

Dear Parents:

Calvin Christian School exists to help educate their children toward a life of responsible discipleship in Jesus Christ. The success of Calvin Christian School depends to a large degree on the strength of the dynamic partnership fostered between parents and the school. Communication and shared knowledge of goals, policies and procedures are important to the success of this partnership.

This *Calvin Parent Handbook* contains the important information that will help you to understand and support the goals, policies and procedures of Calvin Christian School. It also contains information about the important events you can look forward to during the school year.

Please take the time to read through this *Parent Handbook*. Refer to it often as questions arise throughout the year.

Sincerely in Christ,

Steve Groen
Principal – Edina Campus

Jack Shields
Principal-Blaine Campus

Edina Elementary Campus (K-8)

◆4015 Inglewood Ave. S. ◆Edina, MN 55416
◆952-927-5304

Blaine Campus (K-8)

◆8966 Pierce St. NE ◆Blaine, MN 55434
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CCS MISSION AND PHILOSOPHY

Mission Statement

Working in dynamic partnership with the Christian home and church, Calvin Christian School equips students as disciples of Christ, by offering a quality education, fully integrated with a biblical knowledge of God and his world.

Values and Beliefs Foundational to our Mission

As a community of students, faculty, parents, and alumni:

We believe God is the greatest treasure in the universe. Therefore we provide an education to students where God is worshiped and glorified as central and supreme in life's total experience.

We believe God encourages us to do everything to his honor and glory. Therefore in humble dependence on him, we strive for excellence in everything we do.

We believe the Bible is the inspired, only infallible, authoritative word of God. Therefore we integrate its teachings into every part of our community life and instruction.

We believe every child is made in God's image, and is uniquely gifted and belongs to him. Therefore we encourage students to develop the full range of their God given gifts to more fully reflect his image.

We believe God has entrusted Christian parents with a covenantal responsibility to train their children in the ways of the Lord. Therefore we foster active partnerships with parents to help them nurture their children in the Lord.

We believe the Christian school community is a witness in the world to the Kingdom of God. Therefore we equip students who not merely reflect our culture, but become leaders in reforming it.

We believe a Christian education is one of the greatest investments we can make in the life of a child. Therefore we promote Christian education from a reformed perspective wherever it does not currently exist.

Educational Standards

Quality Education Goals

1. Students will be challenged at their highest level of abilities.
2. Students will have the developmentally appropriate ability to reason clearly, think creatively, work collaboratively, and express themselves fluently, both orally and in writing.
3. Teachers will be provided with the training, facilities, time, and equipment necessary to accomplish all of our educational program.
4. Students will be prepared academically, socially, and emotionally to advance to their next level of formal education.
5. CCS will be known by the citizens and community leaders in the metro area for offering a quality and distinctively Christian education.
6. Students will be provided with an education that is contemporary, relevant, and continuously improving so as to prepare them for effective service in a global society.
7. Students will be provided with an educational environment that is safe, clean, respectful, and courteous.

Integration of Faith and Learning Goals

1. Teachers will implement a reformed philosophy of education in the classroom.
2. Appropriate to their age, students will be able to articulate and demonstrate what it means to be a loving disciple of Jesus Christ in today's world.
3. Students will understand service from a biblical perspective and will be provided with opportunities to utilize their strengths and talents to serve others.
4. Students will understand the Christian worldview and will be able to persuasively apply it to the major issues of our day.

Home and Church Partnership Goals

1. Christian parents who desire Christian education from a reformed perspective will be able to send their students to CCS.
2. Our constituency will understand and appreciate the value of Christian education from a reformed perspective.
3. CCS parents will demonstrate active ownership of and involvement in the ministry of the school.
4. Constituent churches will view CCS as a supporting partner in the Christian education of their children.
5. As responsible stewards of the faith and resources entrusted to us, CCS will regularly give our supporting constituencies a public accounting of our ministry.

Educational Philosophy

As an extension of the Christian home, Calvin was founded as a cooperative ministry through which parents can joyfully carry out their duty as Christian parents to nurture their children in the Lord.

At CCS all subjects are taught so that the world and human life are illuminated and made meaningful by God's special revelation, the Scriptures. Our goal is to prepare students with wisdom and confidence as they take their place in God's world. Thus, the biblical understanding of God and humankind and history and nature permeates the whole curriculum. All subjects are taught in their relationship to God as Creator, Sustainer, and Redeemer, and to humans as fallen and redeemed creatures who must glorify God and serve others.

The curriculum of CCS is traditional in the sense that emphasis is given to the mastery of reading, writing, and mathematics. Instruction in phonics is begun in kindergarten. The mathematics program stresses conceptual reasoning, as well as the learning of computational skills. A love for quality literature and the arts is instilled in students at each grade level. And a comprehensive K–8 computer science curriculum equips students with the skills to effectively use technology to access, analyze, and evaluate information resources.

