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WELCOME TO CALVARY CHAPEL CHRISTIAN SCHOOL!

This Grizzly Parent/Student Handbook has been designed as a tool to help familiarize you with our school and specific school policies pertaining to Calvary Chapel Christian School (CCCS). The guidelines have been prayerfully considered and established with the students' best interest in mind. The parent is required to read the Handbook carefully. You will be held accountable for everything written in this book. CCCS offers a Private Satellite School Program named the *Grizzly Academy* (GA). The guidelines provided in this Handbook also apply to all GA students.

MISSION STATEMENT

CCCS is a Christ-centered school that integrates the Word of God throughout all disciplines with the goal of sending disciples in the world to reach the lost with the Gospel (Matthew 28:19).

TRAINING THE CHRISTIAN LEADERS OF TOMORROW

Our purpose is to transform and train the whole person so that the student will develop according to the example of our Lord Jesus Christ to be a godly influence in the world (Matt. 5:13). As an extension of the Christian home, CCCS supports parents who seek to obey Biblical instruction, which gives them ultimate responsibility for the education of their children (Deut. 6:4-9).

OUR LIVING CURRICULUM

The CCCS teaching staff is highly qualified and thoroughly dedicated to helping each student achieve positive spiritual, mental and physical growth. CCCS is a ministry of Calvary Chapel of Downey. The purpose of the Christian school staff is to help fulfill God's commandment to parents and to the church: to train up the children in the fear and admonition of the Lord. CCCS is an integral part of the church. As our school is a body ministry of Calvary Chapel of Downey, all teachers and staff regularly attend church here. All staff and faculty have a personal commitment to Jesus Christ and will allow the Lord to minister through them by the power of the Holy Spirit.

OUR PHILOSOPHY OF CHRISTIAN EDUCATION

The CCCS philosophy of Christian education is based on the truth that God's Word is the standard for all truth, and that the Bible is the inspired, inerrant and authoritative Word of God. God has created and sustains all things. Therefore, the universe and man were created by God to glorify Him. Because of the sin nature, man cannot, through his own efforts, know or glorify God. It is only by accepting God's free gift, that man receives salvation through faith in His Son, Jesus Christ.

All policies of the school, philosophies of subjects, curriculum materials and teaching methods shall conform to our philosophy of Christian education. The Bible is the foundation and motivating force for all curriculums. Our primary goals and objectives include:

- To love the Lord our God with all our heart, soul and mind (Matt. 22:37)
- To glorify God in all that we do (1 Cor. 10:31)

- To Promote the maturity of our students in doctrine and practice (Eph. 6:4, Col. 1:28-29)
- To train our students in Christian service and ministry (2 Tim. 2:2)

The school is an extension of the family and also an extension of the church. In this capacity, we will promote this relationship of family, church, school and members of the body of Christ.

We believe that our priorities and those we teach should be in the following order: Commitment to Christ, family and school. Our belief is that God is sovereign now, in the past and in the future. We believe we have been created in God’s image and the Bible gives us moral principles to live by. We strive to meet all the needs of the student – physical, mental and spiritual.

OUR INSTRUCTIONAL PROGRAM

The philosophy of Christian education promotes high academic standards helping students achieve skills in creative and critical thinking using a Biblically based curriculum. The Bible is not only a separate academic subject, but must be the foundation and motivational force for all curriculums.

MINISTRY OUTREACHES

At CCCS we seek to reach out to students in various ways by providing an education which has a spiritual emphasis through weekly Chapels, biblical guidance, Bible studies, discipleship groups and prayer meetings. In addition, we also provide opportunities for students to reach out and serve their classmates, communities and the mission field.

6th Grade Spiritual Emphasis Camp – Rawhide Ranch

All 6th grade students are required to participate in this spiritually oriented camp. The goal is to establish solid leadership principles as the students devote time to the Lord through Bible instruction. 6th Grade Camp offers students the opportunity to grow in their faith while learning to be leaders experience of hands on learning and responsibilities. The fun packed camp includes horse riding, vaulting (gymnastics while riding on a huge horse), animal care (cleaning and grooming ponies, sheep, and other animals) and animal science classes, which teach campers about the incredible variety of creatures that GOD created. The cost of this student activity is added in the tuition contract. The fees for camp are non-refundable.

OUR SCHOOL MASCOT - GRIZZLIES

Grizzlies are known for their courage and strength. They are not known to hide when confronted, but rear up on their hind legs to get a better view of the situation. In II Sam. 17:8, the bear is described as being mighty in the defense of her cubs. As Calvary Chapel Grizzlies, we desire to be strong and courageous in the Lord Jesus Christ. “...we pray that you may walk worthy of the Lord, fully pleasing Him, being fruitful in every good work, and increasing in the knowledge of God; strengthened with all might, according to His glorious power...” (Col. 1:10-11 NKJV).

