



# **SECONDARY HANDBOOK**

Calvary Chapel Christian Middle & High School

*Preparing Students to Impact the World*

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**TABLE OF CONTENTS**

PHILOSOPHY AND PURPOSE ..... 4  
     Our Mission ..... 4  
     Our Purpose ..... 4  
     Our Philosophy ..... 4

EXPECTED STUDENT OUTCOMES ..... 5

OUR STATEMENT OF FAITH ..... 6

PLEDGES OF LOYALTY ..... 6

GENERAL POLICIES & GUIDELINES ..... 7

ATTENDANCE POLICY ..... 7  
     Absences ..... 7  
     Planned Absence ..... 7  
     Tardy Policy ..... 8  
     Truancy ..... 8  
     After School Care ..... 9  
     Drop off/Pick up Procedures ..... 9  
     Early Dismissal ..... 9  
     Closed Campus ..... 9  
     Classroom Visitors ..... 9

TECHNOLOGY AT CCCS ..... 10  
     iPad Discipline and consequences ..... 12  
     Internet Usage ..... 13  
     Digital Discipleship ..... 14

ACADEMIC STANDARDS ..... 15  
     Student Achievement ..... 15  
     Course Listing Prerequisites ..... 16  
     Honors Course Fees ..... 17  
     Course Map for High School ..... 17  
     Math Policy/NCAA ..... 18  
     Make-Up Assignments ..... 18  
     Biblical Integration ..... 18  
     Transcripts ..... 18

HOMEWORK POLICY ..... 19  
     Amount of Homework ..... 19  
     Late Work Policy ..... 19  
     Curriculum and Textbooks ..... 20  
     Course of Study ..... 20  
     Missions Week ..... 20  
     Academic Probation ..... 20  
     Senior Final Exams ..... 20  
     Dropping classes ..... 20

CHAPEL AND ASSEMBLIES ..... 20  
     Work Release Policy ..... 21

STANDARDS OF CONDUCT	21
Review Committee	21
Spiritual Life & Conduct	21
Disciplinary Policy Statement	21
Code of Conduct	21
Demerit Policy	22
Minor Offenses/Consequences	22
Major Offenses/Consequences	22
Drug Testing	23
Cheating Policy/Procedure	23
Detention Policy/Procedure	23
Probation Policy	25
Suspension Policy	25
Bullying	25
Expulsion	25
Public Display of Affection	26
HEALTH & SAFETY	26
Medication and Illness	26
Medical Emergencies	26
Illness During School Hours	26
Bus Safety Standards	27
STANDARDS OF DRESS	27
Uniform Code	27
Girls Dress Code	27
Boy's Dress Code	28
Free Dress/Jeans Day	28
Boys and Girls	28
Physical Education Uniforms	29
CALVARY STUDENT ACTIVITY	30
GENERAL STANDARDS	31
Driving and Parking	31
Field Trips	32
Lockers	32
Use of Office Telephone	32
Resolving Conflict	33
Vandalism & Property Damage	33
Sportsmanship Policy	33
Unwritten Regulations	33
MISC INFORMATION	33
Cell Phones/Electronic Devices	33
Lost or Stolen Items	34
Lost and Found	34
CONCLUSION	34
SIGNATURE PAGE	35

## ***PHILOSOPHY AND PURPOSE***

*Calvary Chapel Christian School (CCCS), founded in 1994, is a ministry of Calvary Chapel Spring Valley. CCCS is dedicated to leading students into a pattern of life and receptiveness of thought conducive to spiritual life. The staff, the school board and the administration of CCCS are interested in the development of the whole child.*

### **OUR MISSION**

Calvary Chapel Christian School exists to build a strong foundation upon God's Word, Reach the heart with God's love, and impact the world for God's glory.

### **OUR PURPOSE**

Our goal is that each student will experience the full, regenerating power of Jesus Christ and the Word of God through the work of the Holy Spirit in their lives. At the same time, we expect each student to strive for the highest development of each of his or her God-given gifts and talents.

Functioning 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 (Deuteronomy 6:7-8). Because the Christian approach to learning differs significantly from the secular viewpoint, CCCS offers a curriculum rooted in a God-centered view of life. This view holds that God's Word is the standard for all truth. The curriculum, taught by a qualified Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church.

### **OUR PHILOSOPHY OF EDUCATION**

The basis of our philosophy is the belief in God the Father, Jesus Christ our Savior, the Holy Spirit and God's Word – the Bible. We believe in the authority, authenticity and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, truth and practice. All our goals and objectives are based on the Bible.

These goals and objectives include:

1. All that we do is to the glory of God (I Corinthians 10:31)
2. Our primary goal is to assure the salvation of all of our students (Matthew 23:19,20)
3. To promote the maturity of our students in doctrine and practice (Ephesians 6:4 & Colossians 1:28, 29)
4. To train our students in Christian service and ministry (II Timothy 2:2)
5. To teach our students a sound mastery of basic learning skills, self-discipline, and good work habits (II Timothy 2:15)

We believe in the conviction that the knowledge of the Bible and of Jesus Christ is essential to the development and growth of the individual in the spiritual, mental, social areas.

All staff and faculty have a personal commitment to Jesus Christ. They will allow the Lord to minister through them by the power of the Holy Spirit.

The school is an extension of the family and also an extension of the church. In this capacity, we will promote the 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:

1. Commitment to Christ
2. Commitment to family
3. Commitment to school and community

## **CALVARY CHAPEL CHRISTIAN SCHOOL EXPECTED STUDENT OUTCOMES**

### **Spiritual Development**

A student at Calvary Chapel Christian School:

- Commits to a personal relationship with Christ
- Upholds the Word of God
- Yields to the leading of the Holy Spirit
- Pursues spiritual development
- Displays the fruit of the Spirit (Love)
- Integrates faith and life with Biblical and moral integrity (Honor)
- Leads as a servant to the Lord (Obey)

### **Academic Thinking**

A student at Calvary Chapel Christian School:

- Organizes thoughts, ideas, and information to communicate through verbal, written, and oral expression.
- Interprets history, analyses data, and solves problems.
- Utilizes critical thinking skills, evaluates progress, and creates solutions.
- Prepares for post-secondary or vocational training.

### **Skill Development**

A student at Calvary Chapel Christian School:

- Discovers their spiritual gift and develops their God given abilities.
- Practices healthy relational skills on and off the field, court, or stage.
- Stewards strengths and manages weaknesses.
- Leverages skills, gifts, finances, time, and resources for the glory of God.
- Utilizes skills necessary to question, establish and implement goals, and make wise decisions.

### **World View**

A student at Calvary Chapel Christian School:

- Defends creation yet understands evolution (Origin)
- Defines their purpose and lives it (Purpose)
- Embraces his/her destiny (Destiny)
- Discerns truth (Truth)
- Practices Biblical values and morality (Axiology)

## **STATEMENT OF FAITH**

**WE BELIEVE** that there is one living and true GOD, eternally existing in three persons; the Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all.

**WE BELIEVE** that the SCRIPTURES of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and practice.

**WE BELIEVE IN GOD THE FATHER**, an infinite, personal Spirit perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.

**WE BELIEVE IN JESUS CHRIST**, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings; His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal, visible return to earth.

**WE BELIEVE IN THE HOLY SPIRIT**, Who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ; we believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher, and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the biblical gifts of the Spirit.

**WE BELIEVE** that all PEOPLE are sinners by nature and choice and, therefore, are under condemnation; that God regenerates by the Holy Spirit, those who repent of their sins and confess JESUS CHRIST as LORD; that JESUS CHRIST baptizes the seeking believer with the Holy Spirit and power for service, often subsequent to regeneration.

**WE BELIEVE** that the LORD JESUS CHRIST committed two ORDINANCES to the Church: 1) Baptism, and 2) The Lord's Supper. We believe in Baptism by immersion and Communion open to all believers.

**WE BELIEVE** also in the LAYING ON OF HANDS for the baptism of the Holy Spirit, for ordination of pastors, elders, and deacons, and for receiving gifts of the Spirit.

**WE BELIEVE** in the personal, visible RETURN OF CHRIST to earth and the establishment of His Kingdom, in the resurrection of the body, the final judgment.

## **PLEDGES OF LOYALTY**

### **Pledge to the American Flag**

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all."

### **Pledge to the Christian Flag**

"I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty to all who believe."

### **Pledge to the Bible**

"I pledge allegiance to the Bible, God's Holy word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."

## GENERAL POLICIES AND GUIDELINES

The major policies and guidelines governing student life at Calvary Chapel Christian School include, but are not limited to, the substance and content of this handbook. The final decision in all matters pertaining to the school rests with the administration, Senior Pastor and CCSV Board of Directors.

## CLASSROOM EXPECTATIONS

While each classroom is unique to the course and the instructor teaching it, please know that food or drinks (except water) are not permitted in the classroom. This pertains to the study hall and elective time as well.

## STUDY HALL

Study Hall is designed for students to work in an uninterrupted environment and to help complete coursework in a timely fashion. Students need to be prepared to come ready to work and to stay on task for the duration of this time.

## ATTENDANCE POLICY

The right and privilege of attending Calvary Chapel Middle and High School carries with it the responsibility of both parents and students to recognize the direct relationship between academic success and school attendance. Regular attendance is vital to success.

Attendance provides a student with the classroom experience, as well as with a curriculum designed to be sequential and progressive. When a student fails to attend daily classes, he cannot stay current, missing valuable information necessary to pass the course. Failure by the student to attend all class sessions is a serious problem.

Attendance is part of the student's permanent record and is often requested by college admissions offices, as well as future employers. Class attendance demonstrates respect for our teachers and recognizes the importance of work on a daily basis.

For documentation purposes, a student returning to school from an absence must have a note signed by a parent, an email from the parents' email address or a phone call from the parent explaining the reason for the student's absences and the dates of the absence. Failure to comply with this may result in truancy.