Formal Biblical training is given by way of daily Bible study, memorization and devotional music. While not orienting children specifically for membership in a particular church, the Bible course attempts to give the student an increasingly organized and systematic knowledge of the Bible and a growing understanding of its truths. Children are taught to know God, love Him, enjoy Him, and witness of Him in a life of service to God and man.

Enrollment and Admission

The admission policy of CCS is inclusive and open to all children whose Christian parent(s) show evidence of a personal commitment to Jesus Christ and a genuine, positive interest in Christian education. Calvin Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, race, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and/or athletic and other school administered programs.

Admissions priority is given to families who are members of a CCS Supporting Church. Current Supporting Churches are:

1. Faith Christian Reformed Church
2. Calvary Christian Reformed Church
3. Redeemer Reformed Church

Enrollment at CCS is limited to 25 students per classroom. Therefore, it is necessary to have a policy of priorities for admission. If more than 25 students have applied for admission to a grade, the following criteria are used to determine priorities for the admission of students:

- a. Families who presently have students at CCS, who have returned pre-registration forms and who have paid pre-registration fees are given first priority for admission.

- b. Priority is then given to families who are members of a metro supporting church, by date of application.
- c. For all other families making application, priority is normally determined by the date applications are received.
- d. Special consideration for admission may be given to families who transfer into a metro supporting church, but they will not be given priority over siblings of current families already on the waiting list.
- e. Up until the time that pre-registration is completed, families willing to enroll students during the school year will have priority over those waiting until the following fall. After pre-registration, new families may secure a place for the fall by paying the required pre-registration fee.

CCS maintains class waiting lists which are set up according to the priorities listed above. Children enrolling in kindergarten must be five years of age by September first of the year they enroll. Children entering first grade must either be six years of age by September first, or have successfully completed kindergarten (MN Statutes 120.096).

Parents desiring to enroll their children in CCS should secure an application form and a pastor's reference from the school office. Prior to enrollment, all prospective parents are interviewed by the Board of CCS through a properly designated committee.

If a child is entering Calvin Christian School at any grade level other than kindergarten, parents will be requested to sign a release form for obtaining the child's cumulative record from the previous school attended. The information in this folder, along with the input of the parents, will be used to determine grade placement. In certain cases, a test battery is administered by the principal or a testing agency, to assist in grade placement. All grade placement is determined by the administration of the school.

STUDENT INFORMATION AND POLICIES

Assemblies/Chapels

Several times during the year, assemblies or chapels are held for the entire CCS student body. A variety of programs are planned throughout the year. Parents are informed of these assemblies and chapels with notices in the **CCS Happenings**, a weekly newsletter sent to the parents. On special occasions parents are invited to join the students and teachers for these assemblies or chapels.

Kindergarten Program

The CCS Kindergarten class meets for three full days per week throughout the school year (Mondays, Wednesdays, and Fridays). Kindergarten serves as a transition link between home and school. It provides a Christian atmosphere and training ground to prepare children for specific learning skills and helps them develop desirable social habits. A detailed handbook which discusses the Kindergarten program more fully is available from the school office.

Core Curriculum

The core curriculum is defined as those subjects that are taught at all levels and are required subject matter for all students.

K—5	Middle School
Art	Art
Bible	Bible
Computer	Choir
English	Computer
Handwriting	Composition
Health	English
Math	Health
Physical Education	Literature
Reading	Math
Science	Physical Education
Social Studies	Science
Spanish	Spanish
Spelling	Social Studies

Electives are a part of the Middle School program, and students are required to participate in a number of electives each year. Electives regularly offered include Communications, and Band, in addition to a variety of *exploratory* courses such as Architecture, Business Basics, Aerodynamics, and Problem Solving, and many others. A complete listing and description of all Middle School courses is available to parents in the CCS office.

Co-Curricular Opportunities

To enhance the educational program of the school, students can participate in a variety of co-curricular opportunities and academic contests. These special opportunities include: Geography Fair, Geography Bee, History Day, Math Counts, Minnesota Math League Contest, an Environmental Learning Experience, Presidential Academic Fitness Program, Science Fair, and Spelling Bee.

Instrumental Music Program

The CCS Instrumental Program consists of three levels:

Level I – Recorders

All fourth graders participate in this course which teaches the basic concepts of instrumental playing. Students should practice at least one and a half hours per week.

Level II - Beginner's Program

Fifth grade students, as well as any older students, may enroll in the beginner's instrumental program. This program consists of group lessons during most of the first semester and includes group rehearsals and performances second semester. Students are also required to take individual lessons on their instrument, which can be scheduled during the school day for an additional fee. Students in the Beginner's Program are expected to practice 15—20 minutes each day.

Level III - Advanced Program

All 6th, 7th, and 8th grade students who have made sufficient progress in their playing may participate in this level, which develops their ability play more complex music within a larger ensemble. Performance opportunities are provided throughout the year at various chapel services and two scheduled concerts. Students in this program will be expected to practice 30—40 minutes per day.

