

**2018-2019  
Parent/Student Handbook**

**Calvary Chapel Christian School**

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***Where Children “Believe, Receive and Achieve”***

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## Introduction Section

### *Letter from the Principal*

Welcome to a new school year at Calvary Chapel Christian School!

What a blessing it is to work every day with these precious children! We are so appreciative for the opportunity that you give us to educate your children and care for them. We believe that God has called CCCS for a purpose: working together with parents, we seek to equip each student with the tools they will need to reach their full potential as an individual with a purpose designed by God.

CCCS is committed to bringing parents and educators together as a cooperative team dedicated to providing children with a positive, stimulating environment where their educational, spiritual, emotional, and social needs can be met. We are confident that this year, by God's grace, we will see continued progress toward this commitment.

We trust that 2018-2019 will prove to be a very rewarding year for your children. Please remember to pray for all the children and the school staff as we work together with you, the parents, to train up virtuous and wise young men and women for the service of our Lord Jesus Christ.

May the Lord truly bless you and your family this school year.

Sincerely in Christ,

Tim Hamilton  
Principal

### ***School Leadership Roster***

Calvary Chapel Christian School is a ministry of Calvary Chapel Moreno Valley. As such, the senior pastor is the superintendent of CCCS and the principal of CCCS is an assistant pastor of CCMV. The legal covering for the school is the Board of Directors of Calvary Chapel Moreno Valley. A school board has been established under the church board, which serves as an advisory board for financial, staffing, and policy matters and is also the board of appeals for CCCS.

## Identification Section

### ***Vision Statement***

Students from Calvary Chapel Christian School will exhibit the qualities of believers in Jesus Christ who love Him and desire to submit to His Lordship in every aspect of their lives.

### ***Mission Statement***

It is our mission, as a Christ-centered school, to challenge our students academically, spiritually, socially, and physically to become servant-leaders who serve God, honor their families, and embrace Christ's call to transform the world.

### ***Philosophy of Education***

We believe that parents are God's primary provision for nurturing and educating children [Deuteronomy 6:6-9]. It is our desire to come alongside and supplement the home, serving as a representative of parents in matters of education, ministry, and discipline.

We believe a strong home/school relationship is essential. Therefore, parental involvement and support play

vital roles in the academic and spiritual growth and development of each child. Teachers and parents must regularly and consistently communicate regarding the progress of the child through such means as telephone calls, written correspondence, e-mail, progress reports, report cards, and parent/teacher conferences.

### ***Expected Student Outcomes***

CCCS students will be equipped with the knowledge and skills that will allow them to grow as life-long learners, as health-minded individuals, as spiritual discerners, and as compassionate citizens. Specific learning expectations include the development of the skills of information gathering, problem solving, critical thinking, and communication. Specific health-related expectations are living a healthy life style and respect for one's body as the temple of God's Holy Spirit (1 Cor 6:19). Spiritual expectations include a personal commitment to the Lord Jesus Christ, growth in the faith through prayer and the Word of God, Christ-like character, using one's spiritual gifts in service to God, and development of a biblical world view. CCCS students are expected to become compassionate citizens who will respect diverse cultures and take an active part in impacting their community, state, nation, and world for the Kingdom of God.

### ***Statement of Purpose***

Calvary Chapel Christian School exists for the purpose of fulfilling the Great Commission of making disciples for Jesus Christ (Mt. 28:19) and directing young people to fulfill the Great Commandment of loving God and loving one another (Mt. 22:37-40). True disciples of Christ will know Him and seek to make Him known; they will grow in Him and grow as He grew--"in wisdom and in stature and in favor with God and all the people" (Lk. 2:52).

### ***School History***

CCCS was founded in 1994 as the vision of Pastor John Milhouse, Senior Pastor of Calvary Chapel Moreno Valley. It was his vision to utilize the facilities of the church to provide a quality Christian education to the children in the church family. The school originally began with ninety-two students, Kindergarten to 6<sup>th</sup> grade, in combination classes. As enrollment grew over the years, classes were separated by grade and grades were added. The Middle School and the High School programs were added in the late 1990's; the first class of graduating seniors was the class of 2000. CCCS began pursuing accreditation with the Western Association of Schools and Colleges in 2004; in May of 2006 CCCS was granted full accreditation (a six-year term) with WASC.

### ***School Sponsorship and Affiliation***

CCCS is an educational ministry of Calvary Chapel of Moreno Valley. CCCS is a member of the Association of Christian Schools International (ACSI), which provides many resources and events for our school and students. Calvary Chapel Christian High School is accredited by the Western Association of Schools and Colleges (WASC).

### ***Admission Philosophy, Policies, and Procedures***

Calvary Chapel Christian School is open to anyone interested in securing a Christian education, from kindergarten through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by CCCS' rules. It must always be understood that attendance at CCCS is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

CCCS 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 this school. CCCS does not discriminate on the basis of race, color, national or ethnic origin in administration of its admissions policies, educational policies, athletics, and other school-administered programs. CCCS reserves the right to not enroll any student applicant who does not meet the enrollment requirements of this school.

All students must be convinced they want to attend CCCS and agree to honestly and wholeheartedly apply themselves to “work hard so God can approve” them (2 Timothy 2:15). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Each student is admitted to CCCS based on an assessment test, his/her standing from the previous school(s), and the student's desire to attend. Also, all financial obligations from previous school(s) must be met before being enrolled at CCCS. Transcripts and diplomas cannot be issued if there is an outstanding debt with CCCS or a previous institution, as per regulations stated in the education code.

### **Important Legal Information**

Parents and students are responsible for reading and knowing the information contained in this handbook and for compliance with the policies and procedures detailed herein. For clarification on particular policies or procedures, parents and/or students should contact the appropriate school administrator.

CCCS reserves the right to amend the policies and procedures outlined in this handbook with reasonable notice. This handbook is not an all-inclusive manual. Questions regarding school policies or procedures should be directed to the school administration or board.

## **Procedures Section**

### **ELEMENTARY**

#### **Academic Program**

##### **Report Cards and Progress Reports**

The elementary school year is divided into four quarters. Report cards indicating the student's academic performance during the previous grading period are issued at the end of every quarter and semester. Report cards may contain comments designed to advise students and parents of areas of excellence or need. Report cards will show grades, GPA, excused and unexcused absences and tardies.

Progress reports will be issued at the mid-point of each quarter to give parents an indication of their child's progress during the previous grading period and advise the parents of the child's achievement or particular areas of concern. Teachers may issue individual progress reports at any time. Teachers are expected to maintain the lines of communication with the parents and their students. Likewise, CCCS strongly encourages parents to communicate with teachers and to initiate conferences when the need arises throughout the school year.

##### **Grade Values**

Letter grades are defined as follows:

A	=	Excellent	O	=	Outstanding
B	=	Above Average	S	=	Satisfactory
C	=	Average	N	=	Needs to Improve
D	=	Below Average	U	=	Unsatisfactory
F	=	Failure			

The school's grade scale is as follows:

A+	=	100.00 – 96.45	A	=	96.44 – 92.45	A-	=	92.44 - 89.45
B+	=	89.44-86.45	B	=	86.44-82.45	B-	=	82.44 - 79.45
C+	=	79.44-76.45	C	=	76.44-72.45	C-	=	72.44 - 69.45
D+	=	69.44–66.45	D	=	66.44-62.45	D-	=	62.44 –59.45

Any grade below a 59.45 is a failing grade and will receive an F.