OUR SCHOOL ALMA MATER - CALVARY

*Faith and love have been the standard
With the cornerstone of truth
We have learned to trust in Jesus
Through the years at our dear school*

*Chorus: Calvary, We love you Calvary
As time goes by remember
We love you Calvary!*

*We have made some special friends here
That will last eternally
We won't always be together
So let's thank God for Calvary*

GOALS AND OBJECTIVES

Expected School Wide Learning Results (ESLR)

At Calvary Chapel Christian School, students will be provided with academic preparation in all subject areas, as well as with Biblical and Christian training, in order to defend their faith. Calvary Chapel Christian School will prepare its students to be:

- Spiritually Growing Individuals who have experienced the regenerating power of Jesus Christ and the Word of God through the work of the Holy Spirit in their lives, and who strive for the highest development of each of their God-given talents and abilities. (Eph. 1:3-4; Col. 2:6-7)
- Life Long Learners who demonstrate reliance on God, and set realistic personal and academic goals. (Rom. 12:3-8)
- Critical Thinkers who carry out problem solving skills from a distinctively Christian worldview. (Phil. 4:6-9)
- Effective Communicators who express themselves and their faith in worship, speaking, listening, reading, writing and mathematics. (Matt. 22:37)
- Servant Leaders who practice Biblical skills in developing godly relationships; able to be servants in a diverse environment and function effectively as Christians. Leaders who do not merely look out for their own personal interest but regard others as more important than themselves and are called to serve others in love. (Phil 2:1-5; Gal. 5:13)
- Healthy Individuals who understand their identity in Christ as a unique individual created in the image of God, and are physically, emotionally and spiritually fit, practicing good health habits and wise use of their body as the temple of God. (Rom. 12:1-2; 1 Cor. 6:19-20)
- Community Participants who understand God's influence in history and world events, and realize their need to practice responsible citizenship through community service. (1 John 3:16-18)

GENERAL INFORMATION

SOME FACTS YOU SHOULD KNOW

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 of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletics, and other school-administered programs. CCCS acknowledges that there is no preferential treatment with God (Acts 10:34-35).

CCCS is a member of the Association of Christian Schools International (ACSI), the Association of Christian Teachers and Schools (ACTS) and Calvary Chapel Education Association (CCEA).

"**Grizzlies**" is the school mascot and cardinal and grey are our school colors. "**Solid Foundation**" is the name of the Elementary yearbook.

Parents are given the opportunity to actively serve within the school in a variety of ways. Please contact the School Office for additional information.

OFFICE HOURS

The CCCS office business hours are as follows

Monday through Friday:

7:30am – 3:30pm (unless otherwise posted)

SCHOOL HOURS

Elementary classes Monday, Tuesday, Thursday, and Friday begin at 8:00am and end at 2:45pm. "**Late Start Wednesday**": Classes begin at 8:25am and end at 2:45pm. Elementary students are not permitted to leave the CCCS campus without parental permission. The Chapel Cafe and Store are off limits to students before and after school, unless accompanied by a parent. Students on campus after 3:00pm must report to Daycare.

EXTENDED DAYCARE

Extended Daycare information is located in the "Parent Resources" section on our school website.

STUDENT DROP-OFF AND PICK-UP

So that we can keep morning traffic to a minimum, please drop your children off in the designated areas of their respective school. Parents who have children in multiple grades should drop off and pick up their students on the Elementary side. Jr. High and High School students are permitted to go to their classes from that area. Elementary students may not be dropped off or picked up on the Jr. High/High School side.

At no time should a child be dropped off in the middle of the parking lot. This is extremely dangerous as drivers may not be able to see small children walking in between the cars.

DONATIONS AND GIFTS

CCCS is a non-profit ministry. Annual tuition and fees cover the operating expenses. However, gifts, fundraising and donations cover all other expenditures. All cash gifts and gifts-in-kind are income tax deductible, as long as they are not designated for an individual. For information regarding proper procedure, please contact the School Office.

FUNDRAISING POLICY

Calvary Chapel Christian School hosts various fundraising projects during the school year. Fundraisers are crucial in offsetting costs not covered in our general operating budget. Families are required to participate in the fall and spring fundraisers each school year. Non-participation will result in a \$100 “buy-out” fee, per fundraiser, per family. Advance notice will be provided to you of dates and requirements.

FIRE AND DISASTER DRILLS

The Law requires that schools conduct fire drills. In keeping with recommended civil defense procedure, disaster drills also may be conducted. The teachers will discuss instructions for these drills with students. Students are expected to become familiar with these instructions so that all drills can be conducted in an orderly fashion. CCCS maintains armed security staff on the premises; lock-down drills will be conducted periodically as a safety measure.