Middle School and High school students are permitted, by law, ten (10) absences, per **semester** (5 blue days and 5 gold days per **semester**); After five absences (Blue/Gold), the student may not receive credit for the course.

An absence will be recorded when a student is absent one or more class periods in a day. Also, if a student is more than 30 minutes late for any class the student will be recorded as absent from that class.

## ABSENCES

1. Absences for the following reasons may not be included in the absence total with an Absence Approval Form (found in school office). The form must be received, and approved, within 5 school days of returning to school. Please note that submission of this form does not guarantee approval.
  - a) School sponsored events
  - b) College visits-. Juniors are allowed two days and seniors are allowed three days.
  - c) Bereavement- up to three days
  - d) Required court appearances-prior approval necessary
  - e) A Required Parent Conference (RPC) is pending
  - f) Suspension
  - g) Long term documented illness with administrative approval. Doctor's notes must be submitted immediately upon return of the student.
  - h) Extenuating circumstances may be considered by school administration. School administration reserves the right to review absences on a case-by-case basis.

## **PLANNED ABSENCE**

The school must be notified at least one week prior to any planned absences (trips, family vacations, etc.) to allow the student to obtain makeup work from the teachers. Students must submit a Planned Absence Form, approved by the principal, at least one week prior to their absence(s). This form is available in the school office. If this form is not complete and approved before the student's departure any work missed during the student's absence may not be given credit. It is the student's responsibility to make up all work missed. If planned absences cause the student to exceed the absence restriction, the school administration reserves the right to review such instances on a case-by-case basis.

## **TARDY POLICY**

Tardiness affects not only the tardy student, but also disrupts the entire class and therefore is considered very serious. It is the parents' and the student's responsibility to be in school and in class on time. The bell schedule allows for a 5 minute passing period between classes. All students are expected to be in class and seated at the time the bell rings at the start of class.

- a) If a student is tardy at the beginning of the school day, he must report to the office for an admit slip
- b) If a staff member detains a student, he will be given a hall pass indicating the reason for the detainment.
- c) If a student is more than 30 minutes late to class (including any scheduled appointments), they will be considered absent and must get a re-admit slip from the school office.
- d) Three tardies will count as one official school absence.
- e) Parents of students who are continually tardy will be required to meet with the Principal to resolve the problem and possibly appear before the Review Committee.
- f) A tardy may be excused with written permission from another teacher, administrator, or the school office due to emergencies, illnesses, or unusual circumstances. All other explanations for being tardy will be considered unexcused.

The following disciplinary action will be taken as a result of a student's accumulated tardies:

- 3<sup>rd</sup> tardy = a morning detention; semester absence recorded
- 4<sup>th</sup> tardy = morning detention
- 5<sup>th</sup> tardy = morning detention
- 6<sup>th</sup> tardy= Required Parent Conference (RPC), one week of lunch detentions and semester absence recorded
- 7<sup>th</sup> tardy = morning detention
- 8<sup>th</sup> tardy = morning detention
- 9<sup>th</sup> tardy= appearance before the Review Committee, and 1 day suspension; semester absence recorded
- Tardy demerits and consequences will restart each quarter. However, absences earned by excessive tardies will remain on the student's official attendance record and will count towards the limit of nine absences allowed per semester.

## **TRUANCY**

Truancy is an absence without the knowledge and consent of parents and/or school staff and will result in automatic suspension and zeroes (0%) for any test or homework completed that day. Any truancy will require a Required Parent Conference (RPC).

Truancy occurs when any of the following exist:

- 1) A student is absent from class without the previous consent or knowledge of the parent or school administration.
- 2) The office has not received notification from the parent explaining the student's absence.
- 3) A student leaves the middle school/high school building during school hours without administrative and parental consent.

Any truancy is considered a major infraction and the proper demerits and actions are as follows:

Consequences of being truant will include but are not limited to:

- |                 |   |
|-----------------|---|
| First offense:  | 9 demerits issued, probation and suspension, Required Parent Conference (RPC) |
| Second offense: | appearance before Review Committee; 2nd RPC- one to three-day suspension      |
| Third offense:  | possible expulsion from CCCS  |

## **AFTER SCHOOL CARE**

CCCS offers after school care from 3:30 p.m to 5:30 p.m. Any student not picked-up by 3:30 p.m. will be required to go to after school care and will be charged for these services. Students who were instructed by their parents to attend “After School Care” and were found on property after 3:30 without permission from “After School Care” staff will receive a demerit and parents or guardians will be notified. Students **given permission by their parents to stay after 3:30** are not allowed to wander freely the church or school property and if caught doing so will receive a demerit and the student will be placed in After School Care and charged for these services. Students found on campus after The drop in rate is \$5, prepaid is \$3.

## **DROP OFF / PICK UP PROCEDURES**

Drop Off: Students cannot arrive on school property until 7:15 a.m. unless attending a school-sponsored activity. All students who arrive before 8:15 a.m. are required to go immediately to the Multi-Purpose Room. Students arriving prior to 7:15am will not be supervised and are not the responsibility of CCCS. There is no charge for supervision before school.

## **EARLY DISMISSAL / PICK UP PROCEDURES**

All parents who arrive before 3:00 p.m. to pick up their children must first report to the School Office. Parents must officially sign their student out from the school office before a student may be dismissed from class. Students that have early release need to sign out in the front office, failure to do so will result in a demerit. Once, signed out the student may not be on campus. No one is ever permitted to enter the classroom without first checking into the school office.

## **CLOSED CAMPUS**

CCCS is a closed campus. This signifies that during school hours, anyone not attending CCCS must have permission to be on the campus and CCCS students must have permission to leave the campus.

**\*All students must check out at the front desk during school hours when leaving the secondary campus. Students who are assigned a Teacher Assistant position for the church or elementary side must sign out and sign back in at the school office. Seniors are the only students who are allowed to go off campus for lunch and must sign in and out of the office. Any student who fails to adhere to this policy will have their Teacher Assistant position or their Senior off campus lunch revoked.**

## **CLASSROOM VISITORS**

To avoid disrupting the normal classroom schedule, parents wishing to visit their child’s classroom must make prior arrangements with the school administration. Only newly or potentially enrolling students will be permitted to shadow another student for a day. All visitors and volunteers must sign in at the school office and must abide by the same rules as CCCS students. Loitering on the school grounds by those who are not in attendance at CCCS is not permitted.

## **VISITORS**

All visitors must enter through main building doors, report to the receptionist as soon as they arrive and wear a “pass” while on campus. Please do not go to the classrooms without obtaining and displaying this pass. Specific guidelines apply and are available from the receptionist. Parents, guardians, and grandparents are urged to call ahead to notify us of their visit if not on campus for the purpose of volunteering.

Former students, not in good standing, need administrative permission and adult supervision to attend school functions (during or after school). Non CCCS students are not allowed to be on school property during school hours unless with adult supervision. Loitering on the school grounds by those who are not in attendance at CCCS is not permitted. Vacationing family or friends are not allowed to visit during school hours, however, special permission may be granted by administration ONLY for chapel.

## **PARENT CONFERENCES**

Parents are always welcomed to ask for extra conferences to discuss their child's progress. However, we do ask that parents write a letter, email, or call the school office or teacher to schedule a conference before coming in. Our teaching staff takes great time in preparing for each school day in order to best prepare to serve your child and the rest of their class. PLEASE DO NOT ENTER YOUR CHILD’S CLASSROOM BEFORE, DURING OR AFTER SCHOOL INSISTING TO MEET WITH YOUR CHILD’S TEACHER as teachers are highly discouraged from conducting impromptu meetings with parents. If you feel you have a concern that requires immediate attention, please schedule your meeting with the front desk receptionist so that you can be added to the teacher’s meeting

schedule ASAP. Teachers are normally in the classroom until 3:30 pm on school days and are willing to work with parents in scheduling conferences at mutually convenient times.

## TECHNOLOGY AT CALVARY CHAPEL CHRISTIAN SCHOOL

### Purpose of Technology Use at CCCS

The purpose of iPads or any other electronic devices used at CCCS is to provide an additional means of engaging students in learning, to help develop students' ability to navigate and create information by use of technology, and to promote a multifaceted learning environment.

Students are required to engage with all technology (including iPads) in a responsible manner that is conducive to a positive, wholesome learning environment.

### Setting up my iPad

At CCCS, our current technology structure is a BYOD (bring your own device) program. To ensure secure, productive usage of technology, we have some **requirements** that you must follow to make your iPad school ready. Please check the following requirements as you complete them:

- **Set up your iPad with an Apple ID.** Please make sure that your iPad is backed up to iCloud. (Settings>iCloud>Account) Do NOT share your Apple ID with anyone besides your parents. Never put your Apple ID on any device besides your own.
- **Name your iPad your *First Name Last Name*.** (example: John Smith). Go to Settings>General>About>Name to rename your iPad to your first and last name. If your iPad becomes improperly named, you will be subject to disciplinary action.
- **Set a 4-digit passcode** on your iPad! (General>Passcode Lock) Do NOT share this passcode with anyone besides your parents.
- **Install Meraki Management System.** (See Meraki section of this contract).
- **Install all necessary apps.** (See the Apps section of this contract).
- **Set up your school email on your iPad** (See School Email section of this contract).
- When at school, **connect to the "CCCS Student" network.** Go to Settings>Wi-Fi>select "CCCS Student". Teachers will provide you with the network password. *You will also need your LionsLV information to access the internet.* While at school you may connect *only* to the "CCCS Student" network. *If you are found on any other network or hotspot, you will be subject to disciplinary action.*

### Meraki

Meraki Management System is what we use at CCCS to monitor wireless connectivity and student device usage. You are required to have your iPad or device enrolled in Meraki while you are a student at CCCS. Follow the directions below for how to install Meraki on your iPad:

How to install Meraki on student iPads.

1. From the device, open: [m.meraki.com](http://m.meraki.com)
2. Enter your Enrollment Network ID which is: **029-928- 0695**
3. Press register
4. In the profile that appears, press 'install', then 'install' again to confirm.