### **Computation of Grades**

Quarter grades are based on the student's work during each semester. Quarter grades are averaged together to compute semester GPA and are a part of the student's permanent academic record. Each semester is independent and not figured cumulatively.

### **Grade Point Average (GPA)**

Honor roll, class rank, extracurricular eligibility, and academic probation are based on the student's GPA. The GPA values for the school are as follows:

A+ = 4.0	B+ = 3.0	C+ = 2.0	D+ = 1.0	F = 0.0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A = 4.0	B- = 3.0	C = 2.0	D- = 1.0	

### **Promotion and Graduation Requirements**

#### **Elementary Promotion Requirements**

To achieve promotion to junior high school, all 6<sup>th</sup> grade students are required to have a GPA of at least 2.0 by the end of the fourth quarter as well as no grade lower than a D in any core subject.

#### **Academics**

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

#### **Academic Probation and Dismissal**

A student will be placed on academic probation and the parents notified by mail if the student's grade point average (GPA) at the end of the quarter falls below a 2.0 (a "C" average) for all core courses or if the student receives an "F" in any course. The probationary period is evaluated at the end of the following quarter. Students transferring to CCCS from other schools will also be placed on academic probation if they do not meet the above requirements.

If, at the end of the probationary period, the student achieves an overall GPA of 2.0 or above and does not receive an "F" in any course, he/she will be removed from probation. If the student has not elevated his/her overall GPA to 2.0 or above, or receives an "F" in any course by the conclusion of the probationary period, he/she may be placed on academic probation for another quarter or the parents may be asked to withdraw the student from the school. The school administration reserves the right to make all final decisions regarding a student's academic probation.

#### **Activity Eligibility**

In order to participate in extra-curricular activities at CCCS, a student must be in good standing academically which means they must have a GPA of 2.0 or better and no F's in any class.

#### **Awards: Honor Roll**

At the end of each semester, students achieving specific academic levels of performance during the entire semester will be recognized with academic awards.

Principal's Honor Roll	4.00 GPA in all subjects
A Honor Roll	3.99 – 3.50 GPA in all subjects
B Honor Roll	3.49 – 3.00 GPA in all subjects

## Grading Scale

A+ =	110.00 - 96.45	B =	86.44 - 82.45	C- =	72.44 - 69.45
A =	96.44 - 92.45	B- =	82.44 - 79.45	D+ =	69.44 - 66.45
A- =	92.44 - 89.45	C+ =	79.44 - 76.45	D =	66.44 - 62.45
B+ =	89.44 - 86.45	C =	76.44 - 72.45	D- =	62.44 - 59.45

Any grade below a 59.45 is a failing grade and will receive an F.

The cumulative grade point average (GPA) represents the combined grade average for the student's total course work of the junior high or high school career. Honor roll, class rank, extracurricular eligibility, and academic probation are based on the student's GPA and it becomes a resource for college admission information. The GPA values for the school are as follows:

A+ = 4.0	B+ = 3.0	C+ = 2.0	D+ = 1.0	F = 0.0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 4.0	B- = 3.0	C- = 2.0	D- = 1.0	

Honors classes receive one point higher than the points listed above except for "D-" or "F".

Quarter grades are based on the student's work during each 9-week period of each semester. For secondary school students, the quarter grades help provide an indicator of progress and do not become a part of the permanent academic record.

Semester grades for secondary school students are based on work for the entire semester and become a part of the student's permanent academic record. Both quarters of the semester are not averaged for secondary school students.

## Graduation Requirements

### Junior High School Requirements

In order to be promoted to high school, 8<sup>th</sup> grade students are required to complete four semesters (two years) of junior high school, maintain a cumulative GPA of at least 2.0, and obtain a grade of "C" or better in all English and math classes. Under special circumstances, a student not meeting the promotion requirements may be promoted to high school and placed on academic probation on approval of the principal.

### High School Requirements

All high school students must attend eight semesters (four years) of high school and satisfactorily pass the prescribed curriculum to achieve graduation.

Grades for all high school courses are earned on a semester basis. Any student receiving a failing grade for a semester does not receive credit for that course and must repeat a semester of the course failed if the class is required for graduation. Students may make up failed courses through an alternative program that has been approved by administration. Students earning less than a C- in math or foreign language may be required to repeat the course or take a proficiency exam in order to be promoted to the next level.

In most cases each semester course is worth 5 credits. In order to receive a high school diploma from CCCS, students must have earned a minimum of 240 credits in required and elective courses during their four years of high school and have a minimum cumulative GPA of 2.0. Although the school monitors each student's credits, it is the responsibility of parents and students to make sure all graduation requirements have been met. Seniors in good standing may take the minimum of five classes. CCCS does not permit early graduation from high school.



In order to graduate, a high school student must successfully complete the following courses:

<u>Course</u>	<u>Semesters</u>	<u>Credits</u>
Bible	8 (a)	40
English	8	40
Fine Arts	2 (b)	10
Laboratory Science	4 (c)	20
Mathematics	6 (d)8(h)	30
Physical Education	2	10
Social Studies	8 (e) (g)	40
Foreign Language	4 (f)	20
Electives	6	<u>30</u>
		240

- a) One semester of Bible is required for each semester the student is enrolled at CCCS.
- b) This is a one year course.
- c) Biology and either Chemistry or Earth Science are required.
- d) Algebra 1 and Geometry are required. Students are required to be enrolled in a Math class all 4 years
- e) World History (2 semesters), U.S. History (2 semesters), World Geography (2 semesters), U.S. Government (1 semester), and Economics (1 semester) are required.
- f) Two years of foreign language are required.
- g) Geography is required for each 9<sup>th</sup> grade student enrolled at CCCS
- h) Dependant upon record of successful completion and post Secondary goals

CCCS has developed its graduation requirements and curriculum, which are college preparatory, to help students meet the academic admissions criteria of the University of California system, the Cal State universities and private colleges and universities. CCCS prepares students to apply for admission at the college or university of their choice.

Physical Education Requirements - CCCS requires each high school student to complete two semesters of Physical Education. A student may complete this requirement anytime during their freshman, sophomore, or junior year. Physical Education is mandatory for all 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade students.

Transfer Credits - Each student's transfer credits from a previous school will be evaluated by the school administration to determine if those credits meet the CCCS graduation requirements. In addition, the school principal must give prior approval before any outside courses are taken by a student, even if it is to make-up an "F" or an "Incomplete" grade. It is the desire of the school to maintain high academic standards by working with parents and students to find an acceptable course if it is to be included on the CCCS transcript. The number of off-campus courses and/or credit recovery courses allowed for any student will be determined by the student's college guidance plan on a case-by-case basis, with principal's approval.