Grading Scale

Student assessment is a continuous process. In addition to the traditional report card, many teachers also make use of student *portfolios*. A portfolio is a collection of student work samples which represent the progress the individual student has made during the assessment period.

The primary students (grades K – 3) are graded on a S (satisfactory), N (needs to improve), or I (is improving) system.

Letter grades are used in grades 4-8. The following grading scale is used by CCS teachers in determining letter grades:

A+	99-100	C	78-80
A	95-98	C-	75-77
A-	93-94	D+	72-74
B+	90-92	D	69-71
B	87-89	D-	66-68
B-	84-86	E	65 and below
C+	81-83		

Homework

Homework responsibility varies with the grade level. Teachers will address the issue of homework at the Open House held in September. The following homework guidelines have been established:

Grades K—2

Generally homework at these grade levels is not routine as far as daily assignments are concerned. There may be some projects that students are asked to do at home that relate to daily work and that provide additional practice for skills and concepts being learned.

Grades 3—5

At these grade levels, homework will vary according to the individual child's needs. However, homework is not intended to be a regular, daily routine. If time is used efficiently by the students, most work can be done in school. Again, there may be assignment related projects that can only or best be done at home. Homework will also be used to provide the necessary practice and drill that students need to learn basic skills and concepts.

Grades 6—8

At this level, homework is more common. Most assigned work can be completed at school if study hall and class time is used wisely. Some assignments, however, require extra time and research which will necessitate work outside of the classroom. Included would be the following: test preparation; book reports; work not finished during class time; special projects requiring research at a library or museum; and preparation for special events such as science fairs, spelling bees, etc. Middle School students who come to class unprepared will be assigned to the noon study hall.

Library Media Center

At each campus a school library media center is in operation for the benefit of all students. Computers with internet access are utilized by library media specialists to help students learn how to locate sources of information, evaluate sources for rigor and bias, and synthesize the information that's found. Students may check out materials for two-week periods. We also encourage parents to make use of the excellent libraries available in the metro area.

Field Trips

On various occasions notices are sent home to parents informing them of class field trips planned by the teachers. All field trips are a privilege. Students may be denied this privilege because of poor behavior or attitude. All bus regulations as outlined in the CCS Bus Safety Code must be followed. Copies of the CCS Bus Safety Code are available in the school office.

Lunch and Milk Program

CCS does not operate a school lunch program for its students. All students bring their lunches from home and can participate in the milk program if they desire. White milk, either 2% or skim, is available to all students for a small fee.

Daily at the Edina Campus and once a week at Blaine, hot lunch is served to the students and teachers. Information about the cost and menu is sent home three times a year. Parents are asked to assist with serving hot lunches. The Hot Lunch Coordinator oversees the program, setting up the serving committees and informing families of the schedule, menus, procedures, etc.

Discipline Policy

CCS has an established discipline or behavior policy which views discipline as nurture and emphasizes both instruction and correction. The instruction is preventative discipline with the goal of developing the student's ability to make moral decisions based on God's Word. This instruction consists of teaching norms, standards, and expectations in a positive way. Teachers and other persons with authority at the school are responsible for establishing an atmosphere of respect and obedience. Corrective discipline, which becomes necessary when students have erred, is applied clearly, fairly, and consistently.

Specific guidelines for student behavior have been established and teachers are responsible for communicating these standards and expectations to the students and for seeing that these standards are maintained. We are committed to working closely with parents whenever disciplinary problems are faced. All requirements are reasonable in nature and discipline is administered in an understanding and loving manner with the intent of fostering the growth of the students.

It should be understood that the school reserves the right to dismiss a student who shows that he/she is not amenable to the standards of the school, or whose influence on other students is unfavorable.

Middle School Behavior Plan

Calvin Christian School strives to maintain a classroom and school environment where academic work and progress is taken seriously and education can occur. Students must be taught that they are responsible for their attitudes, actions and comments. CCS Middle School students are subject to a special behavior plan to promote cooperation and unity among the student body and to provide an environment conducive to learning.

Students who do not demonstrate acceptable behavior will receive a detention notice from their classroom teacher. The detention notice must be taken home and signed by a parent of the student and brought back to school the following day. The student must turn in the detention notice to his/her homeroom teacher. Failure to return the detention notice may result in the student being kept out of class until the parents can be contacted.

The assigned detention will be served during the Middle School lunch/recess period. The student will spend the lunch period in a separate classroom and sit quietly eating lunch, doing homework or other assigned work. This noon detention will be served the day after the detention notice is

given. If a student fails to report to the noon detention room on time, the detention will have to be served outside of school hours. (If a student receives three detention notices in a week, the third detention must be served before or after school hours.) A student can serve a maximum of six noon detentions in a nine-week marking period. A student who has served six noon detentions in a quarter must serve any future detentions assigned in that quarter either before or after regular school hours. The faculty reserves the right to assign an immediate after school detention for serious misbehavior.