LIBRARY

Our Elementary Library is an excellent source of research and reference. Our librarians are continually adding new items. Students are eligible to check out books after parents have signed and returned the “Elementary Welcome/Syllabus Letter Agreement”. Books are available on a checkout basis for varying lengths of time. Fines go into a special fund for additional library materials.

FOOD SERVICE

Elementary students may bring their own lunches from home or parents have the option of pre-ordering their student’s lunch. The monthly menu is sent home in Monday Folders prior to the beginning of each month and posted on the school website in the “Lunch Program” tab for your reference. Drinks and snacks are available in the Snack Shack. Parents dropping off lunches must make arrangements prior to the start of school with their child to pick up their lunch from the School Office.

HALL PASSES

Students are not to be out of class without a Hall Pass. Students found on campus during class time without a Hall Pass will be disciplined.

LOCKS AND LOCKERS

- All 6th grade students are assigned individual hall lockers. Students are issued their locker at the start of the school year.
- Students are **not to share their lock combination or locker with other students**
- Students are responsible for their lock and locker contents

- Students are encouraged to maintain a clean locker
- Students are **not** allowed to write in or on lockers, apply adhesive stickers, post magazine pictures, cut outs, or any other items in their locker that would in any way deface them or be deemed inappropriate by Administration. However, appropriate personal photos are permitted. Administration reserves the right to determine what is appropriate
- **Only locks distributed through the school may be used.** Locks not issued by the school will be cut off the locker
- There will be a charge for locks that are damaged or lost
- Any personal items or textbooks left unattended are at risk of being lost or stolen. Therefore, students are encouraged to use their lockers and to **guard their belongings wisely**

Please note that Administration reserves the right to search a student's locker or backpack (Search & Seizure). Violation of these standards will result in disciplinary action. Continued violations may result in losing the privilege of having a locker and further disciplinary action may be assigned.

LOST AND FOUND PROCEDURES

All personal belongings that have been turned in as lost will be kept in the Lost and Found bin outside of the Daycare Office. Lost items are marked with the date that they were received. Thirty days after the marked date, unclaimed items will be given to a ministry. Therefore, if you lose something, it is important to claim the item as soon as possible. For lost textbooks, please refer to the "Textbook" section of this Handbook. Personal belongings such as jackets, backpacks, books, and Bibles should be clearly marked with the name of the student.

SECURITY CAMERAS

Security cameras have been strategically placed throughout the campus for the safety and protection of our students, staff and parents. The addition of these cameras enables us to monitor and promote a safe environment for our student body.

TELEPHONE POLICY

The classroom telephone is for teachers' use only. Should a student need to call home in an emergency, they must obtain a Hall Pass from their teacher to go to the School Office and ask to use the office telephone. **Elementary students are not allowed to bring a cell phone on campus.** Use of cellular phones during school hours is prohibited and subject to discipline. An exception will be made if a doctor prescribes the need for a cellular phone for medical purposes or when emergency circumstances are present.

iPAD USE POLICY

There are specific guidelines in place for using school-owned iPads in the classroom. Please refer to the "iPad Authorized Use Policy for Students" posted on our school website.

YEARBOOKS

Yearbooks will be distributed to students during the last week of the school year. The cost of the yearbook has been included in tuition.

Students who deface or write inappropriate remarks in another student's yearbook will be subject to disciplinary action and may be required to replace the damaged yearbook.

Your child's name and photograph will be published in the yearbook and may be published in various school promotional materials, fundraising publications, or social media pages such as *Facebook*.

ADMISSIONS

CCCS admits students that are committed to personal, intellectual and spiritual growth. To be considered for admission, the applicant and the primary parent must be born-again Christians who exhibit fruit of this in their daily walk; including weekly church attendance. Parents or legal guardians of all prospective students should be aware of the admissions procedure when applying for student enrollment in our school.

ELIGIBILITY

Parent Qualifications

We believe the Bible mandates that the primary responsibility of each student's education rests with the parents. We view the school's role as one of partnership with the parent(s) in this endeavor. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. In order to establish and maintain a successful partnership, it is essential that parents be in agreement with the philosophies and intentions of the school. If, at any point during the school year, you, as the parent, find that you are in disagreement with the philosophy standards or administration of the school, you should make every effort to work with the administration for a solution by practicing the Matthew 18 Principle. [The Matthew 18 Principle for Solving School Problems (summary): In Matthew 18:15-17, Jesus taught clear principles for solving people-to-people problems.]

- **Step one** - go privately, in humility and love to the person with whom you have a problem. If the matter is resolved, forgiveness and reconciliation will take place.
- **Step two** - if the individual will not hear you, bring one or two witnesses and approach the individual in a spirit of prayer and humility. With godly people seeking God's counsel, most situations are resolved. If the problem is not solvable through the aforementioned steps, then a school Administrator may be brought into the situation.