Off-Campus Courses - Courses may be taken off-campus at a local college for credit concurrent with high school courses, provided the student's parents and the school principal and guidance counselor approve the selected course or courses prior to enrolling. Approval of off-campus courses is typically reserved for courses not offered at CCCS. Academic credit values for off-campus courses will be determined on a case-by-case basis. Off-campus courses may not be taken to accumulate credits for the purpose of early graduation from high school.

## **Homework**

Homework typically includes regular daily class assignments, studying for tests and quizzes, and weekly or long-term projects and/or assignments. Students are expected to effectively manage their time and have a place at home where they can properly and regularly do their homework. Students are responsible to have all needed supplies in class and at home in order to complete their assignments.

## **Incomplete/Late Assignments**

Assignments must be completed by the due date specified by the teacher, unless there are extenuating circumstances approved by the teacher prior to the deadline. All assigned work (except in cases of an excused absence) is due on the due date, no matter how minor or major the assignment. Students handing in assignments after the due date should anticipate receiving a lower (less than full) grade or a "zero" grade, as determined by the teacher.

If assignments are not submitted by the end of the semester because of illness or a recognized emergency, a student may receive an “incomplete” on his/her report card. In such cases, two weeks will be allowed for the work to be submitted. Unless mitigating circumstances have been arranged every “incomplete” will be converted to an “F” grade if the work is not turned in within two weeks. It is the students responsibility to contact the teachers to obtain a list of work required to complete all class work. Once the work has been submitted to the teachers, the grades for each course will be computed and entered on the student’s permanent record.

### **Make-Up Work**

Students absent due to illness or other valid reasons (an “excused” absence) will be allowed to make up all schoolwork, tests, and quizzes within a designated amount of time, which is generally slightly longer than the number of school days missed, unless a teacher specifically states otherwise. When the absence is excused, the student shall receive full credit for make-up work unless it is turned in past the deadline designated by the teacher. Further, the student and teacher must schedule to make up tests or quizzes missed due to an excused absence. Students handing in schoolwork later than the allowed extension will not receive full credit for their missed homework. The responsibility for obtaining assignments and completing make-up schoolwork, or arranging to take missed tests and/or quizzes, ultimately rests with the student. Students with unexcused absences will be allowed to make up missed schoolwork only at the discretion of each teacher. Students who missed schoolwork due to truancy, suspension, or excessive absences will not be allowed to make up any of the missing work.

### **Tutorial Assistance**

CCCS maintains a list of recommended tutors available to help students. Any parent desiring tutorial assistance for their student should contact the school office for information. Tutoring usually takes place after school; fees are established by the parent with the tutor.

### **Report Cards and Progress Reports**

The secondary school year is divided into two semesters. Report cards indicating the student’s academic performance during the previous grading period are issued at the end of every quarter and semester. Report cards may contain comments designed to advise students and parents of areas of excellence or deficiency. Report cards will show grades, GPA, excused and unexcused absences and tardies.

Progress reports will be issued at the mid-point of each quarter to give parents an indication of their child’s progress during that grading period and to advise the parents of the child’s achievement or particular areas of concern. Teachers may issue individual progress reports at any time. Teachers will maintain the lines of communication with parents and their students. Likewise, CCCS strongly encourages parents to communicate with the school and to initiate conferences as the need arises, checking the school website; teacher’s webpage as well as student reports throughout the school year.

### **Scheduling**

#### **Minimum Course Requirement**

All middle school and high school students will take a full day; only high school seniors may have an abbreviated schedule. In order to have an abbreviated schedule, seniors must have written approval from the guidance counselor and their parent.

#### **Schedule Changes**

Any change in a student’s class schedule must be requested in writing; “Add and Drop” forms are available in the school office. A parent must sign the request form and it must be approved by the guidance counselor before the change can be authorized by administration. Students are required to attend their original schedule until the requested change has been approved by the administration.

### **Transcripts**

Upon completion of a “Transcript Request Form” and payment of the fee (\$1.00) in the school office, an official transcript will be prepared and available for pick up in the school office within two business days.

## **Attendance**

Regular attendance is a critical component for success in school. When students are absent from school, it is necessary that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

### **Excused Absences**

An absence due to the following reasons may be excused:

1. The student's personal illness or other physical disablement
2. The student's medical, dental, or optometry appointments
3. A funeral for one of the student's relatives
4. An emergency illness in the student's immediate family
5. The student's legal or court appearance
6. An unexpected personal emergency involving the student or one of the student's immediate family members

Students returning to school after an absence must bring a written note, dated and signed by a parent, explaining the specific reason for the absence. The note will be taken to the office where the student will receive a Readmit Slip. If a student is absent more than three (3) consecutive days, a written note, dated and signed by a physician, must be given to the school office in order for the student to receive a Readmit Slip. Students are required to make up all work missed during an excused absence. Parents or students should contact the teacher(s) for work assignments as soon as they realize that class will be missed. If a signed note is not received within two school days the absence will be unexcused.

### **Unexcused Absences**

Any absence not specifically excused or described as an "excused absence" will be considered unexcused. School work, assignments, and/or tests missed due to an "unexcused absence" cannot be made up by the student, except at the teacher's discretion.

### **Activity-Related Absences**

Participation in approved school activities or planned and approved church missions trips are excused absences. Students are responsible to inform the school in advance, get their assignments from teachers, and turn in assignments to their teachers in a timely manner. Athletes who miss classes for sporting events must meet with their teacher before the absence to arrange to make up schoolwork. If the athlete does not meet with the teacher before the sporting event, the absence will not be excused.

### **Excessive Absences**

Students who miss fifteen (15) or more classes for any reason in any subject during a semester may be dismissed from the school and/or receive an "F" grade for the course and no credit will be given. Extended illnesses must be excused by a doctor's note and will be handled on a case-by-case basis by school administration.

### **Prearranged Absences**

In order for a student to participate in a school-sponsored activity, that student must be in school for their classes the day of the activity, unless other arrangements have been made and approved by the school administration.

### **Signing Students In and Out of School**

Parents or an authorized representative must sign students in and out of school for official reasons. The procedure is to come into the school office, request that the student be called to the office, present photo identification, and sign the student out. Upon return to school, the parent must sign the student back in.

### **Tardiness**

Punctuality is important to the effective running of the school; arriving late to class is disruptive to the educational process and disrespectful to the teacher and other classmates. Parents are requested to drop off children at school at least 10 minutes prior to the start of the school day. Secondary students are expected to be in class

and seated at the time the bell signals the start of class. All tardies will be marked in the attendance book by the teacher as “unexcused.”

All students who are late must go to the school office for a Readmit before entering class. A tardy may be excused with a parent’s note specifically stating the reason for the tardiness. The note must be dated and signed; notes for tardiness will only be accepted on the day of the tardy.

## **Truancy**

Truancy is defined as a non-appearance of 30 minutes or more for any class period or up to an entire school day. Any student who leaves campus without permission will be considered truant. The student can not make up schoolwork, assignments, and/or tests missed due to truancy. Truancy is a serious offense and will result in disciplinary action.