### Apps

At the beginning of the semester, you will receive a list of Apps that your teachers are requiring for their classes. You are responsible to install these apps onto your iPad before the semester begins. If the apps cost money, you are required to purchase the required apps. The school is not obligated to purchase apps for any student.

### School E-mail

The school will issue you a school email with an @lionslv.org domain. It is Gmail based, so you can use Google Drive with this email. Additionally, if you are trying to set up this email on your iPad, please go to Settings>Mail, Contacts, Calendars>Add Account>Google. Please enter the email address and password that the school has issued to you. If you need your password reset, please contact the I.T. director via the MSHS Front Office.

You are required to use this email in your communication with teachers and other students during class projects. It is never okay to share your e-mail login information with anyone besides your parent or guardian.

Your LionsLV email account will also allow you access to the internet. When connecting to CCCS Student WiFi, you will be prompted to enter your Google login (AKA LionsLV) via a “splash screen.” This will be required monthly.

### **iPad Location Services**

You are not required, but it is wise to enable Location Services in the event that your iPad becomes misplaced or stolen. Go to Settings>Privacy>Location Services>On. You may also go to Settings>iCloud>Find My iPad> On.

### **iPad Cover and Keyboard**

You are not only required to bring your own iPad, you are also required to provide a protective case and attachable keyboard for your iPad.

### **Apple Insurance**

You are not required, but you it is highly advisable to purchase Apple Insurance or insurance from wherever you purchased your iPad.

### **Device Usage at School**

While not every project and assignment will require use of the iPad or other electronic device, the goal of personal technology usage at CCCS is to reduce reliance on paper and to promote student efficiency and organization in learning. Device usage is only appropriate when a teacher has given explicit permission for students to use them and when such usage promotes student learning connected to the teacher’s course objectives.

Any deviance from the teacher’s course objectives including the use of social media, gaming, shopping, text messaging, random internet searches is *not* appropriate use of technology while class is in session. Leisure use of the iPads or other devices during study hall is *not* permitted.

### **Devices Besides iPads**

If you as a student would like to utilize a device other than an iPad, you may do so; however, it is *your responsibility* to ensure your teachers are not using any apps or programs limited to iPads. You will also need to schedule an appointment with the I.T. director in order to assess your device and dialogue about its usage on property. Please note: You are still required to follow the general guidelines regarding technology set forth in this handbook.

### **How to get I.T. Help**

At CCCS, you have access to I.T. support. The I.T. director will help you navigate your iPad and help make sure that you are connecting to the internet at school. Any questions about forgotten Apple ID’s or broken hardware are questions for the Apple Store.

If you need I.T. support, you must make an appointment with the front office during your passing period or before or after school. If it is an emergency during class, your teacher may send you to the front office. However, you should never go to the office to make an I.T. appointment during a class unless it is an emergency for that class.

### **Coming Prepared**

You are responsible to come prepared with a *fully-charged iPad battery daily*. Failure to do so may result in a demerit. To keep your iPad functioning to its full potential, it is highly advisable for you to *restart* your iPad once a week. This will also make your iPad more competitive to receive stronger internet on our network.

### **School Work**

Each teacher will communicate to you how to locate class assignments and how to submit classwork for his/her class. Google Classroom will serve as the standard digital classroom platform (or “LMS”) of CCCS. Google Classroom can only be accessed through your LionsLV email account. Along with Google Classroom, CCCS will largely promote the use of Google Apps for Education (via LionsLV) for school work and projects.

## Technology-Related Discipline and Consequences

After the first technological offense by a student, the following consequences will ensue:

1. A demerit will be issued.
2. The student's parent will be contacted.
3. Administration will uninstall any previously set Restrictions on the iPad, clear any non-school related apps, and install new Restrictions on a student's iPad.

If a student is leaving CCCS, the parent will need to contact the school office to get school-set Restrictions turned off.

The school also reserves the right to confiscate iPads, cell phones, and other electronic devices. If this happens, the parent will be contacted and the parent will need to redeem the device from the school office. In the case of iPad (or other device used for schoolwork) confiscation, it is the *student's responsibility* to arrange with his/her teacher the necessary means for completing assignments without the use of the device until the it is released back to the parent.

## iPad/Device Usage Offenses

### *General Offenses*

**Random internet searches and internet browsing** that are not related to your class's learning objectives are not okay. You may receive a demerit for accessing the internet for personal interest including random internet searches, online window shopping, or any otherwise non-academic websites.

**Instant messaging or online chatting** on platforms like Airdrop, iMessage, Facetime, Skype, Google messaging, Yahoo messenger, etc. is *not permitted while you are at school*. Use of messaging at school will result in a demerit.

Leisure use of **social media** like Facebook, Twitter, Google Plus, Blogging sites (like Tumblr), YouTube, Google Videos, or Pinterest is *not permitted while you are at school*. Use of social media will result in a demerit.

**Gaming** on your device is *not permitted while you are at school*. Use of games will result in a demerit.

### *Serious Offenses*

**The access or distribution of pornographic, indecent, profane, malicious, disrespectful or otherwise deviant content** while using the iPad or any other device will not be tolerated. Inappropriate use of the iPad or any other device in any of these listed manners may result in suspension or expulsion from CCCS.

The attempted violation of another person's cyber security will *not* be tolerated. This means that you may not attempt to guess or use another person's passcode, password, or any other login information to gain access to that person's private information. It is *never* ok to pretend to be someone you are not online or to access someone else's personal information without permission from that person. Furthermore, attempted **cyber-impersonation, cyber-bullying, or other hacking of private information** may result in suspension or expulsion.

**"Jail-breaking" or attempting to reset school restrictions** on the iPad will not be tolerated. If Restrictions have been set by the school on your iPad and you are found tampering with those Restrictions, your actions may result in suspension or expulsion. Your parent may contact the school by phone or in person to get the school-set Restrictions turned off on your iPad for the summer.

## **INTERNET / COMPUTER USAGE GUIDELINES**

The Internet is an unregulated network of millions of computers that change and grow constantly. Although students will be using the Internet for supervised educational experiences, it will be very difficult to monitor and screen all information received. Students and parents must be aware of that possibility when students are granted the permission to utilize the school's technology resources. All grades 6 through 12 will have access to the classroom or library computers for instruction or school related research.

## **RESPONSIBILITIES FOR COMPUTER & INTERNET USAGE**

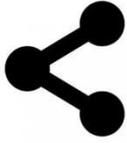
- 1) Use hardware/software/Internet as an education resource and accept the responsibility for the preservation and care of that hardware and/or software and for all material received. Only those users who have received training or have prior experience shall be authorized for use.
- 2) Make sure no hardware or software is destroyed, modified, abused, or removed in any way.
- 3) Refrain from bringing food and drinks into any room containing computers or other electronic equipment.
- 4) Passwords are not to be shared or used by non-authorized students.
- 5) Abide by copyright laws. NO personal software may ever be brought in from outside the school and loaded onto the computers.
- 6) Make only those contacts leading to justifiable personal and academic growth on the Internet. Good judgment must be used in determining whether or not a web site being accessed reflects the mission of CCCS and the Christian values being taught.
- 7) Report inappropriate material discovered or received via the Internet.
- 8) Keep all pornographic material and files dangerous to the integrity of the network from entering the school via the Internet.
- 9) Never access chat rooms and game rooms or sites such as Facebook, YouTube, Instagram, Snapchat or any site that would be deemed unrelated to the assigned project or task.
- 10) Use e-mail accounts only in conjunction with a school assignment.

## **DISCIPLINARY ACTION**

Disciplinary action for violation of network standards will be applied as deemed appropriate from the following options:

- 1) In instances of damage to hardware or software due to negligence, misinformation, or maliciousness, the student will make full financial restitution.
- 2) Willful misuse of computers or violation of this policy will lead to total loss of computer privileges.
- 3) Students involved in inappropriate or obscene information will lose user privileges and will be subject to disciplinary action as stated in the school's Student Handbook.

**As a student at CCCS, I agree to uphold our school's  
Digital Discipleship standards...**



**Show honor to God by respecting others *and* myself.** Do my actions online treat others kindly or am I a cyberbully? Do my actions represent Christ, my Savior? (*Mark 12:30-31, Romans 12:9-10*)

**Protect my eyes, heart, and mind.** God sees everything I do online. He even sees and weighs the intentions of my heart. (*Proverbs 15:3, Proverbs 4:23, Psalm 119:9, Romans 12:2, 1 Peter 1:13-16, Philippians 4:8-9*)



**Am I a good citizen of the digital community?** Is what I say and do an encouragement to others? Will my online words and actions cause conflict between myself and others? Does who I am online match up with who I am in my daily life? Would I be cool with my Grandma seeing what I do online? Have good etiquette. (*Psalms 19:14, Ephesians 4:29-5:4, Proverbs 26:20, Proverbs 29:11*)

**Plagiarism is stealing!** Give credit to my sources including information and images. Don't download media illegally. (*Exodus 20:15*)



**Do I worry about digital security?** Don't give out passwords to anyone or post private information like your birthday or what school you go to online. Use discernment. Don't pretend to be somebody else online. (*Psalms 119:66, Philippians 1:9-10, James 1:5*)

**What will my digital footprint be?** All information that I put into a search engine or post on digital media is being collected and stored by someone I don't know (such as the government or companies like Google or Facebook). Your online words and actions may never be erased. (*Psalms 119:66, James 2:12-13, Matthew 12:33-37*)



**Do I find my self-worth in my digital identity or in God?**

Always remember, God "likes" you infinitely. In fact, he loves you unconditionally. He loves you so much that he created you in His own image and that He died for you on the cross so that you could have a relationship with Him. Never forget where your true value lies. (*Genesis 1:27,*

*Psalm 139:13-16, Ephesians 2:4-9*)

## ACADEMIC STANDARDS

It is the belief of CCCS that a quality education is the result of the following factors:

- 1) Curriculum that integrates God's Truth into all courses and adequately prepares the student for future career and/or educational endeavors
- 2) Teachers who reflect a Christian philosophy in lifestyle and apply God's Truths and precepts
- 3) Class size that enables the student to derive maximum benefit from his academic exposure

Each student is expected to use all available school and home resources and to perform at his highest level in order to take full advantage of the educational program. Student originality and creativity are encouraged within the organized framework of the classroom.