This is the Lord's way of solving people-to-people problems. A detailed pamphlet of "The Matthew 18 Principle" is available in the School Office. If a harmonious solution cannot be reached, your student(s) may be dis-enrolled from the school.

Church Requirements

To assist in the development of the Christian character and a Christian lifestyle, we require the primary (custodial) parent whom the child lives with to be born-again and attend an evangelical, Bible believing Christian church on a weekly basis. Weekly church attendance by parents and students go hand-in-hand with church and school goals. The teaching of the Bible is approached with the emphasis on the inerrancy of the original Scriptures, the need for salvation through faith in Jesus Christ, as personal Savior and the ministry of the indwelling presence of the Holy Spirit enabling the Christian to live a godly life.

Student Qualifications

Students applying for admission to CCCS must pass a grade level entrance exam to assure the academic and maturity level of the student.

RE-ENROLLMENT PROCESS

Re-enrollment is available online after a specified date. Parents will be notified once re-enrollment is available. We do not automatically re-enroll students. Re-enrollment can be completed online.

TUITION

It is our commitment to keep tuition rates and operational costs as low as possible, yet reasonable enough to secure and retain quality teachers, staff and educational materials for your children. Every family is given a contract agreement to sign that states the total amount of tuition due for the entire school year. Parents have the option of paying in full or electing a monthly payment plan.

Prior to contract signing, the parent and the student must meet the eligibility, qualifications and church requirements as stated previously. **The custodial parent is responsible for the payment of all fees and tuition**, regardless of who makes the payments. Notification of non-payment of tuition, fees and other charges, as well as NSF checks, will be addressed to the custodial parent.

In a joint custody situation, the custodial parent is responsible to furnish all court documents to the school that prove legal and physical custody of any student attending the school.

All payment is collected by *Smart Tuition*. For general or specific questions regarding your account, you may contact them directly at (888) 868-8828, 24 hours a day, or via email at parents@smarttuition.com. Their website is www.parents.smarttuition.com.

Families with more than one child enrolled at CCCS will receive a tuition discount. The discount applies to the total, combined tuition only. Full tuition is charged from the oldest to the youngest child. Discounts are based on the total number of students enrolled. Current discount schedules are available in the School Office.

SUPPLIES

Each student is required to bring his/her own supplies to class each day. The "Elementary School

Supplies List” is posted on our school website under “Parent Resources”. Most supplies can be purchased from the CCCS Grizzly Corner.

FEES OTHER THAN TUITION

Textbooks

All textbooks are ordered by parents directly through an online ordering service. There are no book fees paid directly to the school. In the event a textbook is lost, the student should report it to the School Office and obtain ordering instructions. Parents are responsible to order a replacement book through our online textbook provider in a reasonable time frame as their student’s grades will be adversely affected without the necessary textbooks. Students may not start school without textbooks.

Miscellaneous Fees

Miscellaneous Fees are detailed on the *Tuition and Fee Schedule*, available for reference on our school website and in the school office. Sixth grade sports fees are also made available in the school office per season and emailed home as well.

FINANCIAL AID

Programs including financial aid are available to qualified families. Please contact the School Office for more information.

SPONSORSHIP FUND

Calvary Chapel of Downey offers Financial Aid to assist families in need of financial help for school attendance. Funds come from two sources: individual donations and money allocated by the Church Board. The Board awards sponsorship help to those most in need until all funds are expended. Sponsorship applications and further information are available in the School Office; the deadline is upheld.

WITHDRAWAL PROCEDURE

A student that is transferring from CCCS to another school should inform the School Office at least one week prior to withdrawal. This will help expedite the transfer of appropriate files to the next school. A “CCCS Withdrawal Form” will be completed for the transferring student. A copy of the withdrawal form will be given to the parent officially completing the withdrawal process. When the student withdraws prior to the end of the semester, they will receive exit grades only, not semester end grades. The outstanding balance on the account must be paid in full for the withdrawal process to be completed. Registration fees and other miscellaneous fees will not be refunded.

EMERGENCY AND HEALTH PROCEDURES

The Daycare Office offers first-aid to all injured or ill students. If a student is injured on campus, the student should report this injury to a teacher, Administrator or Daycare worker immediately. If a student becomes ill during school hours, the student should request a Hall Pass from their teacher to go to the School Office.

If a student needs to leave campus, the parent will be contacted to come in to the School Office to sign their student out. Parents may designate an authorized person (I.D. required) to pick up their student for them. In the event that the student leaves campus due to illness without first signing out at the School Office, the student will be considered truant.