## **Withdrawal Procedure**

When a student withdraws from CCCS, the student’s parent must complete a Notice of Voluntary Withdrawal form and submit it to the school office. All school property (including textbooks, library books, athletic uniforms, etc.) must be returned and all outstanding registration, tuition, and/or fees must be paid at the time of withdrawal. According to State Education code, the parents are responsible to continue their child’s education within 3 business days.

## ***Student Activities***

### **Opportunities for Student Involvement**

Studies show that overall student success in school is closely related to the student’s involvement in school activities. Opportunities for students to participate in extra activities at CCCS are highlighted below:

#### **Service**

**Associated Student Body (ASB)** - The Associated Service Body (ASB) is a service-oriented student organization that has been established to promote and improve communication among students, staff, parents, and the community ASB builds school spirit while serving the school and fellow students.

#### **Leadership**

**National Honor Society** - Founded in 1926, National Honor Society (NHS) is an organization that recognizes outstanding high school students. Students are nominated who excel in Scholastics, Leadership, Service and Character. NHS exists to recognize outstanding students, to organize them for ongoing leadership and service, and to afford them opportunities for college scholarships. The CCCS chapter was chartered in 2006.

#### **Drama & Music**

CCCS offers students opportunities to perform in school productions and in chapel services. Chapel is held every Friday morning that school is in session; school productions are held during Christmas and in the spring. Students get to audition for parts, be in the cast or stage crew, and learn the process of putting together a major production.

#### **Sports**

CCCS has varied opportunities for students to participate in team sports and athletics. Improved health, the development of individual and team skills, sportsmanship, and creating fun memories with other students are some of the benefits realized from participating in athletics.

## **Eligibility and Tryouts**

In order for students to participate in extra-curricular activities they must be academically eligible and in some cases go through a tryout process. Details of each area are outlined below:

### **Eligibility**

To be eligible to participate on any of the CCCS extra-curricular activities, a student must meet the following criteria:

Each student athlete, cheer, or other team members must have a grade point average of at least 2.0 in all core classes. If a student receives an “F” in any class at the quarter, the student will be placed on academic probation.

All school required fees must be paid when required. Failure to pay the required fees will result in the student being suspended or removed from the team or squad. The student may be reinstated at the discretion of the school administration only after all fees have been paid.

All students participating in extra-curricular activities must maintain a high moral and behavioral standard of conduct displaying a wholesome, Christ-like attitude. The student must demonstrate a commitment to the task and willingly comply with the guidelines given by the team coach, athletic director, or school administration.

### **Tryouts**

Coaches, directors, advisors may have tryouts as applicable. Every effort will be made to ensure that tryouts are publicized well in advance, conducted with fairness and impartiality, and that all students will be given an equal opportunity to participate. Tryouts are not a guarantee of making a team or getting a part; those decisions will be made at the discretion of the coach and with the school’s best interests in mind.

## ***Lifestyle Expectations***

### **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and Calvary Chapel Christian School. This expectation applies to the time that students are in school, at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below:

### **Student Discipline**

#### **Philosophy of Discipline**

The Bible exhorts us to discipline our children because of our love for them. This philosophy should be a hallmark of Christian education. One of the most important lessons students can learn is the proper response to and respect of authority. To accomplish this task, CCCS has established discipline guidelines that will be enforced consistently, fairly and lovingly.

The purpose of discipline is to disciple students according to God’s Word and is intended to bring about corrective behavior, or what the Bible calls the “fruits of righteousness”. Discipline is instruction that molds, shapes, corrects, and inspires appropriate behavior. It is one of the tools God uses to help develop Christ-likeness. Maintaining consistent disciplinary standards and guidelines provides a framework necessary to build faith in Christ.

The following are the guidelines for handling major problems and day-to-day classroom situations. The school administration reserves the right to handle unique individual situations that may not be described in the Parent/Student Handbook in a manner that it deems appropriate. All disciplinary decisions are made prayerfully and the school administration reserves the right to make all final decisions regarding discipline.

### **Minor Infractions – Classroom Discipline**

Teachers are responsible for communication and enforcement of classroom policies and rules to their students. As such, teachers directly handle all classroom and minor infractions of the discipline guidelines. Teachers will talk to students about disciplinary matters privately whenever possible, so as to avoid embarrassment and to bring forth a positive response without alienating the student. At times it may be necessary for a teacher to assign a same-day detention or other disciplinary measures. This is done at the teacher's discretion. Habitual behavior problems will require parental involvement. Therefore, teachers will either call a parent to discuss the behavior problems or send disciplinary notices home for parent signature. Students who repeatedly violate classroom policies and rules may be sent by office referral to the school administration for further disciplinary action.

If a student is referred to the office for behavior offenses, they will be subject to the following disciplinary options: parent notification; student detention; community service; parent and student conference with administrator to develop a plan for change in student's behavior; student suspension and/or student expulsion.

### **Major Infractions – Office Referral**

Any student involved in any of the following situations will be referred to the school administration:

- Causing, attempting to cause, or threatening to cause physical injury or harm to another person, including any violent or aggressive behavior, such as fighting.
- Possessing, use, selling, distributing, or otherwise furnishing any controlled substance, drug paraphernalia, alcohol, or other dangerous or harmful substance.
- Committing robbery or extortion.
- Causing, attempting to cause, or threatening to cause damage to, deface or destroy school or private property (i.e. vandalism or incidents of graffiti).
- Stealing or attempting to steal school or private property.
- Knowingly possessing or receiving stolen school or private property.
- Possessing, selling, distributing, or otherwise furnishing any pornographic or other sexually explicit material.
- Committing an obscene act or gesture.
- Engaging in any sexual activity or misconduct.
- Causing sexual or physical harassment of any kind toward another student or CCCS staff member.
- Participating in any violent or aggressive act.
- Forging another person's signature onto any document.
- Cheating, using a cheat sheet during a test or quiz, any form of communication during a test or quiz, stealing a test or distributing of a stolen test, plagiarism, copying homework or other schoolwork from another student's paper, or a student doing another student's homework project or paper
- Using any inappropriate language, profanity, vulgarity, or language that is derogatory toward another person's gender, race, color, national or ethnic origin.
- Creating, possessing, selling, distributing, or otherwise furnishing any writing, drawing, sketch, picture, logo, epithet, emblem, or symbol that is profane, vulgar, gang-related, derogatory toward another person's race, color, national or ethnic origin, or that is contrary to God's Word or the Christian lifestyle.
- Engaging in any acts of wagering or gambling.
- Committing serious and/or repeated acts of disrespect, defiance of authority, or willful disobedience toward authority.

The above list of major infractions is not intended to be exclusive or exhaustive. Committing any of the infractions listed above, or any of the provisions in the Parent/Student Handbook, may result in immediate suspension or expulsion.

### **Zero Tolerance Policy**

CCCS maintains a policy of zero tolerance for possession, use, or the sale of weapons, alcohol, and illegal drugs. Students that are found possessing, using, or selling such items at any time, whether on or off campus, or during any school activity, will be subject to expulsion, including first time offenders.

## **Disciplinary Procedures**

### **Detention**

Detention is designed to correct minor behavior and attendance violations. A notice of detention will be sent home to the parents of a student who has been issued a detention. The student must return the notice of detention signed by a parent the following day to their homeroom teacher.

