

ADMISSION POLICY

Students are tentatively accepted at Calvary Baptist School and Foundations Christian Preschool after a successful interview with an administrator. Potential 7th-12th grade students are asked to attend the interview. All transfer students are encouraged to bring a copy of their most recent school records to their interview. Final acceptance is contingent upon a review of the permanent records of the student's previous schooling and the results of any necessary testing. Testing is not typically required unless there is evidence of exceptional learning challenges.

Students are to be the appropriate age on or before November 1st in order to enter preschool, kindergarten, or first grade. Transfer students are typically placed in the grade level following the last grade the student successfully completed. The school administration assumes the final responsibility for the grade placement of any student.

Calvary Baptist School admits students of any race, color, and national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school.

ENROLLMENT PROCEDURES

A student may register for school in the school office during regular office hours. Enrollment is not considered to be finalized until the following steps have been completed:

1. Personal interview with an administrator
2. Enrollment Application and other required forms processed
3. Registration fee paid
4. Photocopy of student's birth certificate on file
5. Proof that required immunizations and dental and physical examinations are current
6. Any necessary testing completed

RE-ENROLLMENT

February is re-enrollment month at Foundations Christian Preschool and Calvary Baptist School. Current students who re-enroll during this time receive a substantial discount on their registration fees. Re-enrollment forms are made available in late January and should be completed and returned to the school office with the appropriate re-enrollment fee.

HEALTH CONCERNS

Illness or Injury—Students who become ill or injured during the school day will be assisted by our School Staff Nurse. In the event our School Staff Nurse is not present, our school staff will notify parents of any illness or injury as needed. If a determination is made that paramedic assistance is necessary, 9-1-1 will be called and the child will be taken to a nearby hospital. The local EMT organization that administers the care will bill the student's insurance company directly.

Any student with a temperature of 100 degrees or above, or who has experienced vomiting or diarrhea within the previous 24 hours, will not be allowed to remain in school. The parents will be contacted and asked that the child be taken home or to a doctor.

Medication—Whenever possible, any necessary medication should be administered in the home. At times when medication must be given during the school day, parents are responsible to ensure that all medication, along with written orders from a physician, be turned in to the school office or school staff nurse as soon as the child arrives at school. Written permission from the parent or guardian is necessary for a child to receive medication during school hours. Whenever feasible, the child should self-administer medication under adult supervision. For students who have an allergy requiring an epi pen or a diagnosis requiring an inhaler, we require a secondary epi pen or inhaler to be kept on school premises with a doctor's orders.

Physical Examinations—Students entering preschool, kindergarten, sixth, and eleventh grades are required by the State of Pennsylvania to have a current physical examination within one year prior to starting that grade level. Students entering kindergarten, third, and seventh grades are required by the State of Pennsylvania to have a current dental examination within one year prior to starting that grade level. Transfer students must meet the same requirements. Same applies for any new student regardless of any grade level.

Before participating in the interscholastic sports program, a student must have a physical examination after June 1st for the upcoming school year and prior to the start of practice for the specific sport.

Immunizations—All immunizations must be current according to the requirements of the State of Pennsylvania. For a copy of the school vaccination requirements please contact the school office. Students who fail to comply with these requirements may be at risk for exclusion. Domestic transfer and international students are expected to meet the same requirements.

Records—All required health records are due by the beginning of school. If the records are not submitted by October 1, a student may lose his privilege to attend Calvary Baptist School.

Participation—As a general rule, if a student is well enough to attend school, he is well enough to attend physical education classes and recess. With written parental verification, a child may be excused from physical education or outdoor activities for up to three school days following an illness.

Insurance—If a child is injured in a school related activity, the insurance claim must be handled through the child's or family's insurance policy. Claims for school related accidents may be submitted to the school's supplemental insurance policy only after all claims have been processed by the child's or family's insurance policy.

FINANCIAL INFORMATION

A tuition and fee schedule has been established for the convenience of our school families. Our tuition rates are reduced for each additional child in a family. The enrollment and curriculum fees are non-refundable.

Calvary Baptist School receives its income from tuition and fees. It is expected that families will pay their tuition and fees when due. All accounts are due and payable by the 1st of each month. Cash, check, and money orders are acceptable as methods of payment. A late fee of 1.5% will be added to the school bill if payment is not received by the 5th day of each month.

If a student attends one day or more of school during any month, he will owe the full month's tuition. Students who are suspended, expelled, voluntarily withdrawn, or asked to withdraw from school will receive no refund for the portion of the month they did not attend. No refunds will be given for student absences or for days off school that were not specified as days off on the school calendar.