If a student is taking medication of any kind (including aspirin and all other prescription and non-prescription medications), the medication must be brought to the School Office. The procedures listed below will be followed:

1. Parents will complete the “CCCS Emergency Information/Medication Request Form” included in their enrollment packet.
2. Parents/guardians of students with ongoing medical conditions are required to disclose all relevant information to enable the Administration to determine if CCCS is equipped to provide qualified medical care for the student. (Please Note: CCCS does not have licensed medical personnel on staff.)
3. Parents will provide their child’s prescription medication in the original containers with the directions and the student’s name clearly visible on the container. This medication will be recorded in the student’s Medication Log by the Office Staff, and distributed as directed by the physician’s instructions. Time and dosage will be recorded when administered.
4. Non-prescription drugs may be administered to the students by the Office Staff on an “as needed” basis, according to the agreement signed by the parent on the “Emergency Information/Medication Request Form”. All medications will be administered by Office Staff and will be recorded in the Medication Log.
5. In the event that a student requires non-prescription medication not documented on their Medication Log, the parent may give permission per telephone or fax to the school. Date and time of permission given will be documented.
6. A doctor’s certificate stating the need for a student to use an inhaler at school, along with permission from a parent/guardian, is required by the School Office. It is recommended the student administer his/her medication in the presence of a staff member. The staff member will then notify the office, where the dosage and time will be documented.
7. Any student returning to school after a communicable disease must have a doctor’s clearance note before attending classes.

ACADEMICS

ACADEMIC GRADES

Progress Reports

Progress Reports are posted on the “Parent Portal” once each quarter of the school year. Teachers commending the student for outstanding work or to communicate the need for improvement issue these reports.

Quarter Grades

Quarter Grades are an evaluation of the student's progress for an entire nine-week period. K-6th student grades are placed on the report card for each of the four quarters.

Report Cards

The academic year is made up of two eighteen-week semesters. Credit for classes is given on the basis of semester work grades. Report cards are reviewed at Parent/Teacher conferences, and are available for viewing on the Info Now Parent Portal.

Grading

The school's grading scale for K - 1st is as follows:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
O	Area not covered this quarter

The school's grading scale for 2nd - 6th is as follows:

A	Excellent	(100 – 90)
B	Above Average	(89-80)
C	Average	(79-70)
D	Below Average	(69-60)
F	Failure	(59-below)
I	Incomplete*	

* An "Incomplete" is given only when there are justifiable reasons for the work to be late.

ACADEMIC/BEHAVIOR PROBATION

Administration has the option of placing a student on a Conditional Probation Contract for such problems as attitude, behavior, excessive absences/tardies and homework. Administration will make final decisions concerning probation and eligibility.

Following removal or withdrawal from the school for academic/behavior reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:

- The student must be in good standing at the current school attending
- The student received no grade lower than a "C" in any subject
- The student can satisfactorily pass the Curriculum Readiness Test
- (Administration reserves the right to place a re-enrolling student on academic/behavior probation.)

TESTING POLICY

Tests are a regular part of academic measurement. Tests are cumulative in nature and

comprehensively cover all the facts, skills and concepts covered in the curriculum taught.

ACHIEVEMENT TESTS

Stanford Achievement Tests (SAT's) are administered to all K-6th grade students each year in order to help parents and faculty evaluate their progress. These tests are mandatory. **Parents please note: The SAT test is not the only assessment that evaluates the student's progress or indicates the successful learning atmosphere in the classroom.**

HOMEWORK REQUESTS

Any student, who has been absent **more than one day**, may request homework from their teacher. Because of the teachers' schedule, please understand that there may be a one-day delay between the time of the request and a response from the teacher.

MAKE-UP WORK

Students who provide prior notification for an extended absence are to complete assignments that are agreed upon with student's teacher. Parents may be required to meet with the Principal. **Students truant from class or school (10 days or more) will not be allowed to make-up work and/or tests and exams missed during the truancy.**

Administration reserves the right to make decisions on a case-by-case basis regarding make-up work.

TUTORS

Contact the School Office for more information.

CUMULATIVE RECORDS

Pursuant to the Education Code of California 49061 and 49063, you are hereby given notification of privacy rights of parents and students. Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by CCCS must be granted to the legal parent of the pupil under the age of 18. Legal 'parent' means a natural parent, adoptive parent or legal guardian having legal custody.

CCCS does not have the legal authority to prohibit or restrict the natural parent's access to a student's records or physical contact with that student in relationship to a custody case unless the legal papers are on file with the School Office. The school can only carry out the instructions specified in the final custody papers, divorce decree, court order or restraining order.

If there are conditions, which prohibit either natural parent from physical custody of the student, it is the responsibility of the custodial parent who has legal custody to provide the school with the **proper documentation**.

Parents may receive a copy of any information in the records at a reasonable cost per page. Policies and procedures relating to types of records, kinds of information retained, persons responsible for records, directory information, access by other persons, review and the challenge of records is available through the administrative office. When a student moves to a new school, records will be forwarded upon the request of the new school. At the time of

transfer, the parent may review, receive a copy and/or challenge the records.

