ baptizes the seeking believer with the Holy Spirit and empowers believers for service, often subsequent to regeneration.

THE CHURCH

We believe in the universal church, the living spiritual body, of which Christ is the Head, and all regenerated persons are members.

We believe that Jesus committed two ordinances to the church: 1) baptism and 2) the Lord's Supper. We believe in baptism by immersion and Communion is open to all believers.

We believe in the laying on of hands for the baptism of the Holy Spirit, for ordination of pastors, elders, and deacons, and receiving from the Holy Spirit through the believer the gift of healing.

We believe that the church has the responsibility to worship the Lord and share the good news of Christ's death and resurrection to the world, making disciples, baptizing believers, and teaching them to observe sound doctrine and to live a holy life.

CHRIST'S RETURN

We believe in the personal, visible return of Christ to the earth and the establishment of His kingdom, in the resurrection of the body, the final judgment and eternal blessing of the righteous, and the endless suffering of the wicked.

HISTORIC WITNESS

We believe in what is termed the Apostles' Creed as embodying the fundamental facts of Christian faith.

I believe in God, the Father almighty,
Creator of heaven and earth.

I believe in Jesus Christ, His only Son, our Lord,
who was conceived by the Holy Spirit
and born of the Virgin Mary.
He suffered under Pontius Pilate,
was crucified, died, and was buried;
He descended into hell.
The third day He rose again from the dead.
He ascended to heaven
and is seated at the right hand of God the Father almighty.
From there He will come to judge the living and the dead.

I believe in the Holy Spirit,
the holy universal church,
the communion of the saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting.

Final Authority for Matters of Belief and Conduct

The Calvary Church Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Calvary Church's faith, doctrine, practice, policy, and discipline, our pastor management team/board of directors is Calvary Church's final interpretive authority on the Bible's meaning and application.

Policy on Biblical Authority, Individual Lifestyles, Family Relationships, and Conduct While on Campus

As an extension ministry of Calvary Church, Calvary Elementary is subject to biblical authority on individual lifestyles and family relationships. Calvary Church follows the living, holy, and inspired Bible as authoritative directives for all followers of Jesus Christ, including those in leadership roles, board members, officers, employees, staff, volunteers, individuals, and families that work with or come to Calvary Church or Calvary Elementary. The Bible is the authority under which Calvary Church makes and assesses all ministry policy and operating decisions. All conduct and policies at Calvary Church must be consistent with the Bible. Calvary Church and its extension ministries exist to serve and be used for purposes consistent with biblical principles. Neither Calvary Church nor its properties will be used for, modified to accommodate, accept, or assent to lifestyle choices contrary to biblical principles (including but not limited to same-sex marriage or same-sex relationships, transgender or bisexual behavior or conduct, cohabitation outside of marriage, pornography, infidelity, or cyber harassment). Calvary Church will not accept, recognize, or submit to societal or government attempts to require, coerce, threaten, or otherwise penalize Calvary Church or its extension ministries for standing on biblical truths and principles regarding the issues of marriage and human sexuality expressed herein. Calvary Church and its extension ministries follow the principle that every person must be afforded compassion, love, kindness, respect, and dignity (see Mark 12:28-31; Luke 6:31). Calvary Church does not accept hateful and harassing behavior or attitudes directed toward any individual or group. Hateful and harassing behavior or attitudes are to be repudiated and are not in accord with Scripture nor the doctrines of Calvary Church. Calvary Church is built on the foundation that God offers redemption and restoration to all who confess and forsake their sin, seek His mercy, and ask for forgiveness through Jesus Christ.

Calvary Church welcomes individuals, guests, and groups, and seeks to employ staff, with the understanding that their conduct while on Calvary Church properties or in its employ conform to the policies herein.

Our Goal

At Calvary Elementary, we aim to educate students within a Christian context of intellectual, physical, spiritual, and social development (see Luke 2:52). As an extension of Calvary Church, we exist to help students cultivate a relationship with God through Jesus Christ, to discover and encourage their God-given gifts, and to inspire them to realize their full potential in serving God in spirit and truth.

School Philosophy

Calvary Elementary values the time-honored pedagogy (teaching path) of a Christian liberal arts education. We are committed to providing our students with an education that is intellectually stimulating, physically strengthening, biblically rooted, and socially maturing. We do this in the context of a SOUND educational framework:

- S**—Safe and welcoming environment for students, teachers, and parents
- O**—Outstanding Christ-based educational philosophy, vision, and curricular implantation
- U**—Underlining educational values that minister to the whole child (wisdom, stature, favor with God, and favor with man, according to Luke 2:52)
- N**—Nurtures a Christian worldview and Christian community by placing Christ first in word and in deed
- D**—Discipline that takes into account the whole child, nurturing and guiding the student for academic, physical, spiritual, and social success in life

Educational Framework and Values

Calvary Elementary's educational framework and values are based on Jesus' words in Mark 12:30-31: "You shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength.' This is the first commandment. And the second, like it, is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these."

I. WE ARE TO LOVE THE LORD WITH ALL OUR HEART: SPIRITUALLY

Glorifying God is the end result of the Christian life; it is our spiritual life that matters most. We have been created with a spiritual need to know God and have a personal relationship with Him through His Son, Jesus Christ. As the Westminster Catechism states, "Man's chief end is to glorify God and to enjoy Him forever." We believe the spiritual elements of life and learning are the most fundamental, and we place top priority on the Scriptures as our source of truth. We believe the Scriptures, without error in the original writings, are the divine and final authority for all Christian life and faith. Our desire spiritually is that we would hold fast to our faith more than to life itself. "That I may know Him and the power of His resurrection" (Philippians 3:10) is the basis of our existence and the purpose of all we pursue. The core of our academic program is the daily incorporation of the nature of God and study of the Scriptures as they relate to each academic subject in order to provide students with a deeper appreciation of their relationship with God and help them form a worldview rooted in the heart and teachings of Jesus.

WITH ALL OUR SOUL: SOCIALLY

In Mark 12:30, Jesus used the Greek word *psuché*, or soul, to refer to the essence of who we are. The soul is the part of us that will live forever, not being dissolved by death, that was brought to life in Adam when God created him and breathed into him (see Genesis 2:7). Our soul contains our deepest desires, fears, affections, and feelings. It determines how we relate socially to God and to one another. At Calvary Elementary, we seek to instill and promote harmonious relationships with one another and to value and treat others with integrity and respect as God desires, lovingly honoring Him in our daily conduct and relationships.

WITH ALL OUR MIND: ACADEMICALLY

Calvary Elementary aims to foster an intellectual atmosphere where all students are prepared in all academic settings, covering a broad field of knowledge. The objective of intentionally selected curriculum is to equip students with strong skills of analysis, expression, comprehension, and critical thinking that will ultimately prepare them for every opportunity the Lord has for their lives. Our methodology features traditional, well-balanced curriculum focused on time-proven educational blocks. All subjects are presented cumulatively, with each lesson building on previously acquired knowledge and understanding. Memorization, drills, repetition, and comprehension are emphasized in the lower grades. Critical thinking, application, and analysis are stressed in the upper grades. Communication, synthesis, and evaluation are interwoven throughout each grade level, culminating in a well-rounded, creative educational approach.

WITH ALL OUR STRENGTH: PHYSICALLY

Paul reminded us in 1 Corinthians 6:20 that we were “bought at a price; therefore glorify God in your body and in your spirit, which are God’s.” We strive to inspire students to live a healthy life and care for their bodies as holy temples of the Lord that are equipped to carry out the good news of the gospel. A healthy balance between mind and body is achieved for the glory of the Lord through the promotion of regular physical activity, organized sports, health awareness, purity of body, and good sportsmanship.