Attendance at the assigned detention is mandatory. Detentions must be served on the date assigned, regardless of extracurricular responsibilities or activities. Any student who fails to report for an assigned detention will be reassigned the detention missed and be given an additional day of detention. Absences from detention may result in suspension.

Requests for rescheduling an assigned detention date must be made in writing by the student's parent to the school administration one day prior to the date the student is required to serve the detention.

### **Community Service**

Community service is intended for students who have committed an infraction of school policy. Students assigned to community service are to report to the school office at the assigned time. Students performing community service will work on the school grounds for 1 hour picking up trash, doing light landscaping, cleanup work (i.e., pulling weeds, sweeping sidewalks, cleaning desks, emptying trash containers, etc.), and other work as needed or determined by the school staff. Failure to report for community service will result in a reassignment of the community service and an additional day. Absences from community service may result in a suspension.

### **Suspension**

Suspension is the removal of a student from participation in the normal course of school activities. CCCS considers suspension to be a serious disciplinary action, which is imposed only when other means of correction have failed to bring about the desired change in behavior. All suspensions will be preceded by a conference with the student and school administrator in which the student will be informed of the reason for the suspension and evidence supporting that decision. Parents will be notified by phone or in person by school administration, at which time the parents will receive all the pertinent information regarding their child's suspension.

The school administration will determine the location, length, and conditions of suspension based upon the severity and frequency of the problem.

A student may be suspended on a first-offense basis if the student's actions or presence cause a danger or threatens the health, safety and/or welfare of other persons, or disrupts or distracts from the educational process.

Students who missed schoolwork due to a suspension will not be allowed to make up any of the missing work.(which includes class work as well as homework) for the duration of the assigned suspension.

### **Disciplinary Probation**

CCCS will not tolerate students who disrupt the school's academic program. A student, therefore, can be placed on probation for various disciplinary reasons. Students may be placed on disciplinary probation by the school administration for willful or repeated disobedience, disregarding and/or violating classroom or school rules, policies and/or the guidelines stated in the Parent/Student Handbook, disrespect toward school authority or fellow students, and/or causing property damage or vandalism.

The school administration will determine the length of the probationary period. A plan for improvement in the student's behavior will be developed at a parent and student conference with a school administrator. If the desired improvement is not apparent by the end of the probationary period, the student may receive more severe disciplinary action, such as suspension or expulsion from the school.

Any further incident involving a student on disciplinary probation that requires intervention by a school administrator may result in the student's expulsion from the school. If the student does not receive any further disciplinary action from the school administration during the probationary period, the student will be taken off disciplinary probation.

## **Expulsion**

Expulsion represents the most extreme form of disciplinary action. Expulsion will occur when it becomes apparent that a student is not able to meet the requirements of the school or the student's behavior is preventing classroom instruction. A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance, and/or serious or repeated violations of the provisions of the CCCS Parent/Student Handbook. The duration of expulsion shall be for a maximum of 12 consecutive months from the date the expulsion is issued, after which time the student may apply for re-entry to the school.

The parent and student have the right to appeal an expulsion. The person making the appeal must submit a written statement outlining their position to the school board, who serve as the Board of Appeals.

## **Student Dress Code**

### **General Guidelines**

Dress and grooming should be characterized by neatness, moderation and modesty. ***\*CCCS reserves the right to determine what is immodest, immoderate, extreme or otherwise unacceptable in clothing and hair style. CCCS reserves the right to determine if a student's attire or hair style is causing undue or excessive attention.***

### **Dress Code Guidelines for ALL Students:**

1. Hair is to be clean and neat avoiding extreme fads. Hair color may be only that of a natural hair color.
2. Hygiene is crucial. Students are expected to be clean as to their person and clothing.
3. Hats are not to be worn at any time inside the building. Bills on baseball-style caps must be worn in the forward position (over the forehead).
4. Shoes must be safe, practical, and worn at all times. Slippers are not permitted.
5. Garments that are cut-off or torn, including tattered style pants, are not permitted
6. Undergarments must be worn inside outer garments and must not be visible on any student.
7. Clothing with suggestive or inappropriate writing, slogans, pictures, emblems, or logos that are contrary to God's Word or a Christian lifestyle are not permitted. Clothing that displays words with suggestive double-meanings are not allowed.
8. Visible tattoos are not permitted (including stick on, Henna, etc..)

### **SECONDARY SPECIFIC STUDENTS:**

#### **Dress Code for Male Students**

1. Pants and shorts are not to be excessively\* tight, or overly sagging or baggy. Pants or shorts that fall below the hip bone must be worn with a belt buckled above the hip. The fullness of pants and shorts must not interfere with normal school activities. Pants and shorts must be worn sufficient to conceal undergarments at all times.
2. Earrings and body piercings are not allowed.

#### **Dress Code for Female Students**

1. Make-up should be neat but not excessive\*.
2. Jewelry is to be in good taste and worn with moderation\*.
3. Body piercing is not allowed.
4. Shoes with spiked heels are not allowed.
5. Shoes with wedge heels over 4" are not allowed.
6. **Shorts** that are modest **and have at least a four-inch (4") inseam in length** are acceptable provided that when seated they rest no shorter than mid-thigh.
7. **Dresses and skirts**, and slits in all dresses or skirts, **may not be more than five inches (5") when kneeling.**
8. Dresses and skirts must be loose fitting enough to provide modesty when sitting, walking up stairs, or casual activity. When seated, a dress or skirt must be mid-thigh in length.
9. Leggings are acceptable only when the tunic top that is worn meets the 5" rule or a skirt (not sheer) is worn over the leggings that meets the 5" rule. (No spandex leggings) (Top must not be form fitting)
10. Blouses must be long enough to prevent revealing or exposing any midriff. No revealing, sheer or see-through, tight-fitting, or fish-net type blouses or tops may be worn. Crop-tops, halter tops and off-the-shoulder blouses or tops without any back are not permitted.



11. Razor back tops must have two inches straps front to back; Razor tops are not permitted without two inches straps front to back; tank tops and/or spaghetti strap shirts with less than two inch (2") straps, may not be worn unless worn with a non sheer cover up.
12. Necklines of blouses and tops should be modest and not low enough to expose any cleavage or undergarments. Necklines should not gap or hang open when the student bends over.

### **ELEMENTARY SPECIFIC DRESS CODE:**

#### **Male Students**

1. Pants and shorts are not to be excessively\* tight, or overly sagging or baggy. Pants or shorts that fall below the hip bone must be worn with a belt buckled above the hip. The fullness of pants and shorts must not interfere with normal school activities. Pants and shorts must be worn sufficient to conceal undergarments at all times.
2. Earrings and body piercings are not allowed.