PROMOTION REQUIREMENTS

Promotion to the next grade shall be based on satisfactory progress and completion of the requirements of CCCS listed in each grade level's irreducible minimums.

CHAPEL

CHAPEL REQUIREMENTS

Chapel is an important part of campus life at CCCS. Students are required to attend Chapel and are expected to come desiring God to minister to them. Many of our students have come to a deeper commitment to Christ during chapel.

Allow God to speak to you and those around you.

ATTENDANCE

ABSENCES

The instructional program designed by each teacher is a progressive and sequential experience. Attendance is extremely important; therefore, CCCS discourages long extended absences. Permission must be obtained from an Administrator before the parent can contact their student's teacher(s) to obtain the work assignments for the period of the absence. Students who have excessive absences may be dismissed and/or not advance to the next grade.

Failure of a student to attend school will be considered an absence. Each absence will be considered 'excused' or 'truant.' An 'excused' absence is an absence with the knowledge and consent of the custodial parent and/or school staff.

Upon returning to school, students are to bring a signed and dated note from the parents detailing the nature of the absence. This will permit the student to return to class and will indicate to the teacher whether the absence is 'excused' or 'truant.' If a student returns without a note from their parent, they will be considered 'truant.' Elementary students should present the note to their teacher at the beginning of class on the day they return from being absent. If an Elementary student has 10 or more absences in a quarter, a letter will be sent home to the parents and a meeting with Administration may be required.

Please Note: A student who arrives to school between 8:20am-12:00pm is considered "½ day absent". The student must be walked into the School Office by the parent and signed in. A written note with the date and time of arrival will be required for the ½ day absence. Students who leave between 12:00pm-2:00pm will also be marked ½ day absent. Students must be signed out. *Wednesday Late Start: The above information also applies with the exception of a student who arrives to school between 8:45am-12:00pm is considered "½ day absent".*

Administration reserves the right to determine whether the absence is to be deemed **'excused'** or **'truant.'**

TRUANCY

'Truancy' is an absence without the knowledge and consent of the parent and/or school staff. This includes leaving school without permission before the end of the school day, or staying out of a class or an activity without permission. Such action will not be tolerated.

Possible consequences of being truant will include:

- | | |
|--------------------------|--|
| 1 st instance | Student is suspended for one day; parent is notified |
| 2 nd instance | Student is suspended for three days; parent and student meet with an Administrator |

All prior course work and homework assignments are due on the day the student returns to class. Students truant from class or school will not be allowed to make-up the work missed during the truancy, unless approved by Administration.

TARDIES

Tardies adversely affect the student and disrupt other students in the class. It is the parent's responsibility to see that their child is at school and in class on time. All students are expected to be in line on the blacktop at the time the line-up bell rings at 7:55am. School begins at 8:00am. A student will be marked tardy if they do not go into the classroom with the class.

Wednesday Late Start: The above applies with the exception of the line-up bell rings at 8:20am. School begins at 8:25am.

All tardies are considered 'unexcused' unless the student has a written excuse from his/her parent explaining the reason for the tardy, i.e. doctor/dentist excuse from the medical office. Extenuating circumstances (with a written excuse from his/her parent explaining the reason for the tardy) will be reviewed by Administration for approval. If tardies become excessive, Administration may conference with the parents. If a staff member detains a student, he/she will be given a Hall Pass indicating the reason for detainment.

CLOSED CAMPUS POLICY

Closed campus means that all students are required to remain on campus until the end of the school day. Students must be signed out by the custodial parent or authorized adult for off-campus lunches. (A courtesy note or call in advance would be appreciated in order to help the teacher plan for the day.) Administration will only grant approval when a student will be off-campus with his or her own parent or an adult given permission by the custodial parent. Administration requests that all personal celebrations be held after school hours so as not to disturb the academic goals of the school.

The parent must sign their child out and back in when the student returns to class on the same

day. A Hall Pass will be issued to the student returning to class. However, if the student must leave the grounds for a valid reason such as a doctor appointment, family emergency, etc., the student should bring a note to the School Office. The parent will be required to sign out their student in the School Office.

If the parent is not present, the student will not be allowed to leave campus with another adult unless the student has written permission from their parent authorizing the departure. A phone call may be made by the School Office to the custodial parent to verify this arrangement.

ON-CAMPUS VISITORS & VISITORS w/SCHOOL BUSINESS

All visitors with school business must check in and sign out with the School Office. Visitors will be issued a "Visitor's Pass", which must be worn during the entire visit. For the safety of our students, at no time will a visitor be allowed to be in the school hallways without a current dated Visitor's Pass. (Exceptions are made before and after school on rainy-day schedule.)