II. WE ARE TO LOVE OUR NEIGHBOR AS OURSELVES: SERVICE-ORIENTED

As a result of a Calvary Elementary education, students will have an active awareness of the school community that surrounds them and the biblical mandate of putting the interests of others ahead of their own. Students will understand that everyone has different backgrounds, abilities, and attributes, and will be encouraged to practice kindness, humility, and mercy with others. To ensure the growth of a vibrant student community, students will be required to get along with one another, with an awareness of the ramifications when community standards of service are not respected. Ultimately this daily commitment toward loving one another spills beyond the campus and becomes the application of our education in the world.

AS UNTO THE LORD (FULL CIRCLE)

We take seriously the words and example of Jesus, making our calling inseparable from our mission: *Non ut sibi ministretur sed ut ministret* (“Not to be served but to serve”; see Matthew 20:28). Therefore, we seek to serve in all we do, to educate the whole person, to demand excellence in all walks of life, to seek high levels of moral responsibility, and to glorify God. Students will know they are called to go into the world and make a difference for Christ. Having been taught the elements of righteousness, peace, and joy in the Holy Spirit through Christ-centered learning, weekly chapel sessions, and community service projects, our students will embody the vision and educational philosophy of Calvary Elementary and be prepared to live for God’s glory.

School Orientation

Admissions Procedure

Calvary Elementary follows a four-P enrollment process:

1. Preliminary: Get informed by visiting calvarynm.church or calling 505.338.4848. By becoming informed, you will be able to decide if Calvary Elementary is the right fit for your child.
2. Pick Up: After reviewing the program information, pick up a registration packet and Parent Handbook. We ask that you carefully read and review the Parent Handbook, fill out the necessary student registration forms, and drop off the completed registration packet at the school. What is a completed registration packet?
 - Signed parent agreement (at the end of the Parent Handbook)
 - Current immunization records (must be updated throughout the year if shots are given)
 - Emergency contacts and phone numbers (including physician)
 - Authorized person(s) who can pick up your child
 - Copies of custody agreements
 - Signed financial agreement
 - Teacher/Parent Recommendation Form
3. Parent/Guardian Meeting with School Leadership: Once a completed registration packet has been submitted, a parent/guardian admissions meeting with the school leadership will be scheduled. This meeting is an opportunity for the director/principal to meet your family, become familiar with your enrolling student, and give the student a preliminary assessment. School enrollment will be decided at this time.
4. Process Enrollment: After the completion of steps 1-3, your child will become an official Calvary Elementary student. The registration and curriculum fees are due at this time.

Admission Standards

AGE STANDARDS FOR ADMISSION

Students enrolling in kindergarten must turn five years old before September 1 of the academic school year. Enrollment for all other grades will be subject to administrative approval.

ACADEMIC STANDARDS FOR ADMISSION

Calvary Elementary requires prospective students to meet grade level standards, as indicated by a preliminary assessment administered by Calvary Elementary. Applicants scoring below the appropriate grade level may not be admitted. In most cases, Calvary Elementary is not equipped to serve students not performing at grade level. In addition, Calvary Elementary reserves the right to recommend a different grade level than the grade requested based on the student's age, maturity, and academic history.

BEHAVIORAL STANDARDS FOR ADMISSION

Prospective students who have exhibited a history of disruptive conduct or emotional instability may not be admitted to Calvary Elementary. If the school determines that it has a unique environment that can minister to a student who has a troubled history, the student may be enrolled on a probationary status for one quarter. If the school determines that an enrolled student's behavior, on or off campus, is a detriment to the scholastic environment at Calvary Elementary, that student may be asked to leave at any time, before or after the end of the probationary period.

LEARNING DISABILITIES AND SPECIAL NEEDS

In most cases, Calvary Elementary is not equipped to serve students with special needs and/or learning disabilities. If a student applying to Calvary Elementary has special needs or a learning disability, it must be noted on their application and all pertinent records must be included (IEP records, specific reports or test results pertaining to the student's disability, etc.). Failure to disclose information regarding any learning disabilities or special needs during the admissions process may result in a student's dismissal. The admissions committee may decide to admit a student with special needs on a probationary status. If a student already enrolled at Calvary Elementary is diagnosed with a learning disability or special need, the Calvary Elementary administration will meet with the student's parents and teachers to determine if Calvary Elementary is equipped to meet the student's specific educational needs. If it is determined that Calvary Elementary is not equipped to meet the specific educational needs of the student, Calvary Elementary reserves the right to determine in its sole discretion to deny admission or ask the student to leave.

Nondiscrimination Policy

Calvary Elementary is mindful of our primary mission to be a witness of the love of Christ for all. It is the policy of Calvary Elementary not to discriminate against any current student or student applicant because of race, color, sex, national origin, and/or ethnic origin, and we afford all students equal rights and privileges in regard to the administration of our educational policies, admissions policies, and other school-administered programs and activities. While Calvary Elementary does not discriminate against students with special needs, a full range of services to meet those needs may not be available.

Faith-Based Belief Policy

Calvary Elementary is a faith-based school governed by the principles of Holy Scripture as stated in the Calvary Church Statement of Faith. Therefore, Calvary Elementary reserves the right to deny admission to a student if the student's family does not agree to the principles contained in the Statement of Faith or the stated mission and goals of the school. Calvary Elementary may reject applications for enrollment that the school administration, in its judgment, determines are not consistent with the Statement of Faith or the stated mission and goals of the school.

"For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man" (2 Corinthians 8:21, NIV).

Memberships and Regalia

Calvary Elementary is a proud member of the Association of Christian Schools International (ACSI) and the Calvary Chapel Education Association (CCEA).



SCHOOL COLORS

Red, grey, blue, and white

SCHOOL MOTTO

“Passionately pursuing Christ with our heart, soul, mind, and strength”

SCHOOL VERSE

“You shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength” (Mark 12:30).

SCHOOL MASCOT

Barnabas the Bear. In the New Testament, Barnabas was an early disciple of Jesus and was known for being an encourager (see Acts 4:36-37). He was the first believer to encourage the apostle Paul (see Acts 9:26-27). The black bear is the New Mexico state mammal.

Operating Hours and Closings

OPERATING HOURS

Office Hours: Monday-Friday, 8 am – 4 pm

School Hours: Monday-Friday, 8:30 am – 3 pm

Drop-Off: 8:15-8:30 am

Pickup: 3 pm (no later than 3:15 pm)

SCHOOL DELAYS AND CANCELLATIONS

Calvary Elementary will observe a two-hour delay when Albuquerque Public Schools (APS) is on a two-hour delay and will close when APS has canceled classes.

Check for closings or delays with local news stations and/or their websites. If you are still unsure, call the school.

School Year Calendar

Calvary Elementary follows an academic calendar year, with a fall semester and a spring semester. We make every effort to follow the Albuquerque Public Schools (APS) school year calendar.

Please refer to our school calendar (issued separately) for event dates, including days off. All dates are subject to change.

Attendance Policy

ATTENDANCE EXPECTATIONS

Students at Calvary Elementary are expected to attend class consistently and show up on time. The instructional experience that Calvary Elementary offers is essential and goes beyond what can be provided with textbooks and worksheets. Having your child participate in this experience with other students and their teacher is fundamental to their educational outcome. To the best of your ability, all personal appointments and vacations are to be scheduled when school is not in session. That being said, we request that ill children be given adequate time at home to recover. Calvary Elementary does not award for perfect attendance.