#### **Female Students**

1. Make-up is not permitted for elementary students..
2. Jewelry is to be in good taste and worn with moderation \*.Hoops and dangly earrings pose a safety hazard during recess play and are not to be worn.
3. Body piercing is not allowed.
4. Sandals with heel straps are allowed.(Shoes with heels are not permitted to be worn)
5. Shorts that are modest and have at least a four-inch (4") inseam in length are acceptable provided that when seated they rest no shorter than mid-thigh.
6. Dresses and skirts, and slits in all dresses or skirts, may not be more than five inches (5") when kneeling.
7. Dresses and skirts must be loose fitting enough to provide modesty when sitting, walking upstairs, or casual activity. When seated, a dress or skirt must be mid-thigh in length.
8. Leggings are acceptable only when the tunic top that is worn meets the 5" rule or a skirt/dress (not sheer) is worn over the leggings that meets the 5" rule.(No spandex leggings)
9. Blouses must be long enough to prevent revealing or exposing any midriff. No revealing, sheer or see-through, tight-fitting, or fish-net type blouses or tops may be worn. Crop-tops, halter tops and off-the-shoulder blouses or tops without any back are not permitted.
10. Razor back tops must have two inches straps front to back; Razor tops are not permitted without two inches straps front to back; tank tops and/or spaghetti strap shirts with less than two inch (2") straps, may not be worn unless worn with a non-sheer cover up.
11. Necklines of blouses and tops should be modest and not low enough to expose any cleavage or undergarments. Necklines should not gap or hang open when the student bends over.

The dress and grooming code applies to all student activities (i.e., field trips, sporting events, school plays, graduation, banquets, etc.) *on or off campus*. At special school functions and field trips, off-campus modifications to the dress and grooming code may be given by the administration. This code will also be applied to any summer school-related activity.

#### **Dress and Grooming Code Violations**

Any student arriving at school inappropriately dressed or groomed will be detained in the school office. A school administrator will counsel the student for appropriate action to correct the problem. In addition, the student's parents will be contacted to discuss the problem and the student will be required to wear school-provided clothing for the remainder of the school day( secondary students only). A disciplinary note will be sent home for parent's signature. If a student is detained in the office while waiting for appropriate clothing, any class missed will result in an "unexcused" absence.

Any further violation of the dress and grooming code will result in more serious disciplinary action at the discretion of the Principal. *In all cases, the judgment of the school administration regarding **any** questionable dress, grooming or appearance of any student is final.* We desire to maintain high standards in all areas of school life. The administration may ask a parent who does not support or cooperate with school guidelines, or a student who consistently refuses to obey, to withdraw from the school.

## **Student Relationships**

CCCS encourages the development of healthy, wholesome relationships which honor the Lord. Students involved in relationships should maintain a godly example in speech, conduct and purity at all times. Students are to refrain from public displays of affection on campus and at school-sponsored activities. Kissing, hugging, handholding, and other forms of personal affection are not permitted on campus or at school-related activities.

School staff and administration will handle inappropriate behavior on an individual basis. Inappropriate social contact or displays of personal affection will result in disciplinary action.

## **Harassment**

CCCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. CCCS believes that students have the right to learn in an atmosphere which is most conducive to the achievement of their fullest potential. As such, guidelines have been established to help students discern when the line between playful interaction and disrespectful behavior has been crossed.

Sexual harassment of students, whether verbal or physical and whether engaged in by school employees or other students, is unacceptable and will not be tolerated. Sexual harassment is defined as any type of unwelcome or unwanted conduct of a sexual nature, including sexual advances or requests for sexual favors, committed by any employee or student of CCCS. Specifically, sexual harassment includes, but is not limited to, the following:

**Verbal Harassment:** making personal inquiries of a sexual nature; offering sexual comments regarding a person's anatomy or clothing; repeatedly requesting dates and refusing to accept "no" as an answer; making sexually offensive jokes, stories, language, teasing, epithets, or slurs; making sexual flirtations or propositions; making "off the cuff" comments, such as referring to a female as "babe", "honey", or "sweetheart"; asking questions about another's sexual conduct; and, creating a hostile and offensive environment.

**Non-verbal Harassment:** prolonged staring at another person, presenting unwanted personal gifts, throwing kisses, making sexual gestures with lips or hands, creating, posting, or distributing sexually offensive or suggestive writings, posters, cards, cartoons, graffiti, drawings, objects, or gestures, displaying sexually suggestive objects; and, any action that creates a hostile and intimidating environment.

**Physical Harassment:** sexual coercion or unwanted physical contact; unwelcome or offensive touching of another individual's hair, body or clothing; undesirable physical acts toward another, such as hugging, kissing, stroking, patting, and massaging another's neck or shoulders; impeding or blocking of the path of travel or movement of an individual; any act of retaliation against an individual who participates in the investigation of a sexual harassment complaint.

Students who feel they have been harassed should immediately contact a school employee or administrator, or a church pastor. Students who observe harassing conduct are encouraged to report the matter to a school employee or administrator, or a church pastor. All complaints will be investigated promptly.

Every effort will be made to protect the privacy of the parties involved in any complaint. The school reserves the right to fully and completely investigate every complaint, and to notify the student's parent/guardian and appropriate officials as the circumstances warrant. It is the school's policy not to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or who has testified, assisted with, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

When a school employee or administrator, or a church pastor receives a complaint, they will immediately inform the principal, who will direct an impartial investigation. If the investigation confirms the allegations, prompt corrective action shall be taken and the individual who suffered the harassing conduct and their parent/guardian, shall be informed of the corrective action taken. Any student found to be responsible for sexual harassment in violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion from CCCS. The severity of the disciplinary action will be based upon the circumstances of the violation.

## **Miscellaneous Lifestyle Information**

CCCS understands that students may express themselves with artistic expressions on their personal property. Such expressions (drawings, writings, photographs, stickers, and other similar items on bookcovers, notebooks,

backpacks, vehicles, etc.) must be appropriate and reflect what is considered to be true, honorable, right, pure, lovely, and of good repute (Phil. 4:8). Personal property with inappropriate expressions or items will not be allowed on campus until the student has removed or corrected the inappropriate expressions.

### **Electronic Devices:**

#### **Cell Phones:**

#### **ELEMENTARY STUDENTS:**

Elementary students are not permitted to bring electronic devices and/or cell phones to school.

#### **SECONDARY STUDENTS:**

Cell phones must be turned off prior to entering any building on campus. Cell phones may not be used during the hours of 8:00a.m-3:00p.m. with the exception of during lunch. If a cell phone is out or is in use during school hours, it will be confiscated and students may pick up their phones at the end of the next school day. Repeated violations may result in the cell phone being confiscated for longer than 24 hours and/or the student forfeiting the privilege of having the cell phone on campus. **Phones may not be used to play music/video games.**

#### **Laptops/Computers:**

Only CCCS approved Laptops computers are permitted on campus. Electronic devices are permitted to be used for classroom purposes only. It is the responsibility of the student to ensure that their computers are secured at all times. CCCS will not be responsible for any lost/stolen electronic devices.

## ***Opportunities for Parent Involvement***

Parent involvement is critical to CCCS's overall effectiveness. These are some of the many ways we encourage parents to participate in school activities:

**Fund-Raising** – We do not ask or expect the students to participate in school-wide fundraisers without their parents' involvement. Parents, not students, are the ones with the contacts who could potentially purchase the products and services sold in these school-wide fundraisers. The way in which parents participate in school-wide fundraisers is by presenting the products and services to their co-workers, friends, neighbors, and relatives. Fundraisers from outside sources are not permitted on campus.