VISITING CLASSES

Parents and Adults

Visitors (parents/adults) are welcome on our school campus if both the Administration and each teacher to be visited have granted permission **at least one day in advance**. When making a request to visit, please be mindful that visitations interrupt the educational environment of the classrooms. The time allotted to visit must be approved by the Principal. Please be mindful that all visitors must meet the behavioral and dress code regulations at CCCS. Friends or students from other campuses will not be authorized to visit any CCCS student during the school day. This can be a classroom distraction and liability.

PARTIES / BIRTHDAY PARTIES

Invitations and fliers are permitted to be handed out on campus with the following circumstances only:

- If ALL students in the class are invited
- If ALL female (for a girls' party) or ALL male (for a boys' party) are invited

Please contact your child's teacher for assistance/instruction for distributing party invitations.

DISCIPLINE

SPIRITUAL LIFE AND CONDUCT

Each student should understand that attending CCCS is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to CCCS, the student indicates the desire to become a sincere, cooperative member of the student body. Elementary students will not be accepted into the school unless their parents have signed the Statement of Responsibilities agreement, provided in the enrollment and re-enrollment packet.

Spiritual growth is never the result of superimposed rules; therefore, CCCS standards of conduct are not designed merely to produce a pattern of outward conformity. Our school desires that students demonstrate by their conduct, an inward acceptance of Christ and an attitude of submission to His Lordship. It is our prayer that all students will be led by the Holy Spirit to live above the letter of the rules and standards. To produce an environment that will encourage these goals, CCCS expects every student and parent to demonstrate by attitude and behavior a life committed to following Christ. "Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." (1 Tim. 4:12 NKJV)

While attending CCCS, all students and parents are expected to follow the guidelines stated herein 365 days a year, on and off campus! This also applies to all GA students.

Christian Lifestyle

The custodial parent and CCCS student are expected to live by a scriptural standard of behavior that is consistent with the principles found in the Word of God. While enrolled at CCCS, students must at all times refrain from:

- The use of illegal drugs, alcoholic beverages, or any form of tobacco
- Involvement in immoral activities
- Swearing, telling inappropriate stories/jokes or using language unbecoming of a Christian
- Fighting or dangerous horseplay
- Vandalism or graffiti
- Possessing weapons of any kind on campus or at school events
- Acts of dishonesty, such as lying, stealing or cheating

Cheating may be:

- Copying someone's work to submit as one's own (including class work, homework or other assignments)
- Giving or receiving answers or stealing tests
- Plagiarizing, i.e. copying other people's material and not attributing it to them

Students who violate these standards will be subject to disciplinary action, which may include dismissal from school. Students should also make every effort to avoid compromising situations that might give the appearance of being involved in the above activities.

General Standards

In developing self-discipline, students shall be responsible for their own behavior. They are expected to obey all rules and regulations developed by the school for the orderly operation of educational and extracurricular programs. Students are personally responsible for:

- Showing respect for the rights and feelings of others
- Behaving in a way that helps create a positive learning environment
- Controlling behavior on campus and in hallways so that classes in session are not dis-

turbed

- Protecting and conserving all school property
- Maintaining good behavior both on and off campus and at school sponsored activities

In the interest of creating an orderly campus and Christian-based atmosphere, the following behavior is not permitted:

- Displaying on one's clothing or personal property such items as pictures or emblems which exalt groups/movements that are contrary to Biblical standards (This includes backpacks and lunch pails)
- Demonstrations of personal affection, i.e., familiar touch, holding hands, full frontal embraces, kissing, etc.
- Bringing or possessing on campus fireworks, firecrackers, matches, lighters or other flammable materials
- Knives or other objects that could inflict bodily harm
- Chewing gum
- Bringing electronic devices/games of any kind or magazines, except by Administrative permission.
- Tampering with or taking items from another student's desk, backpack, or personal belongings
- Running in the halls
- Horseplay (such as pushing, shoving, slapping, grabbing and pulling on clothing or backpacks, etc.)
- Bullying and teasing

Classroom Environment

In order to maintain a classroom environment that allows for maximum learning, the teacher establishes those standards they deem necessary. However, the following standards are for all classes and Chapel:

- Students must always demonstrate respect for and cooperation with teachers and classmates
- Students will be on time to each class and prepared with the necessary materials and mental attitude, which indicates a readiness to learn
- Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable
- Personal grooming is inappropriate during class sessions and is not permitted
- Students leaving class for any reason will be issued a current dated Hall Pass that must remain in the student's possession while the student is out of class
- Food, beverages and gum will not be permitted during class time
- Students may not be in classrooms or offices unless a teacher or staff member is present

- The teacher's desk, computer, keys, briefcase, grade book, and other belongings are personal property and will be treated as such by students.