### STUDENT ACHIEVEMENT:

**GPA Scaled Chart**

A+	4.0	97-100		C	2.0	74-76.99
A	4.0	94-96.99		C-	2.0	70-73.99
A-	4.0	90-93.99		D+	1.0	67-69.99
B+	3.0	87-89.99		D	1.0	64-66.99
B	3.0	84-86.99		D-	1.0	60-63.99
B-	3.0	80-83.99		F	0.0	0-59.99
C+	2.0	77-79.99				

**GPA Scaled Chart for Honors Courses/Dual Credit Courses**

Grade	Percentage	Point Value
A	90-100	5.0
B	80-89	4.0
C	70-79	3.0
D	60-69	1.0
F	0-59	0.0

### Diploma Requirements for 2015 Forward

English	4	
Social Science	3	
Mathematics	4	
Science	3	
Foreign Language	2	
Electives	2	
Bible	4	CCCS per year requirement
Physical Education	2	Sport=1 credit=one season
Health	0.5	
Computer	0.5	Can be taken in middle school
Speech	0.5	If students take Spanish III they will be excused from taking Speech and College Prep.
College Prep	0.5	
Community Service		24 hours per year

## *Course Listing Prerequisites*

Department	Course	Fee	Pre-requisites
<b>English</b>	<i>6<sup>th</sup> English (H)</i>	<b>\$80/yr</b>	<ul style="list-style-type: none"> <li>● Letter of recommendation from English teacher</li> <li>● Completion of the summer assignment</li> <li>● B- in previous course</li> </ul>
	<i>7<sup>th</sup> English (H)</i>	<b>\$80/yr</b>	<ul style="list-style-type: none"> <li>● Letter of recommendation from English teacher</li> <li>● Completion of the summer assignment</li> <li>● B- in previous course</li> </ul>
	<i>8<sup>th</sup> English (H)</i>	<b>\$80/yr</b>	<ul style="list-style-type: none"> <li>● Letter of recommendation from English teacher</li> <li>● Completion of the summer reading assignment</li> <li>● B- in previous course</li> </ul>
	<i>9<sup>th</sup> English (H)</i>	<b>\$100/yr</b>	<ul style="list-style-type: none"> <li>● B- in previous course</li> </ul>
	<i>College World Lit.</i>	<b>\$100/yr &amp; \$200/course*</b>	<ul style="list-style-type: none"> <li>● B- in previous course</li> </ul>
	<i>College American Lit.</i>	<b>\$100/yr &amp; \$200/course*</b>	<ul style="list-style-type: none"> <li>● Must be a junior</li> <li>● B- in previous course</li> </ul>
	<i>College British Lit.</i>	<b>\$100/yr &amp; \$200/course*</b>	<ul style="list-style-type: none"> <li>● Must be a senior</li> <li>● B- in previous course</li> </ul>

<b>History</b>	<i>Cultural Geography (H)</i>	<b>\$100/yr</b>	<ul style="list-style-type: none"> <li>● B- in previous course</li> </ul>
	<i>College World History</i>	<b>\$100/yr &amp; \$200/course*</b>	<ul style="list-style-type: none"> <li>● B- in previous course</li> </ul>
	<i>College US History</i>	<b>\$100/yr &amp; \$200/course*</b>	<ul style="list-style-type: none"> <li>● Must be a junior</li> <li>● B- in previous course</li> <li>●</li> </ul>
	<i>College American Govt.</i>	<b>\$100/yr &amp; \$200/course*</b>	<ul style="list-style-type: none"> <li>● Must be a senior</li> <li>● B- in previous course</li> </ul>

<b>Science</b>	<i>Chemistry (H)</i>	<b>\$100/yr</b>	<ul style="list-style-type: none"> <li>● B- in previous course</li> </ul>
	<i>Physics (H)</i>	<b>\$100/yr</b>	<ul style="list-style-type: none"> <li>● Must be a junior or senior</li> <li>● B- in previous course</li> </ul>
	<i>College Biology</i>	<b>\$100/yr &amp; \$200/course*</b>	<ul style="list-style-type: none"> <li>● Must be a junior or senior</li> <li>● B- in previous course</li> </ul>

<b>Math</b>	<i>Above Grade Level (Alg, Geom., Alg II)</i>	<b>n/a</b>	These course are for those students that are above grade level in math
	<i>Pre-Calculus</i>	<b>n/a</b>	
	<i>Calculus</i>	<b>n/a</b>	

<b>Spanish</b>	<i>Spanish III</i>	<b>n/a</b>	<ul style="list-style-type: none"> <li>● B- in previous course (must have taken Spanish I &amp; II)</li> </ul>
	<i>Spanish IV</i>	<b>n/a</b>	<ul style="list-style-type: none"> <li>● B- in previous course (must have taken Spanish III)</li> </ul>

\* Denotes payment through Colorado Christian University if taking this class for dual-credit.

**Honors Course Fees**

Course fees have been set to cover the cost of the program over and above typical tuition including materials, enhanced curriculum, field trips, and technology. The fee is \$100 per course for the year.

**College Course Fees**

College courses are \$200 per course. Payments for the dual credit are made payable to Colorado Christian University. Honors Course Fees also apply, that fee of \$100 is made payable to Calvary Chapel Christian School.

**HONOR ROLL RECOGNITION (SEMESTER)**

Principal’s List: Student must have a 95% (no grade below an A) in all of their classes for the semester.  
 High Honor Roll: Student must have a 90% (no grade below and A-) in all of their classes for the semester.  
 A/B Honor Roll: Student must have an 80% or greater in all of their classes for the semester.  
*Students that are in honors classes are expected to meet the criteria listed above in order to receive the above recognition.*

**Calvary Chapel Christian School**  
**Course Map for High School 2015-2016**

<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>
New Testament	Old Testament	Worldview	Biblical History of Israel & Philosophy
History Honors#	World Hist. or College World History	American Hist. or College US History	Government or College Government
Biology	Chemistry or Chemistry (H)	Anatomy & Physiology or Physics (H)	College Biology
Spanish I	Spanish II	Spanish III (H) or Speech/College Prep	Spanish IV (H) or Elective
English 9 or English 9 (H)	World Lit. or College World Lit.	American Lit. or College American Lit.	British Lit. or College Brit. Lit.
Math*	Math*	Math*	Math*
Health**	-	-	-
PE	-	-	-

#Not a required course, however if taken it is an Honors class that would replace the PE portion of the schedule. Students will still need to take classes to meet the PE requirement.

\*\* Health is taken on-line

**\*Math Courses by Grade Level**

The math courses that are taken are based on the level when the student enters 9<sup>th</sup> grade.

<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>
Algebra I	Geometry	Algebra II	Precalculus (H)
			Consumer Math
Geometry (H)	Algebra II (H)	Precalculus (H)	Calculus I (H)
			Consumer Math
Algebra II (H)	Precalculus (H)	Calculus I (H)	Calculus II (H)
			Consumer Math

**MATH POLICY/NCAA**

According to NCAA guidelines, high school credit courses taken prior to 9th grade will be recognized by the NCAA. All high school credit courses taken by students prior to 8th grade will be recognized by CCCS and will count towards CCCS graduation requirements.

**BIBLICAL INTEGRATION**

CCCS recognizes the significance of the use of Scripture in the classroom as a fundamental and principle part of our educational process. Therefore all students will be required to memorize Bible verses on a regular basis according to CCCS curriculum. These verses will be in accordance with Bible curriculum for each grade.

**TRANSCRIPTS**

In order to receive an official transcript, the "Transcript Request Form" must be submitted to the school office. Transcripts can be mailed directly to colleges or picked up in the school office. The first three transcripts are free of charge. Each additional transcript is \$3. A transcript will not be released if a student's account has overdue fees.

## **COURSE OF STUDY**

CCCS provides a graded course of study for grades K through 12. Provisions are made for periodic evaluation of courses of study and for revision in order to keep pace with societal and educational change. Curriculum development reflects CCCS statements of philosophy and purpose, and is based on reliable findings from the sciences dealing with child growth and development, and learning. The methods of instruction are those which promote inductive learning through exploration and discovery, inquiry and interpretation, critical thinking and creativity. The goal of the entire school effort is to achieve proper and adequate development of the students in terms of academic learning, spiritual growth, and healthy social and physical performance.

## **CURRICULUM & TEXTBOOKS**

Without proper materials that complement the philosophy, the best of philosophies is of little value. The philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated. All curriculums will conform to the philosophy of CCCS.

Curriculum committees are composed of teachers and administrators. They screen potential textbook adoptions to determine how closely they align with CCCS' philosophy and objectives. In addition, the scope and sequence of each series is considered along with a list of other criteria.

In selecting classroom textbooks, both Christian and secular publishers shall be considered. It is recognized that Christian publishers provide a distinctive Christian perspective. This perspective is especially needed in the social science and physical science areas that have been so strongly influenced by the humanistic philosophy. Christian publishers provide an emphasis on Christian values and Christian thinking. On the other hand, secular publishers often provide excellent teacher aides for skill building. Also, some subject areas such as math, which are less distorted by the humanistic philosophy, may be better presented pedagogically by secular publishers. These publishers may also, unintentionally, provide material that allows the teacher to guide students in critical thinking and Scriptural evaluation of humanistic values.

It is expected that teachers will not stray too far from the subject content of their curriculum. This does not mean that topics of varied interest cannot be discussed, but primarily attention is to be paid to the course curriculum. Books, magazines and other materials in the library must conform to library policy adopted by the Board. Normal decisions of appropriateness are made by the librarian or administration.