A student who receives 3 tardies in a marking period will be assigned a detention.

Sexual Harassment Policy

Sexual harassment of students by other students, employees, or members of the public is unlawful and contrary to our religious beliefs and the commitment of CCS to provide a safe and stable learning environment. It is the policy of the school that all contact between students, teachers, and other adult employees demonstrate respect for individuals, not making a person feel uncomfortable, nor disrupting a stable learning environment.

Damages

A certain amount of wear and tear on textbooks, school desks, and school property in general is to be expected. As Christian stewards or caretakers, students should take pride in using these materials wisely. Excessive damages inflicted by students to any school property will have to be compensated for by the student before the end of the school year.

Dress Code

The CCS dress code is designed to honor God, reflect our witness and distinctiveness as Christians, as well as to express our own individuality. The way we dress often reflects our feelings and attitudes and affects our actions and behavior. As in other areas of our Christian lives, we must seek not to offend others in our dress, and individual desires may have to be denied for the common good.

Parents and maturing students are encouraged to make *thoughtful* choices. In general, a student's appearance should not be distracting or call undue attention to himself or herself. Parents and school staff will be cooperatively responsible for enforcement of the dress code.

Middle School dress code guidelines are listed in the Middle School Parent Handbook.

Guidelines

1. A student's grooming should be neat, clean, and in good taste. Clothing should be properly repaired, manageable and appropriate for the season and activity. Clothing, accessories and hairstyles should be free from distracting, unsafe, or immodest peculiarities.
2. Outdoor apparel, including hats, are not to be worn in the classrooms.
3. Shorts should be of respectable length. Tight fitting or cut-off shorts are not allowed.
4. Dresses, shirts, and tops should cover the midriff and the top of the shoulder.

5. Students must wear shoes during school. To allow active participating in classroom activities and outdoor play, loose-fitting footwear may not be worn at school.
6. Discretion must be used in wearing pictorial or slogan-bearing shirts and blouses. The staff reserves the right to judge whether or not such items are offensive.
7. Judgment regarding the appropriateness of a student's appearance will be made by the staff. Students will be consulted privately and informed of dress code infractions. If such infractions are not rectified, parents will be notified.

Practical Considerations

1. Boots must be worn when the weather dictates. Students in grades K-5 are asked to keep an extra pair of "mud shoes" at school to be worn during wet weather.
2. Students are responsible for their own clothing and other belongings. Clothing, lunch boxes, tote bags, etc. should be labeled.
3. A "lost and found barrel" is located in the school for items left by the students. Parents and students are encouraged to check it periodically. At the close of each school year, all items left at the school are donated to a local cause.

Telephone Use

Parents who wish to talk to teachers, are asked to call school before classes begin in the morning (8:15–8:45 a.m.) or after classes dismiss in the afternoon (3:55–4:15 p.m.). Calls should not be made during staff devotions which are held from 8:05 to 8:45 a.m. every Monday morning. Teachers and students will not be called to the telephone during class, except for an emergency. Messages for students can be relayed to them by the office staff. When they are not available, please leave your name and number on the answering machine, and your call will be returned. Students are not allowed to use the school telephone without a good reason and then only with permission from a teacher. Students should arrange after school activities with their parents *before* leaving home in the morning and not by phone during the school day.

Student Birthdays

Birthdays of students are acknowledged in each child's respective classroom. If parents want to send along a birthday treat to distribute to the class, state health codes prohibit home made food items.

Being invited to a classmates birthday party is a highlight many children look forward to during the school year. However, birthday parties can also be a source of great disappointment if most classmates are invited to a party and a few are not. To make birthday parties a positive experience for all students, please consider the following recommendations:

1. If you are not inviting the entire class to your child's party, consider inviting either all the boys or all the girls.
2. If you are going to invite just a few classmates, please keep the events out of the school routine where it becomes common knowledge as to who is invited and who is not. For example, do not hand out invitations at school or have guests transported directly from school to the party.

The goal of these recommendations is to promote an atmosphere in which all children experience the love and acceptance of one another.

Library Birthday Club

Students are encouraged to join the CCS Library Birthday Club by donating a book to the library on their birthday. Students can browse through the CCS "Bookstore" to select a book they would like to purchase for the library. Information about the student's selection is sent home to parents for their review and approval, and a bookplate honoring your child will be placed in the book.

Health Services

Health services are provided through the local public school district and includes such things as vision, hearing, and scoliosis screening and maintaining current health, dental, and immunization records for each student. Children entering school for the first time, either kindergarten or any other grade, must have a medical examination prior to the opening of school. Forms for this purpose are available from the school. Under Minnesota Statutes 1978, Section 123.70, all students entering a Minnesota elementary school, day care center, or nursery school for the first time must submit a written statement from their physician that they are immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. Forms for the physician to fill out for this purpose are also available from the school.