Tuition may be paid in a lump-sum amount (due by August 31st), a 12-month installment plan (July through June), a 10-month plan (September through June), or a 9-month plan (September through May). Families who pay the entire year's tuition in one lump sum by August 31st receive a 4% discount on their tuition. Fees for services such as outdoor education, driver's education, graduation, music lessons, gym uniforms, various labs, sports equipment, and yearbooks will be billed as incurred. All international students requiring a student visa (I-20) to attend CBS will be required to pay the International Student rate. No early-payment discounts, member rates, or sibling rates will apply.

Permanent records (excluding health records) will not be processed, transcripts will not be issued, and report cards and diplomas will be withheld until the household account is paid in full. Delinquent payment may be cause for suspension or dismissal. Students with

delinquent household accounts may be excluded from participation in semester exams, final exams, fine arts performances, graduation exercises, or any extra-curricular activities. Our tuition and fee schedules provide additional financial information and policies.

SCHOLARSHIPS

A scholarship program, based on financial need and the availability of funds, has been established by the elders of Calvary Baptist Church to assist families who would otherwise be unable to attend CBS. Applications for scholarship funds are available in the school office. Any donation to the scholarship fund is appreciated and is a charitable, tax- deductible contribution.

SOLICITATION

Soliciting is forbidden at Calvary Baptist School without the permission of the administration. This includes the selling of any items, any type of solicitation for funds, the distribution of political materials, the circulation of petitions, etc. Students are not to use the name of the school on any media outlet or in any publication without prior authorization from the school administration.

WITHDRAWALS

Withdrawals from school are to be made in writing through the school office. Tuition will be charged and payable through the end of the month that the child is officially withdrawn through the school office. Textbooks and other school-owned materials are to be returned at the time of withdrawal.

VISITORS

Visitors are welcome at Calvary Baptist School and Foundations Christian Preschool. We do, however, ask that all visitors report to the school office immediately upon arrival. All adult visitors will be asked to submit a government-issued photo ID and will receive a name badge that must be worn while on campus.

CLOSING OF SCHOOL/DELAYED OPENINGS

Severe weather or another emergency may require school to be closed for the day or the opening of school to be delayed. For weather closings or delays, CBS will follow the North Penn School District announcements. A decision to close school or delay opening is generally made by 6:00 A.M. and is made for one day at a time. This information is posted on our school website and is relayed to local radio and television stations. If school is in session, the decision to send a child to school is ultimately made by parents and guardians.

FIRE/EMERGENCY DRILLS

Fire drills are required by Pennsylvania state law to be administered each month during the school year. As a part of our emergency response plan, one additional emergency drill (lock out, lock down, shelter in place, severe weather, or tornado) will be administered each month on a rotating basis as determined by the ministry security team. It is important that students move to their assigned exits quickly and in an orderly manner as soon as the alarm sounds or an announcement is broadcast. Specific exit directions are posted in all classrooms.

In case of severe weather, students will remain in the building safe areas. In full cooperation with local and state safety officials, appropriate and reasonable precautions will be taken for the safety and protection of the students in emergency situations.

FIELD TRIPS

Field trips are taken to places of educational interest at various times during the school year. The Philadelphia area has many places of special interest and benefit for the students. Students are required to maintain the same level of discipline and behavior away from the school as is required while at school. Field trip fees will be billed to accounts.

PARENT VOLUNTEERS

Parents may serve as chaperones on field trips or as volunteers in the classroom or at other school events or programs. When chaperoning or volunteering, parents are expected to adhere to the dress code of the activity and should not bring non-school-age children to the activity. Per Pennsylvania law, all potential school chaperones or volunteers are required to submit background clearances to the school office prior to participation. Additional information is available through the school office.

PARENT-TEACHER CONFERENCES

Calvary Baptist School recognizes the importance of the home and the school working together to obtain spiritual and academic growth for the students. Therefore, parent-teacher conference times have been set aside for parents and school personnel to meet in order to discuss the progress and the needs of the student.

Additional parent-teacher conferences may be necessary at various times throughout the school year in order for parents and teachers to address individual student needs at school. The school asks all students and parents to make every effort to participate as needed in these beneficial conferences.

SCHOOL LIBRARY

Students of Calvary Baptist School are encouraged to take advantage of the learning opportunities provided by our school library. Students who check out library books are asked to return the books by the assigned due date. Students who do not return books by the due date are assessed a fine.

TRANSPORTATION

Public transportation for eligible students through the local school districts' busing companies is arranged through the transportation coordinator in the school office. A Request for Transportation is available through the school office and must be submitted for all students. Students who ride a bus will arrive at school and depart from school near the gym door entrance.

Parents transporting students to school are asked to drop their students at the CBS entrance facing Valley Forge Road and are asked to avoid the bus drop off/pick up area. For the safety of all students, parents are asked to follow the school's established drop-off and pick-up pattern.

STUDENT ACTIVITIES

Students who participate in bands, choirs, athletic teams, plays, or any special program groups at Calvary Baptist School are required to attend all functions in which these groups participate. Elementary students are required to participate in school concerts and programs that involve their class. Students and parents are asked to plan their individual schedules in a way that minimizes conflicts. School dress is required for students at all school fine arts performances.

EARLY ARRIVAL/LATE STAY

Teachers are asked to be on duty in their classrooms at 7:50 A.M. each school day. Students may arrive as early as 7:30 A.M. Students arriving between 7:30 A.M. and 7:55 A.M. are to report directly to the gymnasium for early arrival. Preschool students who arrive prior to 8:00 A.M. and kindergarten through sixth grade students who arrive before 7:30 A.M. must sign up for childcare and make the appropriate financial arrangements in the school office.

The early morning childcare program opens at 6:30 A.M., and students are not to arrive prior to that time. Students may remain at school after the regular dismissal time only if they are involved in a supervised extra-curricular activity or are enrolled in the after school childcare program. No student is to be in the school building without adult supervision.

CHILDCARE

Calvary Baptist School provides childcare services for our students in preschool through 6th grade. Childcare hours are from 6:30 A.M. to 6:00 P.M. Information and financial rates

are available in the school office. A late pick-up fee of \$5.00 for every fifteen minutes will be charged after 6:00 P.M.

CLOSED CAMPUS

Calvary Baptist School operates on the "closed campus" principle. This simply means that attendance at school is required from the regular start of classes to the regular dismissal time, regardless of the number of free periods a student may have. Students typically may not leave campus for lunch. Once students are dropped off they cannot leave the campus. This includes at the end of the day prior to being picked up by a parent/bus.

TARDINESS

Students are expected to be on time to school and all scheduled classes and activities during the school day. Students who arrive to school late or who are delayed in going to first hour class should go directly to the office for a pass. Please help your child learn responsibility by insisting that he arrive on time for school. Habitual tardiness will be addressed according to our school's attendance policy.

APPOINTMENTS

Parents arriving during class time to pick up students for medical appointments or other excused absences should report to the office. If a student must leave school early, a written note from the parent is to be brought to the school office and approved prior to 9:00 A.M.

ATTENDANCE/ABSENCE

In order to gain the most from school, each student must be regular in attendance. Absences will be excused for the following reasons:

1. Illness
2. Death in the immediate family
3. Medical appointments
4. Impassable roads or vehicle trouble
5. College visits for juniors and seniors
 - Approved in advance
 - Maximum of 5 days per school year

SCHOOL DAY

Grades 1-12	8:05 A.M. – 3:15 P.M.
Kindergarten.....	8:05 A.M. – 11:15 A.M. or 12:05 P.M. – 3:15 P.M.
Preschool	8:30 A.M. – 11:15 A.M.
Childcare	6:30 A.M. – 6:00 P.M.
Building Open.....	7:30 A.M.

PRESCHOOL & KINDERGARTEN

Every child needs to develop the essential skills necessary to build a solid educational foundation. Foundations Christian Preschool and Kindergarten students are given the opportunity to develop a proficiency in reading and math that will set the stage for future learning. Everything we do is designed to build a positive and enjoyable learning environment. Our goal is to provide students with the tools to help them succeed in school. Students completing our kindergarten program participate in a beautiful cap and gown graduation ceremony.

ELEMENTARY

Our elementary school offers an advanced educational program designed to help students excel in all subject areas. The reading program focuses on mastering phonics. Our mathematics curriculum is at least a year ahead of the grade level. Grammar, spelling, science, history, geography, and penmanship are also important elements of the curriculum.

PRESCHOOL AND KINDERGARTEN

Additional discipline information and other policies regarding preschool and kindergarten is available through the school office.

STUDENT DRESS AND APPEARANCE

Calvary Baptist School students are asked to dress in a manner that allows them to be a good witness and example for Jesus Christ. Appearance is a very recognizable part of one's testimony, and believers are encouraged in I Timothy 1:12 to be examples in every area of life. Therefore, we ask that the students dress in a way that will always exemplify Christian values.

Preschool and Kindergarten Boys and Girls:

- Students are asked to dress in a modest, conservative manner that will exemplify Christian values. Students should wear comfortable clothing appropriate for playing and doing art projects. Clothing that imitates an unacceptable culture or inappropriate video characters is not acceptable. The administration reserves the right to modify the dress code at any time as needed.
- Watches and rings are permitted. Earrings are permitted for girls only.
- Denim jeans that have a newer look (no worn or torn areas) and have normal-fitting legs (not "skinny" style legs or pants with excessively baggy legs) are acceptable.
- Students are not permitted to dress in a way that displays religious beliefs that are out of harmony with the teachings and practices of Calvary Baptist Church.

Preschool and Kindergarten Girls:

- Preschool girls may wear dresses, skirts, slacks, or shorts. No legging styles are to be worn without an appropriate garment over them.
- Kindergarten girls may wear dresses, skirts, or slacks. Shorts are not permitted. No legging styles are permitted.
- Girls' hair must be a natural color and combed neatly with no extreme styles.

Preschool and Kindergarten Boys:

- Preschool boys may wear long pants or shorts.
- Kindergarten boys are asked to wear long pants and a shirt with a fold-over collar.
- Hair is to be neatly combed, a natural color, closely tapered, and of a reasonable length. No abnormal hair colors or hairstyles that are a distraction in the classroom

1st – 12th Grade Students:

- Students are asked to follow the dress code traveling to and from school and at all school activities on or off campus. This policy includes, but is not limited to, school concerts, sports activities, recitals, fine arts competitions, banquets, plays, etc.
- Tattoos, either permanent or temporary, must be kept covered and not a distraction.
- No piercings for boys
- Coats, heavy/ski-type vests, and other items designed to be worn outdoors in cold weather are not to be worn in class. Sweatshirts that are worn must not have inappropriate wording or pictures.
- Hats are not permitted during the school day.
- Regular school dress is expected on field trips unless otherwise announced by the administration.
- Students in grades 7-10 participating in physical education classes will be expected to wear school-issued uniform shorts (available for purchase).
- Student-athletes participating in athletic practices will be expected to wear shorts that are no shorter than 4" above the knee.
- Athletic game attire (both home and away games, including non-school day games):
 - Students may wear regular school dress; girls may wear slacks that meet the tightness standard; girls may not wear low-rise pants of any kind.
 - Denim jeans that have a newer look (no worn or torn areas) and have normal-fitting legs (not "skinny" style legs or pants with excessively baggy legs) are acceptable for both boys and girls.
 - All students are asked to wear a top/shirt that meets the regular-school-day

requirement; dress shoes, casual shoes, or sneakers are permitted.

- Members of athletic teams (those associated with the team in any capacity) are expected to wear school dress the day of any game (both home and away games, including non-school-day games).

1st – 6th Grade Boys and Young Men:

- Dress pants or dress khaki-type pants may be worn. Pants that are not acceptable for students in grades 1-6 include athletic style (sweats), painter, cargo style, pants with drawstring waistbands, excessively baggy, and fatigues. Pants with belt loops must be worn with a belt. Pants must have normal-fitting legs.
 - Shirts must have a fold-over collar, have either long or short sleeves, and have no writing or pictures on them, with the exception of small logos and/or brand names. Only the top button may be unbuttoned. Turtlenecks are permitted.
 - A watch, ring, medical identification items, and a necklace that is non-distracting are the only acceptable jewelry. Sneakers or dress/casual shoes are required. No sandals.
- Hair is to be neatly combed, a natural color, closely tapered, and of a reasonable length. No abnormal hair colors or hairstyles that are a distraction in the classroom. Sideburns are to be no longer than the opening of the ear, and facial hair is not permitted.

1st – 6th Grade Girls and Young Ladies:

- Girls' clothing should not be form-fitting and tops must be a proper length with a modest neckline.
- Girls are to wear dresses or skirts that should be at a maximum of 2" above the knees at all times, or they may wear slacks as specified below.
 - ° Sundresses and jumpers are acceptable if an appropriate blouse is worn underneath. Sheer clothing must have a lining that meets the standard for length and style. Proper undergarments are required.
- For pants, dress, khaki-style, denim, or capris are the only acceptable styles. Pants are not to be form-fitting. Pants are to have no worn or torn areas.
- All tops (including v-necks) must have a modest neckline that is no lower than three fingers below the collarbone in front with a comparable standard in back. Tops must be long enough to keep the midriff covered at all times. Sleeveless tops are not allowed and shoulders must be covered (cap sleeves are allowed). Open-backed blouses or dresses, spaghetti straps, and tank tops, are not permitted. All lacy/sheer tops are to have a dress code-acceptable top beneath. Girls' shoes are expected to be more on the dressy side and less on the casual side. Sneakers may be worn.
- Girls' hair must be a natural color, clean and neat, with no extreme styles.
- A modest application of make-up and nail polish may be worn. This eliminates the use of odd-colored lipstick or other current fads (such as glitter on the face).
- Girls may wear simple jewelry. They may not have excessive earrings in each ear. No facial piercings other than on the ear are permitted.