## ***HOMEWORK POLICY***

CCCS recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each pupil's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day, which provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework should be regular and reasonable, and is encouraged when it contributes to the student's education through individual work, responsibility, completion of projects, and the establishment of good study habits. Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework.

## **AMOUNT OF HOMEWORK**

Homework serves two purposes: 1) it reinforces class work and; 2) it allows enrichment and creativity. The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. The school faculty urges that each student plan out-of-school activities wisely so that adequate time is provided for homework. Wise planning of time will allow for completed homework assignments as well as for the development of personal responsibility.

## **MAKE-UP ASSIGNMENTS FROM ABSENCES**

Daily class work, homework, and long-range projects are due on the date assigned by the teacher. Long-range projects are due on the official due date regardless of an absence. Students will have one day for every day absent to make up their work. For example, if a student misses a blue day, upon their return may attend one blue day in order to collect any missed assignments; those assignments will then be due on the next blue day. **Teachers will not delay tests or allow extra time because of an absence before a test, unless additional tested material is given.** Consideration will be given for students missing several consecutive days or those obviously too ill to prepare for school. It is the student's responsibility to determine what work has been missed and to complete the assignments. Students absent the last week of the quarter must make up all work within one week of their return. This includes online and independent study classes. Students missing for school related activities will be expected to turn all work in on-time and will not be afforded any additional days.

## **LATE WORK POLICY**

It is our goal to foster the development of right attitudes toward work and responsibility. Completing assignments in a timely manner is a responsibility that students need to master. This skill of completing work on time develops habits that will impact not only the learning process, but also your child's entire life. While we recognize that there may be extenuating circumstances, the following is CCCS policy:

If assignments are not turned in on the date and time the teacher requires, the work will be considered late and the student will receive a grade that is reduced by 50%. Any assignment turned in more than one day late will not receive credit.

If students are unable to print an assignment they may submit the assignment to their teacher through email **prior** to the due date.

## **DROPPING CLASSES**

Dropping or changing classes may only be done within the first week of the new semester. After the first week, the student will not be permitted to drop or change any classes within their schedule. The Academic Advisor must approve all class changes within the above deadline.

## **ACADEMIC PROBATION**

Students whose GPA falls below 2.0 in any quarter, who fail one or more classes, or who are in academic jeopardy will be placed on academic probation. Students may be asked to appear before the Review Committee if the situation is not rectified by the completion of the next grading period.

## **SENIOR FINAL EXAMS**

Seniors who have a 90% class average for both the 3rd and 4th quarters may opt out of the final exam. If they so choose, eligible seniors have the option to take the exam to improve their final grade in a class. However, if the student's exam grade causes the final grade to fall below a 90%, the final exam grade will be dropped. All seniors taking a dual credit class will have to take the final regardless of the 3rd and 4th quarter grades.

## **CHAPEL & ASSEMBLIES**

### **CHAPEL**

Chapel is an extension of the students Christian training, but not the extent of it. Weekly chapels are scheduled to encourage spiritual development in our students. During chapel all students are expected to respect the worship of God and their peers who choose to display reverential behavior.

Those students who choose to be disrespectful during this time will receive a demerit and possible removal from chapel.

Electronic devices are not to be used during chapel ( iPads, phones or any laptops, etc.). Students need to bring a physical Bible to chapel. Food and drinks are not allowed in chapel.

## **ASSEMBLIES**

Assemblies are held periodically for pep rallies, special speakers, etc. Students may be dismissed from class to attend.

## **MISSIONS WEEK**

Missions Week is part of the CCCS curriculum. All 6<sup>th</sup>-12<sup>th</sup> grade students are expected to participate in our Missions Week program. They can choose an out of state mission trip or stay in Las Vegas and serve at various outreaches within our community.

## **WORK RELEASE POLICY**

The following requirements must be met in order for a student to qualify for the work release program. The administration reserves the right to issue or deny work release to students at their discretion. This program is only available to seniors.

- 1) The student must attend chapel weekly.
- 2) All grades must be either A's or B's. A lower grade at any time may result in being reinstated in a full course load.
- 3) If a student is not enrolled in a class they cannot be on campus (including the elementary school and coffee shop)
- 4) The student must provide written proof of employment.
- 5) Parents must sign that they understand the requirements and allow the school to remove their child from certain classes.

## ***STANDARDS OF CONDUCT***

### **SPIRITUAL LIFE AND CONDUCT**

One of the unique purposes of CCCS is to prepare Christian young people for effective service for Christ in whatever career they choose. CCCS desires for each student to develop a vital, personal relationship with God through faith in Jesus Christ, and asks all students to measure their lives by scriptural standards of 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, a student indicates his desire to become a sincere, cooperative member of the student body.

Spiritual growth is never the result of superimposed rules, and therefore CCCS' standards of conduct are not designed merely to produce a pattern of outward conformity but also spiritual maturity and the desire to make Godly decisions.

The school desires that students demonstrate, by their conduct, an acceptance of Christ and an attitude of submission to His Lordship. It is hoped 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 to demonstrate, by attitude and behavior, a life committed to following Christ.

*"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." (I Timothy 4: 12)*

### **DISCIPLINARY POLICY STATEMENT**

The discipline policy of the school is intended to establish a classroom environment conducive to learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority.

The school's discipline policies include instruction, correction, consequences, and reward. All of these elements are biblical principles, which create a balance between consequences and reward. *"For whom the Lord loves He reproves" (Proverbs 3:12)*

### **CODE OF CONDUCT**

1. I will strive to discover my God-given talents, to develop those abilities fully, and to devote those talents to a lifetime of learning, serving, and honoring God.
2. I will not use or be associated with the use of tobacco, drugs, alcohol or vaping.

3. I will honor God by maintaining a lifestyle of sexual purity.
4. I will refrain from the use of profanity, vulgarity, or any other type of writing, print material, innuendo, or conversation that is inappropriate for a Christian. This includes personal conduct during daily computer usage on any social network site such as on Facebook or Instagram, etc.
5. I will not lie, cheat, or steal, nor will I tolerate such activity.
6. I will show respect for authority and submit myself to the teachers and administration of Calvary Chapel Christian School, realizing that attendance at CCCS is a privilege, not a right.
7. My dress and my appearance will not only comply with the dress code of CCCS, but it will also reflect Christian modesty and values.
8. My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and my actions.
9. I will support the Statement of Faith as it is applied to instruction throughout the curriculum.
10. I will uphold this code of conduct at school, at school activities, and outside of school.

### **DEMERIT POLICY**

Teachers, faculty, substitutes and staff of CCCS may issue demerits. Additionally, the number of demerits issued will be at the discretion of the administration and in response to the seriousness of the offense.

If a student accrues 9 demerits in a quarter they may be required to go before the Review Committee to determine what other discipline may be required.

### **MINOR DEMERIT OFFENSES**

Infractions	Demerit Amount
1. Dress Code	1
2. Uniform Code	1
3. Unauthorized use of electronics	1
4. Gum Chewing	1
5. Not prepared for class	1
6. Public Display of affection (side hugs allowed)	1
7. Talking	1
8. Refusal to work	1
9. Throwing or shooting items	1
10. Disruption of learning environment	1
11. Eating or drinking in class	1
12. Not on task	1
13. Cell phone (see cell phone policy)	1
14. Late for class	1

### **MINOR DEMERIT CONSEQUENCE POLICY**

#### Detention Notification Policy

A detention referral will be issued when a student accumulates (3) demerits. When the student accumulates the (3) demerits, a morning detention will be issued.

A week of lunch detentions will be issued if any student receives or accumulates 6 demerits.

Demerits will be removed at the beginning of every nine weeks.

### **MAJOR DEMERIT OFFENSES**

The following classroom infractions that result in further steps of discipline are listed below:

1. Forged notes
2. Profanity
3. Stealing
4. Vandalism
5. Extreme insubordination or disrespect
6. Lying
7. Cheating
8. Bullying of any kind
9. Obscene gestures

10. Plagiarism
11. Truancy
12. Not returning a detention notice signed by parents
13. Missing assigned detention
14. Sexual Harassment

### **MAJOR DEMERIT CONSEQUENCE POLICY**

Demerits start over every nine weeks.

1<sup>st</sup> violation = office referral = automatically assume 9 demerits, automatic suspension.

2<sup>nd</sup> violation = office referral, automatically assume 15 demerits and suspension, probation, or possible expulsion.

#### Automatic Suspension and Required Parent Conference

1. Fighting or physical harassment
2. Sexual misconduct or harassment
3. Smoking or possession of tobacco
4. Any illegal activity

### **DRUG TESTING**

Calvary Chapel Christian School reserves the right to execute random drug testing on students when deemed necessary. The cost is \$20 per test and the parents are responsible for paying for the test.

#### Consequence for Demerits Policy

<u>Demerit</u>	<u>Academic Consequence</u>	<u>Extracurricular Consequence</u>
<u>Total</u>	<u>Detention</u>	<u>None</u>
3	Lunch Detention for one week	AD and all advisors notified of probation status
6	One day suspension	Suspension of school activities
9	2 day suspension	Suspension of school activities
12	Enrollment subject to termination	N/A
15		

Consequence exceptions may only be made at the discretion of the administration

Record of suspensions remains throughout the year. Administration reserves the discretion to evaluate and implement consequences based on individual cases. If a major offense occurs the student's parents or guardian will be contacted immediately and the student will receive additional disciplinary measures.

### **DISCIPLINARY ACTION**

Detention, probation or suspension may be used as part of the discipline procedure. Students may be expelled (withdrawn from enrollment in the school) for continued violations of school standards or if a single offense is particularly serious. If a student is involved in any leadership group, this includes any extracurricular programs at school and receives demerits of any kind their advisor or coach will be notified and the student will receive additional disciplinary measures. The Secondary Principal and Assistant Superintendent and Superintendent handle expulsion with the counsel of the Review Committee, School Advisory Board and the Senior Pastor.

