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Welcome to Calvary Chapel Christian High School!

This Grizzly Parent/Student Handbook has been designed as a tool to help familiarize you with our school and specific school policies pertaining to Calvary Chapel Christian School (CCCS). Both parent and student are required to read the Handbook carefully. You will be held accountable for everything written in this book.

STATEMENT OF FAITH

CCCS is based on the truths revealed in the written Word of God. We interpret these truths to have the following implications for our educational program:

1. **We believe** the Bible to be the inspired, the only inerrant, authoritative Word of God (2 Timothy 3:15; 2 Peter 1:21)
2. **We believe** there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30)
3. **We believe** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11)
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5)
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29)
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)
7. **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18)

MISSION STATEMENT

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

OUR PHILOSOPHY OF CHRISTIAN EDUCATION

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

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

- To promote the maturity of our students in doctrine and practice (Eph. 6:4; Col. 1:28-29)
- To love the Lord our God with all our heart, soul and mind (Matt. 22:37)
- To train our students in Christian service and ministry (II Tim. 2:2)
- To glorify God in all that we do by equipping our students for their futures through development of strong intellectual and moral character (I Cor. 10:31)

The school is an extension of the family and also an extension of the church. In this capacity, we will promote this relationship of family, church, school and members of the body of Christ. We believe that our priorities and commitment should be in the following order: (1) Christ, (2) Family and (3) School.

OUR LIVING CURRICULUM

The CCCS teaching staff is highly qualified and thoroughly dedicated to helping each student achieve positive spiritual, mental and physical growth. A primary purpose of the Christian school staff is to fulfill God's commandment to parents and to the church: to train up the children in the fear and admonition of the Lord. CCCS is an integral and inseparable part of the church. Since our school is a body ministry of Calvary Chapel of Downey, all teachers and staff fellowship here at Calvary Chapel of Downey. 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.

OUR INSTRUCTIONAL PROGRAM

The philosophy of Christian education promotes high academic standards, helping students achieve skills in creative and critical thinking, using a Biblically based curriculum. The Bible is not only a separate academic area, but must also be the foundation and motivational force for all curriculums. Our courses have been approved by the University of California System and by the NCAA (National Collegiate Athletic Association).

MINISTRY OUTREACH

At CCCS we seek to reach out to students in various ways by providing camp settings with spiritual emphasis, chapels, biblical guidance, bible studies, discipleship groups and prayer meetings. In addition, we also provide opportunities for students to reach out and serve their classmates, communities and the mission field through:

- Camp (9th Grade Adventure)
- Missions Conference, Purity Conference
- ASB, Pep Rally's, *The Cornerstone* Yearbook
- Clubs and Outreaches (e.g. Pro-life Ministry/Abortion Clinic, O.F.C. (Old Folks Club), Speech Club (An evangelistic opportunity), F.C.A. (Fellowship of Christian Athletes), L.O.A. (Love one Another)
- Outreaches - Mexico, Guatemala, Peru, Israel, and Los Angeles Inner City
- Mission Trips Abroad (We encourage students to participate in short term trips with their churches during the summer months)
- Men's and Women's Discipleship Groups

9th GRADE ADVENTURE

All 9th grade students are required to participate in an outdoor, spiritually enriching camp while at CCCS. *9th Grade Adventure* offers students the opportunity to grow in their faith and develop unity with their peers and CCCS staff members. The cost of this student activity will be added to the tuition contract. These fees are non-refundable.

10th-12th GRADE MISSION TRIPS ABROAD

Students will be afforded an opportunity to travel abroad in support of local missionaries. The mission trips will empower students to live the Mission Statement by making the Gospel known to the world. This is a great opportunity for students to discover and experience other cultures while ministering abroad. Dates and cost of these optional mission trips will be provided at the beginning of the school year.

ATHLETICS

Sports activities are an integral part of character development at CCCS. Christians are commanded to be different from the world around them, including athletics (Isaiah 55:8-9). Jesus Christ is to be the center of all our attention, both on and off the athletic field.

We participate in the CIF program which includes such sports as football, baseball, soccer, cross-country, track and field, swimming, volleyball, wrestling basketball, softball and golf. CCCS follows the eligibility rules and regulations established by the CIF and at times may even have stricter guidelines. For further information, please refer to the Athletic Handbook. Additional requirements apply to those students participating in athletic activities.

OUR SCHOOL MASCOT - GRIZZLIES

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

OUR SCHOOL ALMA MATER - CALVARY

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

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

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

HANDBOOK AMENDMENTS

The School Administration reserves the right to amend this Handbook, with School Board approval. The Calvary Chapel Christian School Board acts as a legislative body in approving policies and procedures of the school. Handbook amendments will be posted in the Daily Lifeline, Monthly Letters and online at cccsdowney.org.

GENERAL INFORMATION

SOME FACTS YOU SHOULD KNOW

CCCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletics and other school-administered programs. CCCS acknowledges that there is no preferential treatment with God (Acts 10:34-35).

CCCS is a member of the Association of Christian Schools International (ACSI), Association of Christian Teachers and Schools (ACTS), Calvary Chapel Education Association (CCEA) and the California Interscholastic Federation (CIF). CCCS High School is accredited by ACSI, ACTS and the Western Association of Schools and Colleges (WASC).

Maroon, gray and white are the school colors. "**Grizzlies**" is the school mascot and "**The Cornerstone**" is the name of our High School yearbook.

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

OFFICE HOURS

The CCCS office business hours are as follows - Monday through Friday:

During the School Year:

7:30 am - 3:30 pm

Summer Hours:

9:00 am - 3:00 pm

(unless otherwise posted)

SCHOOL HOURS

Classes begin at 7:45 am and end at 3:20 pm. Students should not be on the school grounds prior to 7:30 am nor should they remain after 3:30 pm, unless they are involved in school-related activities.