HOW MISCONDUCT IS HANDLED

When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change and improvement necessary to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher. Parents are first encouraged to make an appointment to speak with their child's teacher or the Daycare Supervisor (if the misbehavior was during Daycare) to address their concern. (See Matt. 18 principle on page 11 of this handbook)

During the first week of school, your child's teacher will post on the Parent Portal a complete packet of information regarding our discipline policy and procedures for the current school year. This information will require a parent signature insuring that you have read and understand the policy and procedures.

Methods of maintaining student discipline at CCCS may include one or more of the following at the teacher's discretion:

- The teacher and student will have a meeting regarding the misbehavior
- The teacher will make telephone contact with the parents
- A Parent Notification of Behavior will be e-mailed
- The teacher may assign a consequence to the student
- The teacher may lower the citizenship grade
- The teacher may request a conference to include the parent, teacher, student and Administration
- Time out, loss of recess, scripture assignments, suspension, "Letter of Understanding" or a Conditional Probation Contract may be used as part of the discipline procedure. Students may be expelled for continued violations of school standards, or if a single offense is particularly serious.

If, after a reasonable amount of time, the teacher feels that there is a continuing problem in behavior or attitude, the student will be referred to Administration for further disciplinary action. In the case of certain serious misbehavior, such as disrespect to teachers, student fighting or violations of the Christian lifestyle standards, students will be referred immediately to Administration.

Probation for Misconduct

The probationary policy at CCCS is a conditional testing period assigned to a student who fails to meet the standards of the school in his/her attitudes or behavior. A student who is placed on probation will have a designated period of time to demonstrate their ability to perform satisfactorily at CCCS. During the period of probation, the student is expected to improve their

conduct to the extent necessary to satisfy the staff and Administration that the student will benefit from continued enrollment at CCCS.

Individualized goals will be established for each student in the following areas:

- Spiritual Growth
- Attitude
- Citizenship
- Academic Progress

Expulsion

A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance.

Parent Interaction with Students/Parents

It is never appropriate for a parent to confront a student on campus about a behavior issue or incident that has occurred. The proper procedure is to talk with the teacher. The discipline of a student and the “fact-finding” process is the responsibility of the CCCS Administration and staff.

DRESS STANDARD

GENERAL GUIDELINES

Our Uniform Dress Standard and “Free Dress Day” Guidelines are posted in the “Parent Resources” section of our school website, cccsdowney.org.

TRANSPORTATION

CCCS does not provide bus transportation to and from school. We typically provide bus transportation for field trips.

DRIVING REGULATIONS (Autos and Other Vehicles)

We have an obligation to our neighbors and ourselves to drive carefully, courteously and safely at all times. **Obey the rules and the directions of the parking lot attendant/security.** Please note that the speed limit in the parking lot is 10 MPH. When dropping off or picking up students, please be sure to observe the speed limit, as well as other parking lot rules and procedures.

BUS, VAN OR CAR TRANSPORTATION TO FIELD TRIPS/EVENTS

When traveling to school-sponsored activities the maximum number of students in one vehicle is nine. Our buses are maintained to provide clean, safe transportation to the various CCCS activities. Care and conduct are essential to CCCS being able to provide this transportation. Parents who wish to drive their own child must sign-in and out with the teacher at the field trip.

Bus Guidelines

- No students are to be on the bus without the driver being present
- Eating, drinking or chewing gum is not permitted on the bus
- Students must remain seated at all times and have no part of the body extended outside

the bus. There should be no yelling or gesturing to persons outside of the bus

- Damage to buses or any other vehicles will be paid for by the one doing the damage
- Girls and boys are not to sit together or share seats on the bus
- Be certain that all trash has been disposed of properly

Parental Responsibility

- Parent must fully complete the “Field Trip Permission Form”
- Students must ride on the bus to the field trip/event
- It is not CCCS policy to allow parents to ride the bus. However, there may be an occasion when Administration will deem it necessary to allow a parent to ride the bus to help with supervision.
- Parents assume all responsibility for their child when the child does not report to school the day of the field trip/event to ride the school bus. Parents also understand that the child will be marked absent for the day.
- All students who ride the bus to the field trip/event must also ride back to school on the bus. Only with written permission from the custodial parent may a child leave with their parent from the event location. Parent assumes all responsibility for the child upon notification to the teacher that the student is departing.
- If the parent wants their own child to ride with them to the field trip/event, the student must be signed out in the School Office. The parent will then assume all responsibility for the child on the field trip/event (i.e. supervision, transportation home from the field trip, etc.).
- Parents may not drive other CCCS students to and from field trips/events.



Our school is a member of the Association of Christian Schools International (ACSI), Calvary Chapel Education Association (CCEA), the Western Association of Schools and Colleges (WASC), and the Association of Christian Teachers & Schools (ACTS)

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