### **CHEATING**

Cheating demonstrates a lack of integrity and character that is inconsistent with Christian values and the goals of our school. Cheating robs students of the opportunity to become competent learners and in the end is self-destructive.

Cheating includes:

- Copying, faxing, emailing, airdropping or in any way duplicating assignments that are turned in, wholly or in part, as original work.

- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the teacher.
- Using a computer or other means to translate an assignment from one language to another and submitting it as an original translation.
- Giving or receiving answers on a test or quiz. It is a student's responsibility to secure his work to minimize the opportunity for others to copy work.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the final result.
- Accessing a test or quiz or answers to the same in advance of its administration.
- Using summaries/commentaries or television/movie renditions in lieu of reading the assigned material.
- Text messaging or having a cell phone out during an exam.
- Looking at another student's test or quiz paper.
- Using a "cheat sheet".
- Allowing someone to cheat off your paper or providing answers for another student.
- Any form of communication during a test or quiz. This would include those students who take the test or quiz early and relay information about it to another student. This includes the use of airdrop or any other mode of sharing information.
- Stealing a test or the distribution of a stolen test. This includes getting the answers from the teacher's desk and/or distributing them.
- A student doing or copying another student's homework, project or paper.
- Plagiarism is defined as the theft and use of another person's ideas or writings as one's own, with or without knowledge of the other person. This includes not properly citing sources in a written work.

## **PROCEDURE FOR STUDENT CHEATING**

### First offense

- 1) F on quiz, test or paper (scored as a zero)
- 2) Office referral to Administration
- 3) Phone call home
- 4) If the student holds any sort of leadership position in a club, class or athletic team the student may be put on probation by the Advisor for (3) weeks and possibly lose the position for a period of time. Cheating is a violation of honor, and cheating and leadership do not go hand-in-hand.
- 5) Suspension from school

### Second offense

- 1) F on quiz, test or paper (scored as a zero)
- 2) Parent conference.
- 3) Letter in permanent school records.
- 4) Suspension from school.
- 5) Possible expulsion.

## **DETENTION POLICY**

Students who receive a detention will be given a form for the parents to sign. Morning detentions will only be held on Wednesdays and Fridays at 7:30 a.m. unless otherwise noted.

## **DETENTION PROCEDURE**

Students with detentions must:

- a. Turn in detention slips signed by the parents the following day.
- b. Must arrive on time on the date assigned for detention.

Students who do not comply with the detention procedures will receive 6 demerits including a one week detention during student's lunchtime.

Failure to show up to lunch detention will result in 9 demerits, one day suspension and suspension of all activities they may be involved in.

## **DISCIPLINARY PROBATION POLICY**

It is our desire that every student remain at Calvary Chapel Christian School; however, we will not tolerate students who continually disrupt the school's academic or spiritual program. A student can therefore be placed on

probationary status for disciplinary reasons. Disciplinary probation will extend from the time probation is awarded through the end of the school year. In some cases when a student is put on probation in their last semester, probation can be carried through the entire upcoming school year. Students placed on disciplinary probation may need to appear before the Review Committee to determine eligibility for future enrollment.

## **REASONS FOR PROBATION**

### **Academic**

- 1) insufficient academic progress, specifically failing any one subject or a grade point average below a 2.0
- 2) failure of the parents to obtain recommended professional assistance for the student
- 3) failing 1 or more core classes in one grading period.

### **Behavior**

- 1) a rebellious spirit which shows no improvement after much effort by the teachers and staff
- 2) a continued negative attitude having a bad influence upon other students
- 3) continued deliberate disobedience
- 4) committing a serious breach of conduct in school or outside school that has an adverse effect upon the CCCS' testimony and fails to comply with the CCCS code of conduct
- 5) failure of the parents to comply with the disciplinary procedures of the school

## **INVOKING PROBATION**

The probation will go into effect after the staff has reviewed the student's behavior, attitude and/or academic performance. The parents will be notified explaining the reason for the probation and the length of time of the probation. A conference will be held with the parents, the student, and the administration to give notification and explanation for the probation. Suggestions for parental action or disciplinary measures to correct the infraction or lack of academic progress will be addressed at this time.

Students who incur excessive discipline or academic issues throughout the year may be ineligible for re enrollment.

## **PROBATION PERIOD**

The period of probation will be determined by the administration. Student activities will be limited, and all positions of trust and responsibility must be relinquished during this time.

## **SUSPENSION POLICY**

When the student has received 9 demerits they will receive a one day suspension (in-house or at home at the discretion of administration) with parent notification. If the student receives 12 demerits they will receive a two day suspension with parent notification (students and parents will have to sign an agreement that states if the student is suspended due to an office referral, the next office referral may result in expulsion, as decided by the CCCS Administration).

When the student is suspended from school the student may receive credit for homework assigned while suspended. Tests and quizzes missed while the student is suspended may be made up.

Disciplinary probation is invoked when a student is suspended from school. The length of probation is determined by the administration.

## **REASONS FOR SUSPENSION**

- 1) continued deliberate disobedience or disrespect displayed
- 2) a rebellious spirit which is unchanged after much effort by the school staff
- 3) a continued negative attitude having a bad influence upon other students
- 4) a serious breach of conduct in the classroom, on school grounds, or a school sanctioned event having an adverse effect on the image of the school
- 5) failure of the student to comply with the disciplinary actions of the school
- 6) failure of the parents to get recommended counseling.

## **BULLYING**

Bullying means any overt act or combination of acts directed against a student by another student or group of students which:

1. is repeated over time;
2. is intended to ridicule, humiliate, or intimidate the student
3. occurs during the school day on school property, on a school bus, or at a school sponsored activity
4. occurs before or after school hours at any school sponsored activity
5. cyber-bullying will not be tolerated and includes Facebook, Twitter, Email, Instagram, Texting, Sexting or any other form of social networking before, during or after school hours

Any student found guilty committing any of the above acts will receive all or part of the following based on the discretion of the administration:

- 9 demerits
- Suspension
- Probation
- Appearance before the Review Committee

### **EXPULSION/FORCED WITHDRAWAL POLICY**

Any student expelled or forced to withdraw may not be able to re-apply until the next full academic year has been completed, at the discretion of the administration. The following are contingent for re-entry:

- a. Satisfactory behavior during this time period.
- b. Satisfactory grades during this time period.
- c. Recommendation from the church pastor.
- d. Recommendation from the Secondary Principal, Asst. Superintendent/Elementary Principal, or Superintendent.

### **PUBLIC DISPLAY OF AFFECTION**

Students are to conduct their relationships in a Christ like manner. The following is not permitted before, during or after school hours:

- Embracing in long hugs (only side hugs are allowed)
- Hand holding
- Kissing
- Students who receive a demerit for not complying to a prior demerit will receive an automatic detention that includes 3 additional demerits.

### ***HEALTH AND SAFETY***

#### **MEDICATION & ILLNESS**

- 1) An authorization slip, indicating the prescribed dosage and proper time(s) to administer the medication, must be completed and approved to be kept on file in the school office.
- 2) All medications must be sent to school in the original container; over-the-counter medications (i.e. aspirin, Advil, etc.) must be in the original bottle.
- 3) All medicines are kept in a locked cabinet located in the school office. Students are not allowed to keep medication in their possession, with the single exception of a breathing inhaler or automated insulin. In this case the parent will complete a special authorization form.
- 4) Students are to come to the school office to receive medication. One of the staff members will verify that an authorization slip is on file and check the time and dosage prescribed prior to administering any medication to a student. Each time the medication is administered to the student, the staff member will record the time and dosage administered. This log is also kept on file in the school office.
- 5) Under no circumstances is a student to give or sell another student medication. If this occurs, disciplinary action will be taken.

#### **MEDICATION POLICY FOR PRESCRIBED DRUGS**

- 1) Authorization slip must be filled out and approved.
- 2) All medications are to be kept in the school office and are administered to students when prescribed. Students are not permitted to keep any medication, prescribed or over-the-counter, in their possession while on school property for any reason.

- 3) No student is at any time to give or sell another student medication.

### **MEDICAL EMERGENCY PROCEDURES**

At the beginning of the school year all students are required to complete the information on an "Emergency Card" which includes the following: name and telephone number of the doctor to be notified; the name, address, and telephone number of the parents; an alternate person to be notified if the need should arise. It is the responsibility of the parent/guardian to see that this information is on file. In case of serious illness or injury this information may be used before consultation with the family if deemed necessary.

### **ILLNESS DURING SCHOOL HOURS**

Students who appear to be ill or are falling asleep during class will be sent to the school office. Parents must make arrangements to pick up ill students within **one hour** of

In the event that a child reaches a temperature of 100 degrees or higher, the family will be contacted by telephone, and the parents will be requested to come to the school and pick up the child. They must make arrangements for the child to be off property within one hour of notification.

### **Communicable Disease**

If a child has been absent from school due to a communicable disease, they must have written permission from their physician before being readmitted to school.

Parents/guardians will be notified immediately when it is determined that a child is sick or injured. A responsible adult must promptly pick up sick or injured child, as CCCS is not equipped to provide a suitable waiting area or extended supervision for sick or injured students. CCCS is required to follow state health standards for determining when an illness mandates removal from the school environment.

### **BUS STANDARDS OF BEHAVIOR AND PROCEDURES**

Enter the bus in a line. Hold the handrail while going up and down the stairs.

When entering the bus, go directly to a seat. Remain seated and face forward during the entire ride.

Always speak quietly on the bus so the driver will not be distracted. Always be silent when a bus comes to a railroad crossing so the driver can hear if a train is coming.

Never throw things on the bus or out the windows.

Keep the aisles clear at all times. Feet should be directly in front of you on the floor.