First Aid and Illness

- If a student requires more than basic first aid, 911 will be called.
- If your child is absent due to illness, please call the school office at 952-927-5304 at Edina or 763-785-0135 at Blaine.
- If your child has had a fever of 100 degrees or more, the child should stay at home for 24 hours after the temperature returns to normal. If your child has vomited or had diarrhea, the child should also stay home until 24 hours after the last episode. If your child has any rash, check with your family physician before sending the child to school.
- All communicable conditions (e.g. chicken pox, strep throat, head lice) should be reported to the school and notices of the symptoms will be sent to all students in that classroom.
- If your child is ill at school, the office staff will attempt to call the parent first and then the name on the Emergency Card.

Medications

The administration of medication at school is discouraged. Whenever possible arrangements should be made so that it is not necessary for teachers to administer medication to students at school. In those cases where it is necessary for medication to be taken during school hours, the following guidelines must be followed:

1. All medication, prescription and non-prescription, must be in the original bottle. For prescription medications, the pharmacist will supply a duplicate bottle so one can be kept at home and one can be kept at school. Both bottles should contain the name and phone number of the pharmacy, the student's identification, name of the physician, name of the medication and the dosage to be given.
2. When sending any medication to school, parents and the child's physician must send written permission authorizing teachers to administer the medication.

3. All medication sent to school must be under the supervision of school authorities and be kept in a locked cabinet. Students are not allowed to carry any prescription or over-the-counter medication on their persons, or keep any form of medication in their lunch bags/boxes, or in their desks or lockers.
4. Students with asthma are permitted to carry inhalers with written permission from their parents.
5. Tylenol will be given out to students only if there is a written notice from parents on file giving school staff permission to administer Tylenol when requested by the students. Aspirin is not available from the school.

Screenings

Students will be screened in the following grades:

Vision and Hearing: Grades K, 1, 2, 3, and 5

Scoliosis: Girls in grades 5 and 7 and boys in grade 8

Insurance

The CCS Board requires that each child attending CCS be covered under some type of accident insurance plan. Information about the plan available through the school can be obtained in the fall of the year. There are various options available through this school insurance plan

PARENT INFORMATION

Parent–Teacher Communication

Open communication between parents and teachers is very important and the responsibility of both parties. If parents have any questions or problems concerning general school policy, they should contact the school principal to discuss their concerns.

In the spirit of Matthew 18:15-17, if a specific problem or question arises that relates to a particular child or classroom teacher, parents should contact the teacher responsible for the class and discuss it immediately. If the result of a contact with a teacher is unsatisfactory, the matter should be brought to the attention of the principal. If no satisfactory explanation or solution has been reached, the problem can be brought to the attention of the Education Committee of the Board. As a last step, if all the preceding contacts have not solved the problem, the matter should be brought to the attention of the Board.

Reports to Parents

For students in grades K-8, progress reports are issued after each nine-week marking period. These reports consist of grades and comments regarding academic achievement, effort, work habits, and character development. Parents are asked to review the cards, sign them, and return them to school promptly. Parents also receive mid-term reports during the first marking period. During the remaining marking periods, a mid term report is issued if there is a significant change in their child's work from the previous marking period.

Parent-teacher conferences are held twice yearly in conjunction with the end of the first and second marking periods. Schedules for such conferences are sent home approximately one week in advance. Additional conferences may be arranged whenever parents and/or teachers determine it is necessary.

Testing

The progress of the students in grades 3-8 is measured annually by nationally-normed achievement tests. Results of these tests are shared with parents at the parent-teacher conferences held in the fall.

Parent Publications

The CCS newsletter, **In All Things**, is published during the school year under the direction of the Public Relations Committee. It includes articles and reports from the Board, and its committees, teachers, the Principal, and the Parent Teacher Fellowship. It is sent to parents of students, society members, alumni and others interested in CCS. Parents are encouraged to submit the names of grandparents and relatives who would like to receive this monthly news bulletin from CCS.

The **CCS Happenings** is sent home at the beginning of each school week and is an in-house communication especially written for parents of students. It keeps parents informed of various school activities and current topics of discussion related to the school.

Christian Home and School Magazine is published regularly by Christian Schools International, of which CCS is a member, and is made available to all parents sending their children to CCS.

Room Parents

Each year two or three room parents from each classroom are asked to serve as room hosts for the class. The responsibilities include scheduling and setting up class parties, taking lunch and noon hour supervision once a month (grades K-8), hosting various evening functions of the school and other miscellaneous duties. A specific list of duties is established each fall. Parents interested in serving in this capacity are asked to inform school office personnel.

Visiting

Parents and other interested adults are welcome to visit the school. We do ask that you make arrangements with the school office in advance so you do not arrive and find that a particular class is on a field trip or is involved in testing and not able to have visitors. All visitor must sign in at the office.

Volunteers

Volunteer help is a vital part of CCS. Many parents are involved in regular volunteer work at the school, working as tutors, teacher aides, or teaching special interest classes such as Jr. Great Books. Other volunteer work includes such things as building and bus maintenance, typing, office work, taking inventory, committee work, and much more. We encourage parents to become involved in the school experience of their children as much as possible.

Parent Teacher Fellowship

The CCS Parent Teacher Fellowship is an organization formed to promote and support the cause of Calvin Christian School and to strengthen the bonds of fellowship among CCS school families and supporters. PTF Board Meetings are held once a month during the school year. Activities and functions of the PTF include: sponsoring fund raising activities such as the Marathon for Non-Public Education, and hosting special events such as the Festival of Fun and roller skating parties with the purpose of helping CCS families to become better acquainted.

Event Committees

During each school year a number of events are sponsored by the Fund Raising Committee of the Board and the Parent Teacher Fellowship (PTF). These events are special opportunities of fun, fellowship, and fund raising. Each school family is required to work on at least one Fund Raising or Board Committee during the school year. It is through the cooperative effort of all CCS families that these events are possible. In the spring each family receives a volunteer sign-up form for the purpose of stating their committee preference. The funds raised through these events are utilized to enhance the educational program of the school.

TRANSPORTATION INFORMATION

Bus Transportation

Students are transported to CCS in a variety of ways. Students who are residents of the Edina School District and Spring Lake Park School District receive free bus service under the MN "Fair Bus Bill". Transportation for students living in the St. Louis Park School District and Mounds View School District is coordinated through the public school district at a cost to the families involved. CCS also owns and operates a number of vehicles for transporting students to the school and specific information regarding these routes can be obtained from the school office. A monthly fee is charged for each family utilizing the CCS bus system.

Bus Rules

During the year, students will be transported on various field trips using CCS buses. Drivers assigned to transport students for CCS are licensed and certified by the State of Minnesota, and have undergone training in safety, first aid, and emergency procedures. Upon entering the bus, students will be expected to observe the following rules:

1. Go immediately to a seat without crowding, shoving, or disturbing others.
2. Be seated at all times during the bus ride.
3. Sit facing the front of the bus.
4. Remain seated until the bus comes to a complete stop and the driver opens the door.

The following actions are prohibited on the bus because of their potential for distracting the driver's attention and interfering with safe operation of the bus:

1. Tampering with safety and emergency equipment.
2. Throwing objects in the bus or out the window.
3. Extending arms, hands, or heads out of the bus windows.
4. Speaking loudly, shouting, and yelling.
5. Raising or lowering windows without the permission of the driver.
6. Irritating other passengers on the bus by bothering their persons and/or property.

Bicycles

Students may ride bicycles to and from school but not while at school. Parents assume full responsibility for bicycles used and for the conduct of students while bicycles are in use. All bicycles are to be parked in the area designated on the school grounds. The use of bicycles is a privilege and not necessarily a right of students attending CCS. This privilege will be forfeited by students misusing their bicycles. Skateboards and roller blades are not to be used while at school.

SCHOOL SCHEDULE, ATTENDANCE, AND EVENTS

School Hours, Arrival, and Dismissal

School arrival and dismissal times will be announced prior to the start of each year based on district busing schedules. Once students have reached school they may not leave the school grounds until dismissal. Exceptions are made for school sponsored activities such as nature walks, field trips, etc. Even though the teachers are at school by 8:00 a.m. each morning, students are not to arrive more than 15 minutes prior to the start of school.

All students are required to leave school promptly at the end of the school day. Students not picked up within 15 minutes of dismissal will automatically be checked into the Extended Day program, and parents will be charged the appropriate fees. Whenever a student is to be picked up or transported from school in anything other than the regular manner (car pool, CCS vehicle, school district buses, walking, etc.), there must be a written notification from the parent or guardian on file in the school office. If there is not a written notice at school, students will be sent home in the usual manner of transportation.

Late Arrival

All students arriving after the start of school must report to the office for an admission pass.

Early Departure

Students leaving school prior to dismissal should notify the teachers of any classes they will miss. Parents must report to the office to pick up a student dismissal slip. Students will be dismissed from class after the classroom teacher has received the student's dismissal slip.

Attendance, Absences, and Tardies

Minnesota State law requires that all elementary age children be in regular attendance at school. Since most subjects are cumulative in nature, punctual, regular attendance is extremely important. The child who is absent misses considerable instruction and discussion. When the continuity of the program is disturbed, students lose interest in carrying out their responsibility in regular class work.

Student absences also become a drain on teachers' time and energy as they prepare homework for the students, review the work when completed, set aside time to present concepts and skills introduced during the child's absence, and administer any tests and quizzes missed. In addition to the above, the frequent occurrence of unexcused absences does not promote a positive attitude toward work, punctuality, and the importance and value of pursuing academic excellence.