### **Volunteering**

**Chaperoning** – Parents are needed to volunteer as chaperones for school-sponsored field trips and other activities. Parent volunteers provide the added supervision required for these extra-curricular activities. If interested, please come into the office and request the application form for chaperones.

**Classroom Activities** – Parents' assistance is greatly appreciated in the classroom, especially for special activity days like art or craft projects, rehearsing for chapel presentations, the school Olympics, etc. Please communicate directly with your student's teacher(s) to volunteer in their classroom activities.

**Elementary Yearbook**- Parents' assistance with taking, collecting and maintaining photos of the various elementary activities.

**Transportation** – Parents are needed to provide transportation to off-campus events. Please check with the office to volunteer as a driver to these special events.

## ***Health and Safety Issues***

## Distribution and Consumption of Medication

Students are not permitted to keep any medication, including self-administered drugs [i.e., asthma inhalers] and non-prescription medication [i.e., aspirin, Tylenol, Advil, Motrin] in their possession. Parents must bring all medications for their student's use to the school office. The school nurse will verify the description of the prescription and quantity of medication. All prescription medications must be brought to the school office in the original container as delivered by the pharmacy. At the end of the school year, parents should pick up any unused medications from the school office. Any medication left in the school office after June 30 of each school year will be properly disposed of by the school.

## Safety Issues

Procedures have been established to evacuate the buildings in case of fire, earthquake, or other emergency. The exit plan is posted in each room and teachers will inform students of the proper procedures for each emergency. Students are expected to become familiar with these instructions so that all drills can be conducted with a minimum of confusion. Fire and earthquake drills are held periodically, in compliance with state educational code.

If a student is injured on campus, the student should immediately report the injury to a teacher, instructional aide, or administrator. CCCS office personnel will render first-aid to injured or ill students. All CCCS staff members have received first-aid training and are certified to administer CPR.

If a student becomes ill and does not feel well enough to stay in class during school hours, the student should request from their teacher a hall pass to the nurse's office. The school nurse will assess the student's illness and, if necessary, contact a parent to arrange for the student to go home. The school nurse must evaluate students who are ill before they can be released from school to go home. Students may not declare themselves ill, call home, and be released from the classroom. Students are released only from the office to a parent or other person who is specifically designated on the school emergency form. Students are not permitted to leave the school grounds due to injury or illness without the permission of a parent and notification to the school administration. Any student who leaves the school grounds due to injury or illness without the permission of a parent and without notifying the school administration will be considered truant.

## Driving Safety

Students and parents are expected to practice safe driving at all times while on the school grounds. Vehicles are to be driven in a safe and courteous manner and within the established traffic patterns. The school speed limit is 10 miles per hour at all times. To ensure a safe campus, the school administration reserves the right to temporarily or permanently revoke on-campus driving privileges of any person who fails to adhere to the school's driving policies and/or if unsafe or reckless driving is observed.

Please remember:

- Follow the instructions and directions of school staff.
- Watch out for children!
- Never drive over or remove cones or barricades.
- If you must stop for any reason other than to drop off your child, please park in the parking stalls.
- Never pass the car stopped in front of you in the drop off area.
- Park only in designated areas.
- No parking is allowed beyond the gate which is designated for employee parking only.

## Student Drivers

All students who desire to drive and park on school property must register their driver's license number, vehicle license number, and proof of insurance with the school office. Students authorized to drive and park on school property must possess a valid driver's license and be covered under an automobile liability insurance that meets the minimum California state insurance requirements. Students must wear their seatbelts at all times while the vehicle is in motion. At no time may any student ride on the outside of a vehicle.

If a student demonstrates unsafe driving conditions, i.e., excessive speed, reckless in any capacity, the following consequences will take place, but not limited to:

- 1<sup>st</sup> Offense-Student will be issued a warning
- 2<sup>nd</sup> Offense-Student will incur the loss of driving privileges for two weeks (ten school days)
- 3<sup>rd</sup> Offense-Student will lose their driving privileges for the remainder of the school year.

Students are not allowed to leave campus in a borrowed vehicle or to ride with anyone other than the student's

parents or immediate family (as designated on the emergency form in the school office), unless other arrangements have been made with and permission granted by the school administration. Students are not allowed to ride with any other student without permission from the parents of the driving student and the passenger student and from the school administration.

Students are to park only in the designated student parking area. Parking along any red painted curb is prohibited. Students are not allowed in the student parking area during school hours without permission. Therefore, items needed during the school day (such as jackets, sweaters, lunches, P.E. attire, and athletic gear) should not be stored in the student's vehicle. Vehicle radios and sound systems must be played softly so that they can not be heard from the school office, classrooms, or church.

Student vehicles are to be locked at all times while parked on the school grounds. The school does not assume any responsibility for damage, vandalism, loss, or theft of any vehicle or personal property kept inside a vehicle. Driving and parking on campus is a privilege and is provided as a convenience to parents and students. Any student who violates the driving and parking policies may temporarily or permanently lose his/her privilege to drive and park on campus.

## General Information

### ***Campus Hours***

**The school office is open from 7:30 am to 3:30 pm, Monday through Friday.** The financial office hours are from 10:00 a.m. to 4:00 p.m., Monday through Thursday; the financial office is closed on Fridays.

Students are permitted to be on the school grounds at 7:30 a.m. School hours are: Elementary-Monday-Friday from 8:00 am - 2:45 pm; Secondary-Monday-Thursday from 8:00 a.m. –2:45 p.m. and Friday from 8:00a.m.- 12:00p.m; Minimum day ends at 12:00p.m.

### ***Campus Visitors***

Guests and visitors are welcome to visit CCCS. All visitors to the school grounds must follow proper check-in procedures. All guests and visitors must register at the school office before beginning their visit. **Guests under the age of eighteen must be accompanied by their parent/guardian.** Visitors must adhere to CCCS dress code and all relevant provisions of the Parent/Student Handbook. Guests and visitors must wear an approved "Visitor Pass" at all times while on campus. The Visitor Pass must be visible to the teacher when entering the classroom and removed upon signing out from the school office.

### ***Change of Address***

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you change jobs during the course of the year, please provide the school office with your new work address, phone numbers, e-mail address and any other contact information.

### ***Chapel***

Chapel is an important part of student life at CCCS. Chapels are scheduled on Fridays and include a time of corporate worship, messages from Christian speakers, films, videos, musicians or drama groups. Chapel attendance is required and students are to come expecting God to speak to them.

### ***Day Care***

CCCS provides on-campus supervision, known as Extended Day Care (EDC), for an additional fee as a service to the parents of students enrolled in CCCS. It is our desire to provide a safe and enjoyable experience for your child before and after school. Extended daycare is available before school beginning at 6:30 a.m. and after school from 3:00 – 6:00 p.m. Please note the following procedures and policies:

- No student is to be left on campus prior to 6:30 a.m.