PLANNED ABSENCES

In special cases when a planned absence is absolutely necessary, you must notify the school office and your child's teacher at least two weeks in advance in order to prepare an independent study contract. Please note that an independent study contract will not be available without sufficient notice. Participation points cannot be made up.

UNPLANNED ABSENCES

When your child will be absent for an unforeseen reason such as illness, you must leave a phone message at the school office by 8:30 am stating your name, the name of your student, and the reason for their absence.

EXCESSIVE ABSENCES

Five or more absences in one school semester is considered excessive. Calvary Elementary will notify the parents of a student who has excessive absences, and we may schedule a meeting. Excessive absences may impact the school's ability to assign passing grades and may jeopardize a student's enrollment. Ten or more absences in one school semester may result in a drop in letter grade. You may appeal the automatic grade drop to the academic committee if there are circumstances the administration was not previously aware of, or for medical reasons. All appeals must be submitted in writing to the academic committee.

TARDINESS

Two important disciplines taught at Calvary Elementary are promptness and preparation. A pattern of tardiness or lack of preparedness for class will jeopardize your child's success at school. Tardiness is disruptive, not only for the student arriving late to class but for the teacher and the other students as well. Therefore, it is imperative that students arrive to class on time. Students who arrive after school

starts are considered tardy and must check in at the school office before proceeding to class. You will be notified when your child is marked tardy. Excessive tardies may result in a parent/administrative conference to explore corrective action.

LEAVING CAMPUS DURING THE SCHOOL DAY

Calvary Elementary is a closed campus school, meaning students are restricted from leaving the campus during school hours without parental or teacher supervision. You must sign out your student at the school office when checking out during school hours. A student will only be called out of class when you have come to the office and signed them out. Only parents and authorized individuals (specifically designated as such in writing by a parent) may sign out students during school hours.

CAMPUS VISITATIONS

All parents and other visitors on campus are considered guests and must stop at the school office, sign the guest log, and obtain a guest badge before entering a classroom or any other part of the campus during school hours. Any person on campus not wearing a guest badge will be asked to return to the office to sign in and obtain proper identification, or to leave the campus.

STUDENT SIGN IN/OUT

You must escort your student into the building and sign them in on the designated sign-in sheet in their classroom. When you pick up your child, you must sign them out on the designated sign-out sheet in their classroom. State regulations require that each child is signed in and out every day. Everyone authorized to drop off/pick up your child must do the same.

Student Drop-Off and Pickup

1. Please drop off and pick up your student at the southeast or southwest entrance of the Hub. Please do not drop off your child at the school office.
2. School begins at 8:30 am. We welcome students into the classroom no earlier than 8:15 am. Please be on time. It is disruptive to the class when a student is late.
3. Please remember to follow the sign in/out procedures.
4. We realize how difficult it may be to leave your child—especially for the first time. The best way to make the goodbye process easier is to make it short. If your child senses that you are reluctant or nervous about leaving them, they become even more anxious about being left. You may want to develop a quick goodbye routine. Having a predictable routine helps your child adjust quickly. Please do not attempt to sneak away unnoticed.
5. Our school dismissal time is 3 pm. Please make every attempt to pick up your child on time. If you're running late due to unforeseen circumstances, please call the school so we can reassure your child.
6. If someone other than your child's parent or legal guardian is picking them up, we must have prior written authorization and will ask for a picture ID before we release your child to their care.
7. Once a student is released from school to a parent or authorized party, legal responsibility for that student passes from the school to the parent or authorized party. Please make sure your child does not leave the building without you.

Academic Training

“You shall love the LORD your God with all your...mind” (Mark 12:30).

“Jesus increased in wisdom” (Luke 2:52).

Curriculum

With a focus on the whole student, Calvary Elementary’s Christ-centered instruction provides families a loving and nurturing atmosphere to begin the education of their children. Our academic endeavors are designed to develop well-prepared, analytical, self-motivated learners. From kindergarten through grammar school, our program provides children with the fundamental skills, knowledge, and attitudes necessary to achieve future scholastic success. Ultimately, we desire to give our students every opportunity to become not only well-rounded individuals but also all God intends them to be.

Calvary Elementary’s academic pedagogy (teaching path) is best understood in the Greek word *paideia*, which is translated *training*. The apostle Paul used the word in the context of raising children: “Bring them up in the training and instruction of the Lord” (Ephesians 6:4, NIV). *Paideia* is a full-orbed instruction that encompasses all aspects of life. The Christian educator’s role is to train students to consider all subjects through a Christian worldview as they pursue Christ. As St. Augustine asserted, “All truth is God’s truth,” both in the world/nature and in the Word/Bible.

Our curriculum is rooted in the liberal and classical education framework. Here, *liberal* does not mean liberal in a political sense, but rather open and broad. Liberal education and classical education were the preferred educational methods for the Christian community prior to the onset of government schools. The history of liberal and classical education stretches back to the early church fathers, and before them, to the ancient world. Men such as Augustine, Alcuin, Bede, Anselm of Canterbury, Thomas Aquinas, Martin Luther, C.S. Lewis, and others were educated in a liberal and classical educational framework. We deem it important to continue the tradition of nearly two thousand years of educational history established and refined by our Christian forefathers and mothers.

Historically speaking, liberal arts included seven distinct subjects: grammar, logic, and rhetoric (known as the trivium of classical education), and geometry, arithmetic, music, and astronomy (known as the quadrivium). As time went on, these subjects became more focused. Today, liberal studies includes math, English, science, history, language, the arts, and humanities.

The goal of liberal education is to expose students to a wide variety of fields of knowledge—the pursuit of truth, beauty, and goodness—while promoting critical thinking, creativity, and a well-rounded intellectual foundation. Biblically speaking, we pursue knowledge to discover truth and to recognize the human endeavor in the process of discovery. Christians can use liberal education to discover the handiwork of God and the interrelationship of man with the created order.

WHAT MAKES CHRISTIAN *PAIDEIA*/LIBERAL ARTS UNIQUE

- Whole-child education helps students live up to their potential
- Emphasizes reading and comprehension
- Values active learning and higher order thinking over simple facts
- Introduces students to the arts, music, and the humanities
- Teaches a biblical view of humanity—what it means to be made in God’s image (*imago Dei*)
- Covers a comprehensive history, from creation to Christ’s coming
- Introduces foreign language in early grades (Spanish)
- Models and practices Socratic discussions in upper grades (4-5)
- Promotes active learning so students think, discuss, and act in ways that help them flourish

CURRICULUM FRAMEWORK

The curriculum at Calvary Elementary has a strong liberal arts emphasis. We have strategically chosen our curriculum to accomplish our educational goals of fostering a whole-child approach that embodies our four pillars of education: wisdom, stature, favor with God, and favor with man.

<u>WISDOM</u>	<u>STATURE</u>	<u>FAVOR WITH GOD</u>	<u>FAVOR WITH MAN</u>
Math	Physical Development	Weekly Chapel	Courage
Science	Motor Skill Development	Prayer	Carefulness
Reading	Health and Well-Being	Bible Stories	Tenacity
Writing	Play	Bible Verses	Fair-Mindedness
Language		Bible Concepts	Curiosity
Speaking and Listening			Honesty
Aesthetic Creativity			Humility

IMPLEMENTATION OF COMMON CORE STATE STANDARDS

Mathematics
 Reading
 Writing
 Speaking and Listening
 Language

Weekly Schedule

Though actual schedules will vary, a typical weekly schedule may look something like this:

MONDAY, WEDNESDAY, FRIDAY

- 8:30-11:30 am: New core material instruction (with break)
- 11:30 am – 12 pm: Lunch
- 12-3 pm: Core material continuation (with break)
- 1 pm: Chapel (Mondays)

TUESDAY, THURSDAY

- 8:30-11:30 am: Review of core material with supplemental teaching
- 11:30 am – 12 pm: Lunch
- 12-3 pm: Art, music, PE, and other supplemental material the teacher elects to introduce

Assessment

FORMAL ASSESSMENT

Formal assessments are scheduled at the beginning of the school year and at the end of each quarter. Please ensure your student is not absent on days when testing is scheduled.