Excused absences - absences caused by illness and family emergencies.

Unexcused absences - any absences other than those caused by illness, family emergencies and medical appointments that cannot be scheduled outside of school hours.

All absences require a notice from the parents or guardians. If a child is absent from school, parents are asked to inform school personnel by either calling and/or sending written notification to the school. Absentees are checked each morning by office staff. If teachers or office staff have not received notification from parents, a phone call will be made to the parents to verify that the child is absent with parental knowledge.

Absences are noted on student progress reports as excused or unexcused absences. For excused absences, teachers, with parental cooperation, will oversee that the child's work is made up within a reasonable amount of time. For unexcused absences, full responsibility for completing the work missed (that can be assigned as homework) rests with the parents and the students. Work missed must be made up within a reasonable amount of time. Teachers are not required to prepare make-up work in advance.

Following three or more days of unexcused absence in succession, parents may be required to pay an hourly fee to reimburse assistants and tutors who will help the child in making up work that cannot be done away from school. The tutor or assistant will review with the child new concepts that were introduced during the child's absence, go over the child's homework, and administer tests and quizzes.

Middle School students are responsible to see that missed work and tests are made up. It is their responsibility to initiate a meeting with the respective teachers to learn what assignments, tests, etc. were missed. All work not made up within a reasonable amount of time will be reflected in the student's grades. If the work missed requires tutorial assistance, an hourly fee may be assessed.

Tardies - Tardies are not recorded for students who arrive late in the morning due to bus transportation. Tardies are recorded after the students have arrived, whether it is the beginning of the day or after a break, if the student is not seated (with materials) and ready to begin class when the bell rings.

School Calendar

Each spring a school calendar is prepared for the following school year and distributed to parents. Usual yearly vacations include three days for Thanksgiving, two days in October for Teachers' Convention, two weeks for Christmas, one week for Spring Break, and single days for Labor Day, Martin Luther King Day, President's Day, and Memorial Day. The school year consists of a minimum of 170 student days.

Staff In-Service Days

During the school year a number of days are set aside for the preparation of parent-teacher conferences and for the professional growth of the staff. These dates are noted on the school calendar. There are no classes for the students on these days.

Cancellation of Classes

When inclement weather makes it impossible to conduct school, an announcement will be made over radio stations WCCO (830 AM) and KTIS (98.5 FM). Cancellations will also be announced over TV

stations KARE—11 and KSTP—5. If it is necessary to cancel school during the day because of a storm, parents are notified by a call from the school or from another parent making calls for the school.

Grandparent/Special Friend Day

Each spring a special day is set aside for students to invite grandparents or special friends to visit the school. Activities for this half-day include a special assembly program and time for grandparents to visit individual classrooms.

School Pictures

Since many parents appreciate having a yearly record in pictures of their children, individual pictures of all students are taken each year, usually in the fall. Parents are under no obligation to purchase pictures of their children.

Special Events

As part of our educational program, a number of special events serve as opportunities to motivate, challenge, and recognize students blessed by God with unique talents and abilities. In addition to the material in this handbook, detailed information about each event is sent home several weeks prior to the event, and parents are asked to encourage and assist their children in various ways, as well as attend the event if possible.

Drama Night

Drama Night is an annual event in which students in Grades 1, 3, and 5 present a play or musical. The time, energy, and work involved in preparing and presenting these plays is a unique and exciting learning experience for the students. Drama Night is usually held during the fall.

Creative Expression Night

Creative Expression Night is an annual event held in the spring for students in grades K, 2, 4, and 6. Students are involved in preparing speech selections which are presented to an audience of parents, friends, relatives, and classmates. Written evaluations are given to students for them to use as a learning tool as they consider how they did in their presentation. Awards are presented in each classroom for all students who participate. Participation is not mandatory for students in grades K, 2 and 4, but it is encouraged and expected. Participation in C.E. Night is a requirement for sixth graders.

Track and Field Day

Students in grades six through eight along with several other Christian schools participate in a track and field meet sponsored by Calvin Christian. The students practice and are given instruction and assistance during physical education classes in preparation for this event. Parents, relatives, and friends are invited to join us for the day.

Parent Open House

A Parent Open House is held during the month of September. Parents are invited to school on a designated evening to meet with their child(ren's) teacher(s). The teachers share information about the curriculum, classroom routines, and the goals they have established for the year ahead. While this

evening is not a time to discuss individual student needs, it does offer information about a teacher's approach and expectations.

Science Fair

Seventh grade students are given the opportunity to prepare and present a science project for the CCS Science Fair. Students learn how to conduct a science project as part of the fifth and sixth grade science curriculum. Entries for our local CCS Science Fair are displayed at a school function. Students are also encouraged to enter the Twin Cities Regional Science Fair. Winning entries at the regional fair go on to the State Science Fair. Participation in the Science Fair is a requirement of all seventh grade students.