Never play with the emergency exits. Large instruments or sports equipment should not block the aisle or emergency exits. If there is an emergency, listen to the driver and follow instructions

Hands should be kept to yourself at all times while riding on the bus. Fighting and picking on others creates a dangerous bus ride.

If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and she may begin moving the bus.

Respect the "[Danger Zone](#)" which surrounds all sides of the bus. The "Danger Zone" is ten feet wide on all sides of the bus. Always remain 10 steps away from the bus to be out of the "Danger Zone" and where the driver can see you.

Failure to follow bus procedures will result in appropriate disciplinary measures.

### **STANDARDS OF DRESS**

A dress code helps students to focus on Christ by eliminating undue focus on clothing and designer labels and a preoccupation with outward appearance. We want to be imitators of God by focusing on the heart.

To assist students in maintaining this biblical emphasis and to serve the establishment of an orderly learning environment, a dress code has been established. The dress code encourages students to show their originality and express who they are by the way they use their gifts and talents to serve the Lord and others rather than by the way they dress. The dress code applies to students when school is in session on the school campus from and including (0) hour 7:15 a.m. to 3:30 p.m.

While on campus during school hours, students must be in dress code. Students out of dress code will be excluded from classes until they are within code. Parents will be called to bring appropriate attire to school. The missed classes will be counted as absences. After school hours, any student dressed in immodest or inappropriate attire will

be required to leave campus. The Administration will enforce the dress code; however, it is NOT the sole responsibility of the school. ***Parents are expected to cooperate with the school in monitoring their student's daily attire to assure compliance with the dress code.***

## **GENERAL UNIFORM CODE**

Calvary Chapel Christian School has school uniforms. Uniforms can be ordered on our school website, [cccsions.org](http://cccsions.org) or [golionsgear.com](http://golionsgear.com). Samples of the uniforms are in the school office for students to try on for sizing. No one article of clothing contained on the website is mandatory. Families may select from the website those pieces that best suit their needs. The Secondary campus differs slightly from the Elementary campus, please know that only Secondary uniforms may be worn on the Secondary campus. Please note additional guidelines regarding school uniforms.

### **Girl's uniform guidelines:**

- Calvary zip up hoodies and sweatshirts can only be worn as long as a uniform top is underneath.
- Pants must be hemmed to a length that clears the ground and no cut-off or frayed pants. Tops must be long enough to cover the abdomen when hands are raised above the head. No cargo pants or shorts.
- Uniform clothing may not be altered in an unconventional manner. For example, shirt and pant seams may not be opened or hems frayed or collars or sleeves cut; this includes P.E. shirts and class color shirts. The original style of clothing must be maintained.
- Skorts or skirts are no longer approved as appropriate uniform dress.
- Shoes are required at all times. No flip-flops, slippers, or high-heeled shoes. Sandals and other shoes must have a full back or strap.
- Shorts may not be rolled up or waistbands rolled down.

Non-uniform clothing may not be worn during school hours. The singular exception to this policy is a heavy winter coat during cold weather, but must be kept in the student's locker during school hours. Non-uniform hats, sweaters, sweatshirts, and lightweight jackets are not to be worn to school.

Students who fail to comply with these guidelines will receive disciplinary actions.

### **Boy's Uniform Guidelines:**

- Pants must be hemmed to a length that clears the ground and no cut-off or frayed pants. Tops must be long enough to cover the abdomen when hands are raised above the head. No cargo pants or shorts.
- Uniform clothing may not be altered in an unconventional manner. For example, shirt and pant seams may not be opened or hems frayed or collars or sleeves cut; this includes P.E. shirts and class color shirts. The original style of clothing must be maintained.
- Calvary zip up hoodies and sweatshirts can only be worn as long as a uniform top is underneath.
- Shirts are not required to be tucked in. (NO tank tops or V-necks.)
- Shoes are required at all times. No flip-flops, slippers. Sandals and other shoes must have a full back or strap.

Non-uniform clothing may not be worn during school hours. The singular exception to this policy is a heavy winter coat during cold weather, but must be kept in the student's locker during school hours. Non-uniform hats, sweaters, sweatshirts, and lightweight jackets are not to be worn to school.

## **GIRL'S FREE DRESS CODE**

- All dresses must be knee length or can be longer than knee the knee.
- Shorts must be knee length.
- Shorts may not be rolled up or waistbands rolled down.
- Pants must be hemmed to a length that clears the ground and no cut-off or frayed pants. Tops must be long enough to cover the abdomen when hands are raised above the head.  
(NO tank tops, V-necks or spaghetti straps.)
- No underwear is to be shown.
- No fishnet stockings or thigh highs.
- No skintight clothing. ***This includes yoga pants, leggings and jeggings.***
- No visible tattoos.
- Shoes are required at all times. No flip-flops, slippers, or high-heeled shoes. Sandals and other shoes must have a full back or strap.
- Distracting clothing items or accessories are not allowed.

- No pajama pants.
- No see-through clothes.

Students who fail to comply with the Free Dress policies will receive disciplinary actions.

### **BOYS FREE DRESS CODE**

- Shirts are not required to be tucked in. (NO tank tops.)
- No sagging pants or shorts, no underwear is to be showing.
- Uniform clothing may not be altered in an unconventional manner. For example; hems frayed or collars or sleeves cut; this includes P.E. shirts and class color shirts. The original style of clothing must be maintained.
- No visible tattoos.
- Must wear shoes. No flip-flops or slippers. Sandals and other shoes must have a full back or strap.
- Distracting clothing items or accessories are not allowed.
- No pajama pants.

Students who fail to comply with the the Free Dress policies will receive disciplinary actions.

### **FREE DRESS & JEANS DAY**

Students awarded with a "free dress" pass must abide by the school dress code when using this pass. Free dress passes may only be used on Wednesdays and the pass must be carried with the student throughout the school day. Every Friday is "\$2.00 Jeans Day". Students may wear jeans with a Calvary shirt for a fee of \$2.00. If a student chooses to not participate in our "\$2.00 Jeans Day", students must be in standard Calvary school uniform. However, any Calvary shirt may be worn on Friday. Free Dress passes are not to be re-used, if found re-using a pass the student will receive a demerit and will not be eligible for Free Dress or Jeans Day.

### **OTHER**

Book bags, hats, notebooks, or other paraphernalia with inappropriate messages or pictures are not permitted.

### **BOYS & GIRLS**

- *Hats, head scarves, bandanas may not be worn.*
- On occasional free dress day, and jeans day, all dress code rules still apply. In addition, students should take care not to wear any item of apparel, which glorifies or advertises any group or product that might cause another to stumble.***

### **STUDENTS MAY NOT WEAR THE FOLLOWING:**

- T-shirts, jackets, etc., that advertise secular rock groups, alcohol, drugs, sex, or offensive material.
- Holes in jeans.
- Low rise jeans.
- No tank tops, V-neck or shirts with spaghetti straps, sweat pants.
- No shirts or blouses off the shoulder.
- Skin tight clothing. This includes, tights, yoga pants, leggings, or jeggings
- No see-through clothes.
- No visible undergarments.

### **PHYSICAL EDUCATION UNIFORM REQUIREMENTS**

All students in grades 6-12 who are enrolled in PE classes are required to have the basic school Physical Education uniform.

Other items needed are:

1. Appropriate undergarments for females
2. Athletic shoes either high top or low cut can be worn
3. Calvary sweat suits may be worn during cold weather; these may be purchased from the school or be royal blue in color. Coats and jackets are not permitted to be part of the PE uniform.

No clothing may be worn that is not a part of the school uniform. Any issue of attire not specifically addressed above is expected to conform to our school's standard of modesty and safety. The final decision on any question concerning the appropriateness of a student's attire or accessories rests with the administration.

## ***CALVARY STUDENT ACTIVITIES***

### ***CHI ALPHA:***

To become a member of Chi Alpha, students must have a **3.0 grade point average in each class** and cannot have received more than **five (5)** demerits from the previous school year. Students must also display a heart toward serving others. Any student applying for a leadership or an Executive Board position must go through an interview process. Should a member's GPA fall below a 3.0 in any class, it must be brought up by the end of the next quarter. Failure to do so, will result in removal from Chi Alpha. Any member removed due to grades may petition for reinstatement upon all grades rising to a 3.0 at the end of the next quarter following such removal. Receiving six (6) demerits during the school year will result in immediate removal from Chi Alpha.

To remain in good standing, Chi Alpha students will be required to complete a two (2) semester long discipleship/leadership Bible study, disciple at least one (1) other student, attend all meetings, as well as be expected to participate in all fundraising events, work projects, quarterly service projects, CCCS campus/off campus events e.g. Homecoming and Prom dances, and other Chi Alpha-related activities.

### ***WORSHIP TEAM:***

To become a member of the worship team and/or chapel band students must have a cumulative grade point average of 3.0 and cannot have received more than five (5) demerits from the previous school year. If a student's GPA should fall below a 3.0 during a quarter, it must be brought back up by the end of the next quarter. Failure to do so, will result in a probation from worship team/chapel band and possible removal from the team. Receiving six (6) demerits during the school year will result in immediate removal from the worship team/chapel band. In addition, students must demonstrate musical ability and a desire to grow in their musicality, have a personal relationship with Jesus Christ, and grow in this relationship through Bible study and prayer.

### ***NATIONAL HONOR SOCIETY:***

To be invited to apply to National Honor Society a student must be in 10-12 grade and have a cumulative grade point average of 3.5. Once a student receives the application for NHS, it is up to the student to complete and turn in the application on time. To gain membership students must meet the following requirements:

- **Scholarship**
  - Cumulative GPA of 3.5.
- **Service**
  - This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership**
  - Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**
  - The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and maintains a clean disciplinary record.

To remain in good standing with NHS, students must continue to meet the above requirements, participate in all NHS meetings, service projects, and other NHS activities. Failure, to meet these requirements will result in removal from National Honor Society.