WEEKLY FOLDERS

In order to keep you fully aware of your child's academic performance, their completed work will be sent home in a weekly folder. You will be required to sign the designated parent log confirming that you are aware of your student's academic standing.

AT-RISK STUDENTS

Students who are below academic or behavioral standards will be placed on an at-risk list, and a team of teachers, administrators, and the student's parents will closely monitor the student's progress. Monitoring may include parent/teacher/administrator conferences, action plans, and/or interventions throughout the day. You will be financially responsible for academic support that extends beyond the school's intervention program.

Calvary Elementary seeks to provide an environment where all students can learn and be successful. If at any time throughout the school year, the school is not able to provide the support your child needs, your child may not be eligible for continued enrollment. When this occurs, the administration, to the best of its ability, will work with you to recommend an alternative educational setting.

Report Cards and Grading System

REPORTING PERIODS

Calvary Elementary is committed to keeping parents and students informed of academic progress throughout the year. In order to best communicate your child's academic progress to you, the school will issue two official progress reports and two official report cards. The school will also schedule at least two official parent/teacher conferences, one in the fall and one in the spring. Parents and/or teachers may request additional parent/teacher conferences.

REPORT CARDS

October: Report cards issued and parent/teacher conferences

January: Report cards issued

March: Report cards issued and parent/teacher conferences

May: Report cards issued

GRADING SYSTEM

Academic and Social Growth

Kindergarten will use the social growth scores below for academic and social growth:

O—Outstanding

G—Good

S—Satisfactory

N—Needs Improvement

U—Unsatisfactory

Grades 1 and Higher

98-100	A+	87-89	B+	77-79	C+	67-69	D+	0-59	F
93-97	A	83-86	B	73-76	C	63-66	D		
90-92	A-	80-82	B-	70-72	C-	60-62	D-		

Posted Lesson Plans and Grades

Each teacher will post weekly lesson plans and grades to FACTS for parents to view.

Homework

Homework is an integral part of the learning process. Your full cooperation is expected in seeing that your child's assignments are completed.

LATE WORK

Students are required to complete homework assignments on time. Homework and other assignments that are turned in after the due date without a valid reason (approved by the teacher) will be considered late work. Late work will be subject to penalties determined by the teacher in light of the nature of the assignment.

MAKEUP WORK AND ABSENCES

Students are required to make up any assignments and/or tests that are missed during an absence. Students will have two days to make up work for each day missed. In the case of an extended illness, special arrangements may be made with your child's teacher. Makeup work is the responsibility of students and parents.

Physical Training

“You shall love the LORD your God with all your...strength” (Mark 12:30).

“Jesus increased in...stature” (Luke 2:52).

Physical Education Program

The objectives of the physical education (PE) program are:

- To glorify God through the responsible use and development of His athletic gifts
- To cultivate good sportsmanship by learning to act and react in a Christlike manner
- To show respect for the rules of the game
- To reflect the excellence of Christ by developing lifelong healthy habits
- To develop strong athletes who have the heart of a champion

It is the responsibility of the Calvary Elementary PE program to provide a quality athletic experience for each of our students. Each child is given a positive environment to do their best as an individual and cooperatively, as the building blocks of physical achievement are encouragement, teamwork, and a safe environment.

Students are expected to wear appropriate footwear on scheduled PE days. All students are to participate in each scheduled class unless a note signed by a parent or the child's physician excusing them for a specific period of time is given directly to the PE teacher before class starts.

Illness

If your child is not feeling well or you suspect that they have a contagious illness, please do not send them to school. If your child has a fever (100.4°F or higher), rash, diarrhea, sore throat, discolored nasal discharge (this signals infection, not allergies), constant cough, eye discharge, is vomiting, or has any symptoms of a contagious illness, please keep them home. A good rule to follow when determining whether to send your child to school is when in doubt, don't.

If your child will be absent due to illness, please call the school office. Do not send your child back to school if they have any of the symptoms above until twenty-four symptom-free hours have passed. If your child has missed school for three consecutive days due to illness, we require a doctor's note upon their return.

If your child becomes ill while at school, we will call you or the emergency contact you have provided. Your child will be separated from other children and allowed to rest comfortably until someone picks them up. It is important to keep your child's emergency contact information updated at all times.

Please inform us if your child develops any communicable disease. In particular, if your child has been diagnosed with any of the following, you must notify the school:

- Chicken pox
- Conjunctivitis
- Hepatitis A
- Herpes (mouth sores)
- Measles/rubella
- Mumps
- Pertussis (whooping cough)
- A rash illness
- Ringworm (scalp or body)
- Scabies
- Head lice
- Impetigo

Your child will not be allowed to return to school until necessary treatments have been given and/or your child's doctor has issued a note clearing their return.

Medication

Calvary Elementary does not dispense medication at school. Please do not use medication such as Tylenol or cough syrup to mask symptoms that would otherwise prevent your child from attending school.

If your child has a special need such as asthma, diabetes, or a food allergy, you must sign an authorization form allowing school staff to administer the necessary medication. Please send the medication in its original container with your child's name, dosage, expiration date, and medicine name visible. If a plan of action form is necessary and has been provided by your child's pediatrician, please provide the school with a copy to keep on file.

Sunscreen, lotion, and lip balm are considered medication. Please apply these to your child before school; do not send these items with your child.

Accidents, Injuries, or Emergencies Involving a Child

You must provide written authorization for removing your child from school for emergency medical transportation or treatment, and you must designate a physician and preferred medical facility for treatment in case your child becomes ill or is injured while at school. In the case of an accident, injury, or emergency that cannot be treated with on-site first aid, every effort will be made to contact you or your child's emergency contact(s). If no one can be reached in a reasonable amount of time, depending on the nature of the emergency, your child will be taken to the nearest medical facility.

If your child is injured at school, you will receive a written report of the injury and all pertinent information. You must sign a copy of this report and return it to the director/principal so it can be placed in your child's file.

If an injury cannot be treated with on-site first aid and requires emergency medical attention, it will be reported to the state licensing authority by Calvary Elementary and will be followed by a written report.

Meals and Snacks

NUT ALLERGIES

Calvary Elementary is a peanut-free school. Having a peanut allergy is severe and life-threatening. We ask that you carefully read all product labels and that you and your child do not bring products to school that contain peanuts, peanut oil, or traces of being in machinery with peanuts. Refer to the recommended snack list (provided at open house/meet-the-teacher day) for approved snacks.

SNACKS

Parents will provide nutritious snacks for their child.

BIRTHDAY TREATS

If you wish, you may bring in a special treat on or around your child's birthday. You are welcome to bring homemade cupcakes or muffins with a thin layer of frosting (no bakery-made sweets). Please request permission from the teacher in advance for other non-nutritious snacks.

LUNCH

All Calvary Elementary programs have a scheduled lunch time. You are required to provide a lunch for your child since the school does not have a food program. We are unable to refrigerate items, so please pack an ice pack in your child's lunch if needed. Please do not send food that requires heating. For the safety of our students, we cannot reheat food. Clearly label your child's lunch box with their name. Remember that we are a peanut-free school.

BIRTHDAY PARTIES

Celebrating a birthday with a party is a big deal to young children. If you are planning on inviting students from your child's class to the party but not the entire class, please do not pass out invitations at school. Conversations about outside parties should be kept to a minimum in school to spare the feelings of children who are not invited.

Emergency Evacuation Plan

In the event of an on-campus fire, gas leak, or bomb threat, the staff will escort students to the basketball courts. If they are unable to meet at the basketball courts, they will go to one of the following locations:

- White Cap, 6707 Washington St. NE, 505.872.2244 (primary)
- U.S. Eagle Federal Credit Union, 3939 Osuna Rd. NE, 505.342.8888 (secondary)

In the event of a tornado, severe weather, or terrorist attack, the students will stay in their classrooms, lock all doors and windows, and stay low in a corner away from the windows. We will keep bottled water, wipes, a flashlight, blanket, first-aid kit, nonperishable food, and other emergency items in a predetermined room (TBD).

In the event of an off-campus emergency, the staff will escort students to whichever location is safer:

- White Cap, 6707 Washington St. NE, 505.872.2244
- U.S. Eagle Federal Credit Union, 3939 Osuna Rd. NE, 505.342.8888

In the event that White Cap and the U.S. Eagle Federal Credit Union are also in a state of emergency, the staff will escort students to the following location:

- Gardner Zemke, 6821 Academy Pkwy. NE, 505.881.0555

Spiritual Training

“You shall love the LORD your God with all your heart” (Mark 12:30).

“Jesus increased in...favor with God” (Luke 2:52).

Biblical Emphasis

Throughout the school day, Calvary Elementary students will become familiar with the Bible and how to live according to what is written in God’s Word. Biblical studies, Scripture memory, chapel, and class discussion are just a few examples of how students have the opportunity to understand their daily experiences from a biblical Christian worldview. Whether in the classroom, the playground, or the field, whether individually or as a group, students are encouraged to see and apply biblical principles to everyday life events.

Chapel

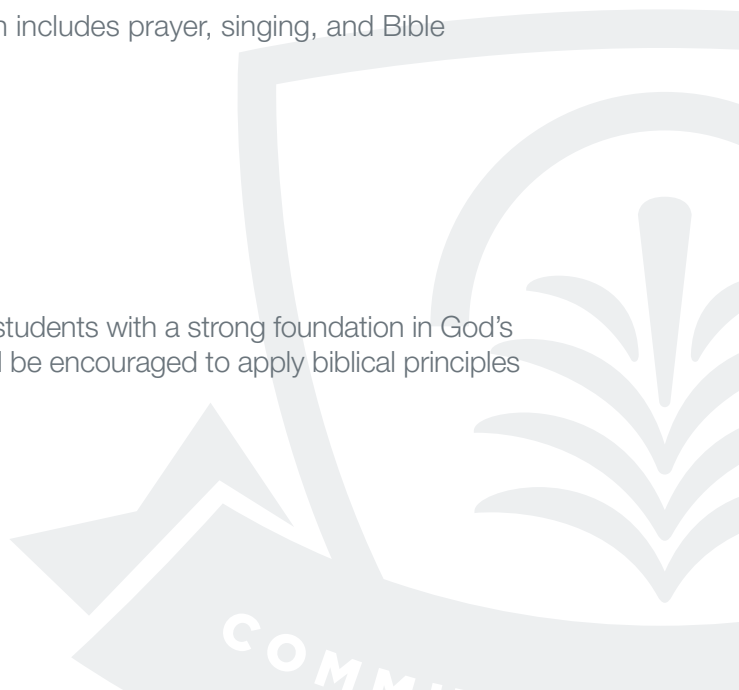
Because we believe in a strong biblical foundation, our students and staff participate in chapel one designated day each week in the Hub. Chapel time consists of biblical teaching, singing, and prayer. Children will have the opportunity to engage and ask questions as they learn about our heavenly Father. You are invited to attend but must check in at the school office and obtain a guest badge.

Praise and Worship

Each class will integrate morning praise and worship—which includes prayer, singing, and Bible reading—at a time that the teacher elects.

Bible Curriculum

Calvary Elementary’s Bible curriculum is designed to provide students with a strong foundation in God’s Word. Students in all grade levels will memorize Scripture and be encouraged to apply biblical principles to their daily lives.



Social Training

“You shall love the LORD your God with all your...soul” (Mark 12:30).

“Jesus increased in...favor with...men” (Luke 2:52).

Student Behavior

Calvary Elementary seeks to provide an environment that is safe for all students. In these formative years of students' lives, they are learning how to get along with others and how to appropriately express themselves when wronged or harmed. Our character program and daily instruction is designed to teach students how to respond with appropriate behaviors in a biblical way that honors their peers, instructors, and the Lord. When these appropriate behaviors are violated, disciplinary action will result.

Calvary Elementary recognizes the need to clearly communicate expectations regarding student behavior. The accountability committee comprises teachers and administrators and is responsible for establishing conduct guidelines and reviewing student behavior. We will cooperate with families to apply godly, just, and fair discipline to our students, and we thank families in advance for their support and partnership with us as we seek to provide the safest learning environment possible.

Classroom Principles

Classroom principles provide expectations for godly behavior in an academic setting, establishing healthy limits for children and providing a framework in which biblical teaching and learning may take place. Most importantly, students should come to understand the Bible's instruction that love is obedience: “He who has My commandments and keeps them, it is he who loves Me. And he who loves Me will be loved by My Father, and I will love him and manifest Myself to him” (John 14:21).

Specific classroom rules are posted in each classroom and handed out at the beginning of the year. They are taught and reviewed with students in an ongoing and inspiring manner. Disobeying the school rules, whether in the classroom or on the playground, will result in immediate disciplinary consequences.

The following are general classroom principles:

1. Be loving. “You shall love the LORD your God with all your heart, with all your soul, and with all your mind.... You shall love your neighbor as yourself” (Matthew 22:37, 39).
2. Be obedient. “Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account” (Hebrews 13:17).
3. Be patient. “The patient in spirit is better than the proud in spirit” (Ecclesiastes 7:8).
4. Be diligent. “Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth” (2 Timothy 2:15).
5. Be self-controlled. “He who is slow to anger is better than the mighty, and he who rules his spirit than he who takes a city” (Proverbs 16:32).

Discipline Policy

“The wise in heart are called discerning, and gracious words promote instruction” (Proverbs 16:21, NIV).

At Calvary Elementary, we believe that children are a gift from God and that it is our job to show them love, guidance, and understanding in a gentle manner. We take a caring and positive approach regarding behavior management and discipline. We view discipline as an opportunity to teach children appropriate ways to meet their needs. The root word for *discipline* is *disciple*, so good discipline, like discipleship, trains children to develop self-control and responsibility for their actions. *Training* is the key word, not *punishment*. The goal of discipline in the classroom is to train children to become more Christlike.

Before any method of discipline is used, there must first be rules. Teachers regularly review classroom rules with students, as well as what appropriate behavior looks like in the classroom setting. Teachers also focus on the positive behaviors of their students and reinforce those behaviors as often as possible.

Our discipline procedure consists of the following strategies:

1. Encourage students to use their words when having a disagreement with other students. Facilitate students in their attempts to settle their own disputes.
2. Redirect behavior.
3. Separate a student from the group (time-out).
4. Counsel students individually about their behavior.
5. Make director/principal and parents aware of disciplinary concerns (incident report).

If your child is sent to the director/principal’s office more than three documented times, your child will be withdrawn from the school and any remaining tuition will be forfeited.

More than three documented incidents of hitting, biting, or behavior that puts other children or staff members in danger will not be tolerated and is grounds for dismissal. We reserve the right to dismiss students on a case-by-case basis.

Bullying Policy

As made in the image of God (see Genesis 1:27), humans have intrinsic value and purpose. Furthermore, as representatives of Christ in all areas of life and conduct, Christians are called to treat other humans with dignity, compassion, and love (see Mark 12:31). Because of this, Calvary Elementary has implemented an anti-bullying statement for the students it serves.

DEFINITION

Bullying occurs when a person or group is intimidated, frightened, excluded, or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, *Bullying in Schools: The Hidden Curriculum*, 2003).

The following actions in an ongoing form may be forms of bullying and are included in all references to “bullying” herein:

- Physical aggression, including hitting, punching, or kicking
- Teasing or verbal abuse, including insults, name calling, or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person’s property/possessions or taking them without permission
- Threatening gestures, actions, or words
- Written/verbal/electronic messages that contain threats, putdowns, gossip, or slandering
- Cyberbullying through Facebook, texting, tweeting, Instagram, or other electronic means

POLICY OBJECTIVES

All members of staff (employed and voluntary) have a responsibility to be vigilant at all times so that incidents of bullying can be dealt with as quickly and effectively as possible. It is important that we establish an atmosphere where children who are being bullied, or others who know about specific incidents of bullying, feel that they will be listened to, loved, and believed. Everyone must feel confident that action taken will be swift but sensitive and appropriate to the circumstances.

SIGNS AND SYMPTOMS OF BULLYING

Children may indicate by signs or behavior that they are being bullied. Everyone should be aware of these possible signs and that they should investigate if someone:

- Is unwilling to go to school
- Becomes withdrawn, anxious, or lacking in confidence
- Cries themselves to sleep at night or has nightmares
- Claims to feel ill in the morning

PROCEDURES

- All bullying incidents will be reported immediately to the teacher and director/principal.
- Staff members will record all reported bullying incidents and share them with the director/principal.
- In serious cases, parents will be informed and asked to attend a meeting to discuss the problem.
- Bullying behavior or threats of bullying will be investigated quickly and fully, and the bullying stopped immediately.
- An attempt will be made to help the bully/bullies change their behavior.

PREVENTION

- Discuss and model positive behavior and other ways children can make friends and interact with their peers.
- Set clear rules for behavior.
- Be vigilant.
- Use age-appropriate consequences for aggressive behavior.
- Help children learn to substitute alternative behaviors for aggression.
- Teach children to report to an adult.¹

Withdrawal/Dismissal of Students

Calvary Elementary reserves the right to withdraw/dismiss a student if they are unable to cope with school or if their parents fail to fulfill their obligations. Hitting, biting, or being consistently disruptive in the classroom is grounds for immediate dismissal, and tuition will be forfeited.

If you wish to withdraw your child from the program, you may do so with at least one month's written notice. If you fail to give the written notice, you will be charged for an additional month of tuition. If you fail to pay, further action will be taken.

Child Abuse and Neglect Reporting

Calvary Elementary employees and volunteers must undergo a comprehensive background check as required by the State of New Mexico before being allowed to work around children and on school grounds.

All Calvary Elementary employees and volunteers will be trained using the below guidelines as provided by the New Mexico State regulations for indicating and reporting abuse and/or neglect.

Any employee or volunteer who fails to report abuse or who is engaging in any form of abuse outlined below will immediately be removed from children, employment terminated, and actions will be reported to the proper authorities.

DEFINITIONS OF ABUSE AND NEGLECT

(Abuse and Neglect Act (32A-4.2, NMSA, 1978))

It is important for every person to take child abuse and neglect seriously and to be able to recognize when it happens. Abuse and neglect may be physical, sexual, or emotional.

Physical abuse includes:

1. Cases in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of a bone, subdural hematoma, tissue swelling, or death, AND
2. There is not a justifiable explanation for the condition or death.

Sexual abuse includes:

1. Criminal sexual contact
2. Incest or criminal sexual penetration
3. Sexual exploitation (acts such as allowing, permitting, or encouraging a child to engage in prostitution or obscene or pornographic photographing, or filming a child for obscene or pornographic commercial purposes)

¹ StopBullying.gov, "Understanding the Roles of Early Education and Child Care Providers in Community-Wide Bullying Prevention Efforts," accessed April 28, 2021, https://www.stopbullying.gov/sites/default/files/2017-09/hrsa_guide_early-education-child-care-providers_508v2.pdf.

Neglect includes:

1. The abandonment of a child by a parent, guardian, or custodian
2. The failure of a parent, guardian, or custodian to provide a child with proper parental care and control or subsistence, education, medical, or other care or control necessary for the child's well-being
3. When a child is physically or sexually abused, and the child's parent, guardian, or custodian knew or should have known of the abuse and failed to take reasonable steps to protect the child from further harm
4. Parental inability to discharge their responsibilities to and for the child because of parental incarceration, hospitalization, or physical or mental disorder or incapacity

MANDATORY REPORTING

Each person who knows or has reasonable suspicions that a child is being abused or neglected in New Mexico must report the matter immediately to ECECD's Statewide Central Intake Child Abuse Hotline **1.855.333.SAFE (7233)** or **#SAFE** from a cell phone, or to law enforcement or the appropriate tribal entity. Specific professionals mentioned under the law as mandated reporters are: licensed physicians, residents or interns, law enforcement officers, judges presiding during a proceeding, nurses, schoolteachers, school officials, social workers, and members of the clergy who have information not privileged as a matter of law.

REPORTING ABUSE OR NEGLECT

It is important for every person to take child abuse and neglect seriously, to be able to recognize when it happens, and to know what to do when you see it. Call ECECD's Statewide Central Intake (SCI) at **1.855.333.SAFE (7233)** or **#SAFE** from a cell phone if you suspect child maltreatment is occurring.

When making a report of abuse or neglect, you may choose to remain anonymous as the reporter and will be immune from liability, civil or criminal, if you have acted in good faith by reporting. We encourage reporters to provide information about who they are, as it assists us in the investigative process. The reporter's name remains confidential unless ordered to be released by a court of law. In rare cases, a reporter could be required to testify in court if such testimony is necessary to protect the child.

While we make every effort to protect a reporter's identity, ECECD cannot guarantee that an alleged perpetrator will not figure out who has made the report. There do exist cases in which parents or alleged perpetrators are able to guess who reported the abuse based on the nature of the report. In these cases, ECECD's role is to attempt to redirect the alleged perpetrators and engage them in focusing on the concerns for the child.

As a reporter of abuse or neglect, it is important to include as many details about suspected maltreatment as possible. For a report to be screened in for investigation you must be able to provide enough information so that we might be able to find the child. While certainly desirable, it is not necessary to know the name and address of the child and/or parents. All descriptive information you can provide about the child, parent, and location of the abuse helps, such as the child's school, parent's workplace, vehicle license plate, etc.

Safe Touch Policy

AIMS

To ensure that all staff carry out safe, confident, and dignified practice when appropriate, necessary, and/or planned touch.

This policy should be read and implemented in line with the following school policies:

- Safeguarding Policy/Child Protection Policy
- Whole School Behavior Policy
- First Aid
- Intimate Care
- Vulnerability and Lone Working
- Residential Privacy Policy

WHY USE TOUCH?