- Students arriving before 7:30 am must be signed into EDC.
- Students remaining on campus after 3:00p.m. will be signed into EDC.
- All students in EDC must be signed out by a parent or guardian.
- Every student must be picked up by 6:00 pm
- Any student who has not been signed in or out by parent/guardian will be charged an additional \$10 fee.
- EDC late pick up fees are posted in the EDC Registration Form.

### ***Delivery and Pickup of Students***

Students are to be dropped off at the red curb on the south side of the Education Building. Traffic patterns for dropping off students are identified by signs, barricades, and the direction provided by school staff. After school, the pick up procedure is to park vehicles in the parking lot. Parents pick up elementary students from their student's classroom; secondary students are released by their teachers. In order to ensure the safety of students, parents and staff, all drivers must comply with the established traffic patterns.

### ***Financial Responsibility***

As a self-supporting ministry of Calvary Chapel of Moreno Valley, CCCS pays all of its financial obligations out of registration and tuition payments. It is our desire to maintain low tuition rates, while being a good steward and witness to the vendors from whom we purchase our materials and supplies. It is essential, therefore, that parents be good stewards to us in turn by making prompt registration and tuition payments.

Annual tuition is to be paid in 11 monthly installments beginning August 1 through June 1. Please note that tuition is based on an annual rate. Therefore, the amount of each monthly installment has no relationship to the number of school days in a particular month.

All payments for registration and tuition should be mailed or delivered to the CCCS financial office located in the school office. Checks should be made payable to "Calvary Chapel Christian School" or "CCCS." Questions concerning accounts should be directed to the financial office.

Tuition payments are due on the 1<sup>st</sup> day of each month, beginning in August. Tuition payments are considered late if received in our office after the 5<sup>th</sup> (if the 5<sup>th</sup> day of the month falls on a Saturday, Sunday, or holiday, the payment will be considered late if it is not received in our office on the last school day prior to the 5<sup>th</sup>). A \$35.00 late fee will be assessed for any check (whether it is for payment of registration, tuition, or otherwise) that is returned by a bank for non-sufficient funds (NSF). The school financial office will notify parents in the event of a NSF check. Parents will have two (2) business days after notification in which to tender the registration, tuition or other payment and the NSF fee. Failure to tender the proper payment and the NSF fee may result in the parents being asked to withdraw the student(s) from school. If the school receives more than two (2) NSF checks from a family during the school year, that family may be required to make all further payments to the school by cash, money order, cashier's check, or by certified check. Once a tuition account becomes past due for failure to make a timely tuition payment, parents have 10 days to bring the account current or the parents may be asked to withdraw their child from school.

### **Cumulative Records**

Pursuant to California Education Code, Section 49063, parents and students are hereby given notice of their privacy rights. Federal and state laws grant students, over the age of 18 years, and natural parents, adoptive parents, or legal guardians of minor children certain rights of privacy and rights of access to view all personally identifiable written records maintained by CCCS.

Parents may view their student's cumulative records by making a written request to the school administration, upon which an appointment to view the records will be scheduled. Information that is alleged to be inaccurate or inappropriate may be removed upon written request by parents and reviewed by administration. Copies of a student's records are available to parents upon request. CCCS will charge a reasonable fee for any copies requested and provided to the student or parents.

When a student moves to a new school, records will be forwarded upon the written request from the new school. CCCS cannot give cum files to the student or parents. A copy of the withdrawing student's transcript will be

provided to the parents upon written request and processed within two business days. At the time of transfer, parents may review, receive a copy of, and/or challenge the records.

## ***Guidance Counseling***

CCCS offers the services of a guidance counselor to assist students and families who are seeking information regarding educational opportunities, financial aid information, and career opportunities. The school endeavors to provide each student with the appropriate information and guidance toward high school graduation, career options, or college entrance goals.

At the beginning of each school year, a freshman orientation night is scheduled for all freshmen and their parents in order to assist them in gaining an understanding with regards to the requirements of high school and colleges. In addition, individual guidance counseling appointments for students in 10<sup>th</sup>-12<sup>th</sup> grades are scheduled once a year. Additional appointments are available on request.

## ***Library***

Students are expected to maintain an appropriate library atmosphere of study and quiet at all times. Students are responsible for knowing library policies (which are posted by the librarian). Students who violate the policies may lose their library privileges. If a student loses, misplaces, or damages a library book, the student and parents will be expected to pay the full replacement value of the book.

## ***Lockers***

Secondary students will be issued a locker and lock at the beginning of the school year. Lockers are to be kept locked throughout the school day as well as after school hours. Only school-issued locks may be used on school lockers. Locks are the property of CCCS and are furnished to students by CCCS. Lockers must be cleaned out within 3 days after the last day of school. After that time, the school will discard all items left in the lockers. A \$25.00 clean-up fee will be charged for each locker that school employees are required to clean.

At no time are students allowed to go into another student's locker without permission, or to tamper with or alter another student's lock. Such behavior is considered vandalism and will be appropriately disciplined. Students should use caution to protect the security of their lock combination and are advised to not give the combination to their locks to other students. CCCS is not responsible for any stolen or missing property. In addition, **students are not permitted to adhere anything (such as stickers, stamps, etc.) to the outside or inside of any locker or anything that cannot be quickly or easily removed from the locker.** If a locker is damaged or defaced, the student and parents will be liable for the costs to clean, repair, or replace the locker.

Lockers are the property of CCCS and are subject to inspection by authorized school personnel at any time without prior notice. Students who misuse a lock or locker, or vandalize any lock or locker, may lose their locker privileges and face disciplinary consequences. All property belonging to the school, whether or not in the possession or use of a student, may be searched and inspected at any time, without notice, by authorized school personnel in the interest of maintenance, or for the health, safety and welfare of students. In addition, any student may, at any time and for any reason, be detained and personal property searched by authorized school personnel for any possessions that are illegal or contrary to the guidelines set forth in the Parent/Student Handbook.

## ***Lost and Found Items***

Items that are lost or found can be turned in or looked for at the school office. Valuables will be kept in the school office; clothing will be hung on a clothes rack outside the office.

## ***Lunch Off-Campus***

12<sup>th</sup> grade students may leave school campus for lunch. Before a student is allowed to leave campus, specific guidelines must be followed including signed permission from parent. Students interested in going off-campus for lunch need to contact the office for all pertinent information. All students leaving campus for lunch must comply with the school's dress code and behavior requirements. A student's off-campus lunch privileges may be suspended or revoked if the student violates driving laws, school rules, or for any other reason deemed appropriate by the school administration.

## ***Messages***

Students can receive messages at school by parents calling the school office to leave a message for the student. Do not call or text message students during school hours; it is expected that parents will notify the office and make any necessary arrangements for their child through the school office.

## ***School Closure Information***

If it becomes necessary for school to be closed on short notice or while school is in session parents will be notified either by e-mail or by phone call.

## ***School Photos***

Photographs will be taken of every student for an ID card and cumulative record purposes, regardless of whether or not the student or parent intends to purchase photographs. All CCCS students will be included in our school yearbook. Group photos and video recording may be taken at school functions or extra-curricular activities for promotional purposes.