Concentrated Study

For two weeks of the school year, all CCS students participate in an in-depth study of a country or region. During the study an effort is made to immerse the students in the culture of the people as much as possible. Special speakers, films, and activities are utilized to make this an engaging learning experience for the students.

Middle School Drama/ Musical

The middle school drama/musical is the annual spring play presented by the 7th and 8th grade students. The rehearsal, preparation, and performance of the musical is a highlight of the year for the 7th and 8th grade students. Incorporating drama and singing, it is an excellent opportunity for the students to develop their acting, singing and performance skills.

Geography Fair

Each fall a Geography Fair is held at CCS. This fair is held in connection with the Minnesota State Geographers' Fair. Students are encouraged to submit a project that relates specifically to the selected topic or that relates to geography in general. All sixth grade students are required to participate in the CCS Geography Fair.

History Day

Students in 8th grade are required to participate in the annual History Day program. This program encourages students to explore a historical subject related to an annual theme. Students may submit a creative project, original performance, media presentation or a research paper.

Calvin Christian School Society

Introduction

Calvin Christian School is a private school, owned and operated by the Calvin Christian School Society. The Society is comprised of parents and other Christians who are dedicated to providing quality Christian education. Parents, believing they are responsible for their children's education, have established CCS as a center for learning where Christian principles permeate all instruction. From the community of Society members, a Board of Directors is elected to oversee the administrators and teachers in carrying out the daily operation of the school.

Basis and Purpose

The Articles of Incorporation of Calvin Christian School state that "the purpose of this Society is to maintain a school for the daily instruction of our children, directed toward the end that these children may occupy their places worthily in society, church, and state."

The basis of the CCS Society is "the infallible Word of God as interpreted by Reformed standards, viz., the Belgic Confession of Faith, the Heidelberg Catechism, and the Canons of Dort."

The Society is governed by the following principles:

- a. That all things have been glorified to the end that the Triune God may be glorified in and through them;
- b. That God by His wise covenant arrangement has appointed the parent to be responsible for the training of the child to the end that God and His glory shall be central and supreme in life's total experience;
- c. That the training of the child shall be continued under the parent's responsible supervision in a school that carries out the basic God-honoring, God-centered program begun in the home.

Membership

All parents and guardians of children attending the school are eligible for membership in the CCS Society. All members of the Society are required to attend a Society Membership Class and to indicate in writing their agreement with Articles II and III of the CCS Constitution and the Precepts of the Calvin Christian Philosophy of Education. Membership includes the privilege of voting at the meetings of the Society as well as readiness to participate in activities on behalf of the school and a commitment to support the school both prayerfully and financially. A copy of the CCS Constitution can be obtained from the school office. Two meetings are held each school year to explain and discuss Society membership with prospective members. Prospective Society members must attend one of these classes prior to joining the CCS Society.

Precepts of the Calvin Christian Philosophy of Education

1. We believe that all things exist to glorify God, whom we know in Jesus. Therefore, we must teach children that every part of their lives must serve Christ's glory.
2. We believe that because God made and upholds his creation, it is of essential goodness and worth. We take delight in all aspects of the physical world, the theoretical world and biblically lawful human activity as good gifts from the Creator. Therefore, the Calvin Christian School curriculum must study the entire created order; reflect the principles of truth, goodness, and beauty vested in our world; and interpret each fact in the universe as belonging to the upholding work of God.
3. We believe that God made men and women to tend the world as bearers of his image. Therefore, we must teach children, of whatever ability, to study our world and use its resources to fulfill our task of stewardship.
4. We believe that God has created a world of order, not chaos, and has given human beings the ability to understand the created order.
5. We believe, however, that sin darkens our hearts and understanding of the world. Therefore, we teach that all human culture is affected by sin and falls short of glorifying God. We must continually evaluate all human actions, including our own, from a biblical perspective.
6. We believe that the Scriptures are God's inspired word and that, as we are illumined by the Holy Spirit, they teach us how to view all of life and creation. Therefore, we support education which accepts everything contained in the Scriptures and which interprets all things in the universe according to them.
7. We believe that Jesus Christ, as Lord of all, renews his people in his image and calls them back to the task of tending his creation. Therefore, we support Christian education which does not divide life into secular and sacred parts, nor ignores any part of the world as outside its interests.
8. We believe that Christ has called the members of his community to serve him together and has obligated them to teach their children how to serve in his kingdom. Therefore, we affirm that education is the task of the whole Christian community; Calvin Christian School takes its place beside the family and the church and fulfills a unique roll in instructing and nurturing students.
9. We believe that children of believers are members of the Christian community and are regarded as God's servants. Therefore, we support schools which encourage students, beginning while they are young, to serve the Lord Jesus Christ in everything and to use their skills in the interests of the kingdom of God.