Used in context and with empathy, touch supports the development of our natural interactions with the children and young people we care for. It can also be key to developing fundamental social, behavioral, and attention skills whilst offering physical support to those pupils who need it.

The guidelines that follow describe the school's procedures on the use of appropriate physical touch. Touch is important and may be used routinely for any of the following reasons:

- **Communication:** Touch is beneficial as part of the process of establishing the fundamentals of communication (Nind and Hewett, 1994) for people at early communication levels. Touch is necessary to reinforce other communication (e.g., hand on shoulder when speaking) or to function as the main form of communication in itself. Touch enables staff and pupils to respond nonverbally or to respond to another person's own use of physical contact for communication and to make social connections. This is particularly likely to occur during intensive interaction or day-to-day greeting (handshakes, high-fives, etc.). Touch cues, hand or hand signing, physical prompts, and intensive interaction are aided and enveloped using supportive touch.
- **Educational Tasks:** Touch can also be used to direct children in educational tasks and developing skills. Physical prompting and support, gestural and physical prompts during learning activities such as hand-over-hand support and hand-under-hand support.

Play activities naturally include touch. People of any age who are at early levels of development are likely to be quite tactile and physical.

- **Mobility:** Physical support may be used as guidance and/or to help with mobility or as part of an activity where a pupil needs support when moving. Some students may need moving/handling to protect students from harming themselves or others, including restrictive physical intervention.
- **Emotional Reasons:** Touch is an effective way to communicate affection and warmth. It gives reassurance and can communicate security and comfort. Touch enables the person to develop an understanding of these positive emotions and the ability to communicate them. Touch can offer reassurance and support, comfort distressed or upset students, communicate warmth, comfort, reassurance, and develop positive emotions. Cautionary touch should be used with students who are sensitive to touch, touch defensive, or may have a history of receiving negative touch.
- **Intimate Care:** Touch is necessary to carry out and support pupils' personal care and intimate care routines (see Intimate Care Policy). In using touch during personal care routines, staff should ensure pupils are comfortable and familiar with the staff members delivering personal care.
- **Medical Care:** To provide medical care such as First Aid (see First Aid policy).

KEEPING STAFF AND PUPILS SAFE

Hand Holding

Staff should use their professional judgment when holding hands with students. Offering a link of arms is preferential to hand holding. Students often need support with walking and balance or may need support for safety to avoid running off.

Staff need to be aware of the developmental age of the students they are supporting and be clear the physical contact used is appropriate for the individual student. Developmental levels can often be more relevant to our students than chronological age.

Types of Touch

Staff need to be aware of the types of touch used. Students on the Autism Spectrum or with multisensory impairment and/or sensory integration difficulties may become confused and distressed by certain touch.

WHAT DOES IT LOOK LIKE TO OTHERS?

Other people may be watching who may misinterpret physical intervention procedures or use of touch. Staff must also not lone work when providing intimate care or personal care where the pupil will be undressing and/or requiring physical support behind closed doors.

Staff should ensure that they understand the reasons they are using touch and how to use it effectively. Staff members must feel they can question the reasons they have been asked to provide physical care and ask for clarification when unsure.

Where physical intervention is necessary staff must ensure they know how to carry out the procedures correctly and adhere to the relevant policies.

INAPPROPRIATE TOUCH

It is not appropriate to touch students in the following areas:

- Genitals
- Chest/Breast
- Bottom

Except for:

- First Aid
- Intimate/Personal Care
- Medical Needs

In these circumstances staff should ensure there is another member of staff present who the pupil is comfortable and familiar with. For pupils receiving touch of an intimate nature, consent should have been gained from the pupil involved.

It is not acceptable to kiss students or allow students to sit on your lap. If a student initiates a kiss between themselves and a member of the staff, staff need to withdraw from the situation. Our responsibility is to ensure our pupils are fully prepared, so they are safe within the school and the wider community.

If you are in doubt about any issues concerning appropriate touch, or you observe any practice that causes concern, you should discuss this with the principal.

All staff have a responsibility to ensure safe and appropriate practice at all times.

Dress Code

Calvary Elementary's dress code promotes school unity and minimizes distraction. It is also intended to promote self-expression through the development of individual personality rather than through outward appearance. The dress code is in effect during official school hours. You are expected to ensure that your child complies with dress code policies. You are also expected to uphold the same standards of modesty that we put forth for our students while you are on campus.

Students are required to adhere to the uniform dress code and are expected to dress modestly. The school administration reserves the final authority when there is any question of a student's adherence to the dress code. Enforcement of the dress code will occur through a variety of tools, including daily teacher inspections.

Please provide an extra change of clothing for your child in a resealable plastic bag to be left in their cubby. While we have bathroom breaks often, accidents do happen in the younger grades. Make sure to put your child's name on this bag.

All small or detachable articles such as pins, rings, toiletries, money, toys, candy, gum, etc. must be left at home.

SHIRTS

Students must wear a light blue, red, or white polo shirt. T-shirts in school colors may be worn under polos in cooler weather.

PANTS/SHORTS

Students may wear navy blue or khaki pants or shorts. Navy blue or khaki-colored jeans without holes or rips are permitted. Shorts length must be modest.

SKIRTS/SKORTS (GIRLS ONLY)

Girls may wear navy blue or khaki knee-length skirts (with bike shorts underneath) or skorts. Skirts/skorts must touch some part of the knee when kneeling. You are responsible to monitor skirt/skort length with growth spurts. Long skirts (below the knees) are not allowed.

JUMPERS (GIRLS ONLY)

Girls may wear navy blue or khaki knee-length jumpers. Jumpers must touch some part of the knee when kneeling. Bike shorts and a light blue, red, or white polo are required to be worn under jumpers at all times.

LEGGINGS/TIGHTS (GIRLS ONLY)

Solid navy blue, light blue, or white leggings/tights may be worn with skirts, shorts, or jumpers.

SWEATERS/SWEATSHIRTS/FLEECES/JACKETS

During the cooler months, send a weather-appropriate sweater, sweatshirt, fleece, or jacket with your child to school. Please put your child's name on all easily removable clothing, especially jackets.

Uniform polo shirts are to be worn under sweaters/sweatshirts/fleeces/jackets at all times. The hoods of hooded sweatshirts may not be worn on or over the head in class.

SHOES

Students must wear closed-toe shoes. Platform shoes, high heels, backless shoes, and Heelys are not permitted.

EARRINGS (GIRLS ONLY)

Girls may wear one pair of small stud earrings, with one earring in each ear. Dangly earrings are not permitted.

HATS/ACCESSORIES

Students may wear caps and visors outdoors only. No other hats, visors, or beanies are allowed. Other accessories not specifically mentioned here must conform to school colors, must not present a safety hazard, must be modest in appearance, and must not create a distraction to the academic environment.

HAIR

Students' hair is to be neat, clean, and natural in color. Hair should not be a distraction to the academic environment.

PE DRESS CODE

On PE days, solid sweatpants (navy blue or grey) can be worn with the Calvary Elementary t-shirts.

FIELD TRIP DRESS CODE

Unless designated otherwise by the teacher, students must wear the following on field trips:

Boys: red polo and navy shorts or pants

Girls: red polo and a navy skirt, jumper, shorts, or pants

PICTURE DAY

On picture day, students must wear the Calvary Elementary uniform dress. You must order and pay for your own child's pictures.

CASUAL DRESS DAY AND SPECIAL DRESS DAYS

On special occasions, the school administration will schedule a casual dress day or a themed dress day. The school will inform parents of the appropriate dress. Students who choose not to participate in the special event dress will be required to follow regular dress code guidelines. The general guidelines for skirts/skorts/shorts and outerwear will apply.