## **GENERAL STANDARDS**

1. Students using or in possession of alcohol, non-prescriptive drugs, or tobacco or participating in immoral acts (I Cor. 6:18-19, I Thess. 4:3-4) will be subject to suspension or immediate dismissal from CCCS. Since students are expected to uphold Christian standards both on and off campus, disciplinary action will result regardless of where the inappropriate behavior takes place.
2. The following items are not permitted on the campus. If found on the premises, such items will be confiscated from the student: Skates, skateboards, fireworks, water balloons, squirt guns, pocket knives or any type of weapon, inappropriate literature and pictures, cigarette lighters, matches, and any item which causes disruptive behavior or is considered unsafe. The administrator must clear exceptions to this policy beforehand.
3. Students, their lockers, and belongings may be subject to search when there is suspicion that the student has violated the law or a school rule and that the search will uncover evidence of violation.
4. Students are expected to use good judgment in their actions and activities while at school. The following items will not be tolerated and may result in a parent conference, suspension, and/or expulsion: Abusive or vulgar language in the halls, classroom, and school grounds or during off-campus school activities, hazing, teasing, fighting, cheating, stealing, unauthorized entrance into school buildings, rooms, or teacher supplies, and the throwing of unauthorized objects (rocks, etc.).
5. Students may not have food or drink in the classroom or the school office unless the teacher grants permission
6. All regulations considered and adopted by the administration of CCCS and announced to the students for the smooth running of the school have the same force as those published in this manual.

These regulations apply to students in the following situations:

1. On school grounds (this includes the parking lot as well as vehicles on school property).
2. Going to, or coming from school.
3. On lunch break, whether on or off campus.
4. At, going to, or coming from school-sponsored activities.
5. Off-campus

## **DRIVING & PARKING**

Driving is a privilege granted to those who have completed the requirements to obtain a state issued driver's license. Student drivers are reminded that they are responsible not only for pedestrians but also for those in other vehicles around them. All student drivers are required to fill out the Student Driver Form in order to drive to and from school. These forms are located in the school office.

1. Student parking is assigned to the lot located on the corner of Calvary Way and Oquendo Road. All vehicles that will be driven by a student must be registered with the school office, giving proof of insurance, registration, and a copy of the student's driver's license.
2. All accidents occurring on school property must be reported to the school office on the day of the accident.
3. The speed limit is five (5) miles per hour on school property.
4. Vehicles should be locked at all times.
5. There should not be any loitering in the parking lot and students may not eat lunch in their car. Students may not go to the parking lot during the school day unless given permission by an administrator, faculty member, or staff member.
6. While in the parking lot, car stereos may not be played for public hearing.
7. Students are not permitted to drive with other students in their car unless they have a school permission form on file in the office, for the current school year.
8. Failure to comply with school driving and parking regulations on campus and /or rules of the road in the surrounding neighborhood may result in the revocation of on-campus driving and parking privileges.

## FIELD TRIPS

Throughout the school year students will be participating in various field trips and activities away from the school premises. Although a Field Trip Permit Form is a required part of the student enrollment packet, a letter will be sent from the teacher or the school office to notify parents in advance of all field trips. If a notice does not arrive home, parents should call the school office to verify the field trip. If a student is not able to participate in a field trip, it is the responsibility of the parent to make other arrangements for the care of their child on that day. Students are not allowed to drive themselves or other students on field trips.

The teacher is always in control of all field trips. Each student will be assigned a seat in the vehicle at the discretion of the teacher. No changes will be made in vehicle assignments except by the teacher. All students will depart and arrive from the vehicle to which he is assigned. Field trips will begin and end at school, unless previous arrangements have been made through the school office. All students must return to school before being dismissed.

All parents driving on field trips will be required to have proof of insurance and a copy of a valid driver's license on file with the teacher.

Always insist on the following guidelines with children in vehicles:

1. Except in emergencies the vehicle will be boarded and exited from the side door.
2. Passengers shall remain seated with seat belts while the vehicle is moving.
3. All objects and parts of the body are to remain inside the vehicle at all times.
4. Since it is distracting to the driver and unsafe, do not shout, whistle, or sing loudly.
5. Students must be in school uniforms unless otherwise specified.

Teachers have the right to cancel the field trip or return students to school if any disciplinary issues arise. Parents are responsible for their assigned students from beginning to end, regardless of situations that may arise with their own child.

## LOCKERS

Lockers are assigned for the convenience of the students. Students must use the locker assigned to them by the school. Care should be taken in protecting the combination of the lock. Students are strongly discouraged from bringing valuable items or cash to school. Students are responsible to close and lock their lockers during and after school. If students share their locker combination with other students they will receive a demerit. Any student found tampering or breaking into another student's locker will be disciplined and charged for any damages to the locker.

All books, lunches, or other personal items are to be kept in the student's locker. Items left elsewhere will be deposited in the Lost and Found and the student will receive a demerit. The school is not responsible for lost or missing items. Students and parents must understand that student lockers are not private spaces. There is no expectation of privacy by a student in regard to the use of the lockers.

The administration reserves the right to search school lockers and their contents without notice and to require a student to physically reveal the contents of any personal property brought on school grounds. The school also reserves the right to permanently seize any personal property brought on school grounds or in school vehicles that is illegal or considered spiritually or morally offensive.

PE lockers are available for the students' use on a daily class basis. Students **MUST** bring their own locks and secure their belongings in the locker at all times. Belongings and locks must be removed daily at the end of PE class.

***No electronic devices are to be in the locker room.***

The school is not responsible for items that a student leaves unsecure.

## USE OF OFFICE TELEPHONE

The use of the office phone should only be used before school, during lunch or after school. The office telephone is for school business purposes, and **students may use it only in cases of emergency**. Forgotten items do not constitute an emergency. Students who become ill during school hours are allowed to use the telephone in the office to inform their parents and are to remain in the office until their parents pick them up. In an emergency situation only, parents may call the school office and leave a message, which will be delivered, to the student.

## **RESOLVING CONFLICTS**

Parents should willingly uphold the standards and guidelines upon which our educational philosophy is based. If there is any conflict or complaint involving school matters, parents are requested to first contact the person concerned, not commenting on it to the child, other teachers or parents until a proper investigation is made. Conflicts should be settled in the following manner according the Matthew 18:15 "If your brother sins against you go and tell him his fault between you and him alone":

- 1) Speak directly to the person in question. This will solve the majority of problems, as well as prevent gossip, misunderstandings or hard feelings.
- 2) If this does not resolve the conflict, request a meeting with the person in question and the school principal or administrator.
- 3) If no resolution is reached, request that the issue be presented to the School Advisory Board.

## **VANDALISM & PROPERTY DAMAGE**

Any damage to the school or church property must be reported immediately to the school office. Students are liable for property they damage and will be charged for the cost to repair or replace such items including lost or damaged books. The deliberate damage to, or defacing of property, makes the student liable for suspension or expulsion.

## **SPORTSMANSHIP POLICY**

Sports are a vital part of the CCCS program. They provide an excellent opportunity for Christian witness. We expect good sportsmanship in our students, participants and fans at all competitive events.

The following rules have been adopted to delineate the policy of the school.

1. Attitudes and behavior are to reflect Christian principles and in no way to jeopardize our Christian witness or bring disrespect to our school.
2. Fans, students and participants are asked to be positive toward officials, coaches, players and other fans. If a fan does not have something good to say, he should be quiet.
3. The referees or other assigned officials are the authorities in charge at any event. They are to be respected, as we are to respect any other authority, at all times, regardless of one's opinion of the call(s).
4. Good sportsmanship includes respecting the facilities of the other schools, obeying their rules even if they may differ from our own.
5. There shall be no abusive behavior, vocal or otherwise.
6. There shall be no "BOOING" of officials, coaches, players or other fans.
7. No negative cheers shall be used by either student body or fans. Much of good sportsmanship can be summed up in the Christian virtue of SELF-CONTROL. Anyone who exercises self-control will not experience great difficulty in truly being a good sport.
8. Please see Athletic Handbook for a detailed description of the athletic department's rules and policies.

## **UNWRITTEN REGULATIONS**

All regulations considered and adopted by the administration of CCCS and announced to the students for the smooth running of the school have the same force as those published in this handbook.

## ***MISC INFORMATION***

### **CELL PHONE & ELECTRONIC DEVICES**

All cell phones must be turned off by 8:30 a.m. and must remain off until 3:00 p.m. If a cell phone or other electronic devices are used or visible during school hours they will be confiscated and turned into the office. High School students only may use cell phones during lunch period. These devices may not be used in any of the locker rooms at any time. Headphones or earbuds may not be used during any class period.

1<sup>st</sup> offense-demerit issued, phone or electronic device will be returned to the student after school.

2<sup>nd</sup> offense-demerit issued, detention, phone or electronic device will be returned to parents only.

3<sup>rd</sup> offense-demerit issued, one week of lunch detention, parents contacted; phone or electronic device will be returned to parents and will not be allowed on school property for the rest of the year.

#### **LOST OR STOLEN ITEMS**

Students are responsible to secure all personal belongings in a secure location. Lockers must remain locked at all times. Students are responsible for supplying personal locks for their P.E. lockers. Lost or stolen items are not the responsibility of Calvary Chapel Christian School.

Lost and found items are held in the school office. If your child's name is on the item, every attempt will be made to return that item to your child. Items without names will be held in the school office for approximately two weeks and then donated to a charitable organization.

#### **CONCLUSION**

The faculty, staff and administration of Calvary Chapel Christian School encourage the parents of CCCS to become actively involved in their child's education, and to lend every possible encouragement and support to them.

It is Calvary Chapel Christian School's desire to make each student's Christian education and maturing process the most rewarding possible. May we all seek God's guidance and wisdom as we work together to accomplish this goal.



C A L V A R Y C H A P E L  
**CHRISTIAN SCHOOL**  
*"Preparing students to impact the world"*

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

I have read and understand the Calvary Chapel Christian School Middle & High School Handbook. I will do my best to uphold these standards, policies and procedures.

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature