



Calvary Christian School

a ministry of Family Worship Center

P.O. Box 389, Paso Robles, CA 93447 • director@ccspasorobles.com • www.ccspasorobles.com • (805) 239-4809

General Policies and Procedures

It is the objective of Calvary Christian School (CCS) to assist and support parents in providing an excellent education for their children. We desire to support each family in regard to their educational goals and record keeping. We also want to protect the freedom of each parent to determine their own content and curriculum for their children. We are responsible for maintaining cumulative files, health records, and high school transcripts, as well as protecting the privacy of our students. Therefore, the following policies and procedures have been set forth to ensure the integrity of each families' academic plans.

1. Due to the sometimes vague political and legal position of private home educational programs, CCS cannot give legal immunity, and it is only providing school services and record keeping for enrolled students. This is why enrollment in CCS is dependent upon families first becoming members of Home School Legal Defense Association (HSLDA).
2. Each family enrolled in CCS is required to have at least one parent agree with the Statement of Faith.
3. The parents have the sole responsibility and privilege of educating their children based upon their own individual philosophies of education. Each family will be responsible to choose their own curriculum and course of study that best meets the needs of their children per the requirements of the State of California. It is expected that the parent(s) will take their responsibility seriously and will plan and organize the daily teaching time accordingly. It is expected that the parent(s) will keep organized daily lesson plans for their student(s).
4. CCS is responsible for keeping enrolled student's cumulative file, health record, and high school transcripts. Parents are required to provide accurate documents requested by CCS, which include but are not limited to the following for **all grades**:
 - A. **Attendance Form**: Attendance forms must be accurately maintained by the parent on a daily basis. It must truly reflect the actual days school was held. A copy of the attendance form is due by/at each mandatory quarterly meeting with the final yellow copy due on June 15th, with all other year-end paperwork. If you will not be done by the 15th, please contact the director.
 - B. **Semester Evaluation**: Due with second quarterly meeting and June 15th paperwork.
 - C. **Report Card/Grade Sheet**: Due with second quarterly meeting and June 15th paperwork.
 - D. **Earthquake Preparedness Form**: Due September 1st of each new school year.
 - E. **Lesson Plans**: New CCS families *only* are required to provide copies of previous quarter lesson plans at each quarterly meeting for help and evaluation to facilitate the families' educational plans and CCS's requirements.

5. Parent(s) are expected to attend all quarterly meetings and to turn in all paperwork and fees that are due at that time. If a parent cannot attend a meeting, all paperwork and fees must be postmarked by the meeting date.
 - A. Failure to turn in quarterly materials and fees will result in a letter requiring a late fee of \$25.00 per family and the required paperwork within 7 calendar days. The late fee will be donated, in full, to legal consultant Roy Hansen of Family Protection Ministries.
 - B. Non-compliance to the above will result in a second letter, a doubled late fee (\$50.00), and a final dead line for the paperwork and fees to be remitted.
 - C. If the parent(s) do not comply with points 5A or 5B referenced above, their student(s) will be considered truant and will be expelled from CCS.
6. A family wishing to withdraw from CCS must submit in writing a letter stating this intent. Upon receipt of the letter, tuition obligations will end. Until CCS receives written notice of intent to withdraw, the family is still responsible for any accumulation of paperwork and fees, including late fees. Should a letter of intent to withdraw be submitted after the first day of a new quarter, the parent(s) will be responsible for tuition fees for that quarter. Registration and New Student fees are **non-refundable**.
7. CCS works with other private or public schools in regard to transmitting permanent records upon request. CCS expects that any private school requesting records will have an affidavit on file with the State. It is the parent(s)' responsibility to insure that all required reports have been turned in. Records will be sent *as is* the day CCS receives the request from the other school.
8. HSLDA membership must be maintained while families are enrolled in CCS. A lapse in HSLDA membership will result in expulsion from CCS.
9. Registration for the school year is not final until all required enrollment forms are completed, signed, and returned with necessary registration and tuition fees paid. CCS fees are as follows:
 - A. Annual Registration Fee \$ 75.00/family/year
 - B. New Student Registration (K-12, one time only) \$ 40.00/student with max. of \$120/family
 - C. Annual Family Tuition (K-12) \$ 240.00 (all at once **or** \$60 quarterly)
10. All checks should be made out to CCS. Separate checks will be made out for each individual CCS fee and activity throughout the school year.
11. CCS is not liable for any damages suffered by any enrolled family members during the school hours or at CCS organized events, activities, or field trips.
12. Good citizenship and sportsmanship is expected at any and all CCS events. Field Trip Guidelines, provided to each family at the first quarterly meeting, will be strictly enforced. A repeated behavioral problem with any student will be grounds for restriction from future CCS activities and events.
13. CCS reserves the right to deny or terminate enrollment of any student should it be deemed necessary based upon the discretion of the directors of the school .