DRESS CODE VIOLATIONS

The following procedures will be followed for students who are in violation of the dress code:

- Improper shirt, skirt, pants, etc.: The student will be given a dress code violation notice and may be removed from class. In this case, you may need to bring the correct uniform item to school. Your student will be allowed to return to class once in compliance with the dress code.

- Improper sweatshirt or other accessory: The accessory will be removed prior to continued class participation and the student will be given a dress code violation notice.
- Improper wearing of uniform: The student will need to conform to dress code standards prior to continued class participation and will be given a dress code violation notice.

When a dress code violation occurs, a letter will be sent home to parents. If a student receives three violations, they may be subject to disciplinary action, e.g., they may not be allowed to attend class. We may call a parent/teacher conference to remedy the situation.

BACKPACKS

Please send your child to school with a backpack that is large enough to accommodate their home folder and projects. Your child's name should be clearly labeled on the backpack.

Special Events

SHOW-AND-TELL

On your child's special helper day, they may bring in a show-and-tell item. Items such as weapons or toys of aggression/destruction are not allowed. If your child wishes to bring in a family pet, please get permission from the teacher and/or director/principal before doing so.

FIELD TRIPS

In-house and off-campus field trips are scheduled throughout the school year. You will be given two weeks' to one month's notice to plan accordingly. For every field trip, whether in-house or off-campus, your student must have a parent-signed permission slip to participate.

Parent volunteers are welcome but not required to attend our in-house field trips. When volunteering at the school, please check in with the school office to receive a guest badge. For off-campus field trips, we require each student to have an accompanying adult who has completed the background check requirements through Calvary Church. Since Calvary Elementary does not provide transportation, parents are required to drive their child to and from the designated field trip location. Please make other arrangements for siblings.

SCHOOL CELEBRATIONS

Open house/meet-the-teacher day
Fall festival
Christmas program
Valentine's Day
Easter celebration
Mother's Day tea party
Field day
Graduation

Parent Information

Communication

It is very important to communicate with the director/principal and/or your child's teacher regarding any issues or concerns you have. Please keep in mind that discussing issues or concerns during class while other students are in the room is unwarranted. If you would like to have a brief discussion with your child's teacher, please schedule a time before or after class that works best for both parties.

Each month, your child's teacher will email you classroom updates and information, and the director/principal will email you a newsletter about school events.

If you would like to speak with the director/principal, stop by the school office, call, or email any time. We know how important communication is to the success of your child and our school. We are here for you.

Open House/Meet-the-Teacher Day

To kick off every school year, Calvary Elementary hosts an open house/meet-the-teacher day for our students and their families. This is an opportunity for students and parents to meet their teacher, tour the school, connect with other families, familiarize themselves with our day-to-day schedule, and ask questions. Please refer to the school calendar for the date.

Parent/Teacher Conferences

Every year, we ask parents to participate in two parent/teacher conferences. This is your opportunity to see how your child is progressing, and it gives your child's teacher a chance to give you feedback. The school is closed on these days to allow teachers and families plenty of time to discuss students. Please refer to the school year calendar for dates.

Living Arrangements

If we need to be aware of certain living arrangements (due to child custody, restraining orders, divorce, death, etc.), please let us know and provide us with any necessary documentation so we can work with you to ensure the happiness and safety of your child.

Parent Volunteer Opportunities

You are always welcome at Calvary Elementary. If you would like to volunteer, please inform the school for director/principal and teacher approval. Volunteers will be required to attain a criminal records background check through Calvary Church. When volunteering at the school, please check in at the school office to receive a guest badge. Please make other arrangements for siblings as well, as we are unable to accommodate them in the classroom.

We do not allow parents to volunteer in the classroom during the first two weeks of school. It is important for your child to adjust to their new surroundings and gain a sense of familiarity with the school. This adjustment time takes about two weeks for most children.

There are many opportunities throughout the school year for you to help in your child's class, in the office, or with special events. You will see postings for such opportunities in your child's classroom or through email. We encourage you to sign up if you are able to volunteer.

Background checks are required for parents who attend field trips.

Confidentiality Policy

All Calvary Elementary staff members have gone through confidentiality training and have signed a confidentiality statement. We cannot disclose any information about your child with an outside party or with other Calvary Elementary parents.

If we feel your child needs outside assistance, your permission and a signed authorization form will be the first step we take before we pursue action.

Gossip

We encourage you to share the positive accomplishments of the school and individual students. A safe learning environment takes precedence over gossip. When a child does something inappropriate, it is important that it is kept between the adult(s) who saw it, the teachers, and the child's parents. If a child knows that their inappropriate actions will not be the topic of gossip, they will continue to view the school as a safe environment.

Parent/Teacher Fellowship

Calvary Elementary's Parent/Teacher Fellowship (PTF) is a volunteer group of parents who meet monthly to support our students, staff, and school. At our PTF meetings we will encourage one another with practical and poignant information, including ways to serve our students, biblical information on parenting skills and strategies, and prayer for our families.

Calvary Elementary sees the PTF as a vital part of the school, a partnership that will help bridge the gap between your family and our faculty. PTF provides a wonderful opportunity to build relationships within the school community, to get to know other parents and staff, find out more about school happenings, and teach children the importance of serving others. Together we make Calvary Elementary a unique place for our students and children to grow as Christ did, in wisdom, stature, favor with God, and favor with men.

Complaint Process

If you have a complaint or dispute, we ask you to follow the principles outlined in Matthew 18:15-17:

1. Bring the complaint/concern to your child's teacher and attempt to find a resolution.
2. If no resolution is found, take the complaint/concern to the director/principal, who will schedule a meeting with the involved parties and attempt to reach a resolution.
3. If there is still no resolution, a letter will be written to Calvary Church's executive board, who will attempt to resolve the matter.
4. If you still feel no resolution has been found, you may write a letter to the church board, who will review your complaint and see what further actions need to be taken, if any.

Tuition

Registration fee: \$100

Curriculum fee: \$100

Tuition (M-F): \$7,000/year

Monthly payments are available. A multiple-child discount will be available.

Parent Agreement

Thank you for taking the time to read through the Calvary Elementary Parent Handbook. In order for us to provide a successful school program, it is imperative that we are all on the same page when it comes to our faith, mission, and philosophy statements.

Please read and review the following statements. Initial next to each statement to signify your agreement, then sign and date at the bottom. This signed agreement will be placed in your child's file, and you will be given a copy of the form.

_____ I agree to and will abide by Calvary Church's Statement of Faith.

_____ I pledge my full cooperation with the mission and program of Calvary Elementary.

_____ I understand the school's guidelines on illness and agree to follow them.

_____ I agree to participate in parent/teacher conferences.

_____ I understand it is my responsibility that the school has up-to-date information on my child, including emergency contacts, immunization records, and current telephone numbers at all times. Anytime there is a change of information, I will notify the school.

_____ I understand that the school requires a written thirty-day notice for the disenrollment of my child from the program.

_____ I understand that Calvary Elementary has the right to dismiss my child as a student at any time and that all tuition may be forfeited.

_____ I have received a copy of the Calvary Elementary Parent Handbook. I have read and understood the information therein and its importance. I agree to comply with all the policies and procedures outlined in it. I am aware the school reserves the right to change its policies from time to time and that it is my responsibility to stay informed and updated on such changes by reviewing the Parent Handbook available online.

By signing this agreement, I agree to and am in clear understanding of all policies and procedures set forth by Calvary Elementary.

Parent/Guardian Name (print)

Student Name

Parent/Guardian Signature

Date