STUDENT DROP-OFF AND PICK-UP

To maintain a reasonable flow of traffic, we request that you drop your children off in the designated area. Parents who have children in multiple grades should drop their students off on the Elementary side. High school students are permitted to go to their classes from that area.

As a safety measure, Elementary and Jr. High students must not be dropped off on the High School side. Elementary and Jr. High students must be picked up on the Elementary/Jr. High side of the facility. They are not permitted to cross over through the High School.

DONATIONS AND GIFTS

CCCS is a non-profit ministry. Annual tuition and fees cover the operating expenses. However, gifts, fundraising and donations cover all other expenditures. All cash gifts and gifts-in-kind are income tax deductible and must be approved by the CCCS School Board. For information regarding the proper procedure concerning donations and gifts, please contact the School Office.

FUNDRAISING POLICY

The school conducts various fundraising projects during the school year. Parents and students may be required to participate in fundraising activities to offset expenditures not covered by the operating fund. The Fundraising Coordinator will direct all school fundraisers and will provide advance notice.

FIRE, DISASTER, AND LOCK-DOWN DRILLS

It is required by law that schools conduct fire drills. In keeping with recommended civil defense procedure, disaster drills also may be conducted. The teachers will discuss instructions for these drills. Students are expected to become familiar with these instructions so that all drills can be conducted with minimum confusion. *CCCS maintains armed security staff on the premises; lock-down drills will be conducted periodically as a safety measure.*

LIBRARY

Our high school library is an excellent source of research and reference materials; it has several computers with secure Internet access available to students as well as access to a variety of newspapers and magazines.

FOOD SERVICE

Students may bring their own lunches from home or buy lunch from the CCCS Snack Shack. Lunch is ordered during Homeroom. Drinks and snacks are available in the Snack Shack. Lunch Cards are available for purchase for the daily hot lunch menu items in the School Office. In the event that a student forgets their lunch/money they may obtain a *Lunch Slip* from the School Office. The *Lunch Slip* fee will be billed to their next month's tuition account. Students who fail to pick up an ordered lunch at lunch time or neglect to cancel lunch by break time will be issued demerits. Parents dropping off lunches must make arrangements prior to the start of school with their child to pick up their lunch from the school office. ***PLEASE NOTE - To keep classroom disruptions to a minimum, neither deliveries nor notices regarding lunch arrangements will be made to students.***

OUTSIDE FOOD

Food that is brought to the school can only be consumed by your child. Due to unknown allergic reactions that may be experienced by some of our students, bringing food for students other than your own is only permitted when a permission slip is signed and submitted to the office by the parent/legal guardian of those eating the outside food. The permission slip is specific to the food item(s) and releases CCCS from any liability.

Please refer to page 31 of the Parent/Student Handbook regarding celebrations, under “Closed Campus Policy.”

IDENTIFICATION CARD (I.D.)

All students will receive a picture I.D. Card. A replacement fee will be charged for a lost I.D. card.

HALL PASSES

Students are not to be out of class without a hall pass. Hall passes are completed in ink with the date, time and signature of their current teacher, with the exception of the laminated restroom pass. Students found on campus during class without a hall pass will be subject to disciplinary action.

LOCKS / LOCKERS (SEARCH & SEIZURE)

All students will be assigned individual hall lockers.

- Students are not to share their lock combination or locker
- P.E. students will also be assigned a P.E. locker
- Students are responsible for their lock and locker contents and are encouraged to maintain a clean locker. Any personal items or textbooks left unattended are at risk of being lost or stolen. Therefore, students are encouraged to use their lockers and to guard their belongings wisely
- Students are not allowed to write in or on lockers, apply adhesive stickers, post magazine pictures, cut outs, or any other items in their locker that would in any way deface them or be deemed inappropriate by *Administration*. *Personal photos determined to be appropriate by Administration may be posted.*
- Only School issued locks may be used. Non issued school locks will be removed; there is a charge for locks that are damaged or lost
- Violation(s) of the *Locks and Locker Agreement* will result in disciplinary action.
- Search & Seizure – if Administration has probable cause to believe that evidence of a violation of school rules is contained in any desk, locker, backpack, cell phone, iPod, camera, or any other electronic device, a search may be conducted to maintain safety and welfare of all students.

LOST AND FOUND PROCEDURES

All personal belongings, such as jewelry, glasses, purses and wallets, that have been turned in as “lost” will be kept in the School Office. Students should check the Lost and Found Bins located in the Athletic Hallway for lost backpacks, athletic items and clothing. Lost items are marked with the date that they were received. It is important to claim the item within 30 days; unclaimed items will be donated to a church ministry. Lost textbooks are the responsibility of the student/parent and must be replaced in a timely manner; not having the required textbooks in class adversely affects a student’s grades.

SECURITY CAMERAS

Security cameras (closed circuit televisions systems – CCTV) are installed at CCCS to monitor school/church property, to assist administrators in detecting and deterring unacceptable behavior or activities, and to provide an historical record to assist in investigation. All recorded images are property of Calvary Chapel of Downey. Cameras will not monitor the inside of change rooms or washrooms.

STUDENT STORE

All parents and students are welcome to shop at the Student Store. Students may shop at break, lunch and after school. A parent may obtain a visitor’s pass from the School Office to visit the Student Store. Our store carries CCCS uniforms, jackets, sweats, T-shirts, caps, beanies and the required P.E. uniform. The Student Store offers a wide variety of school supplies, calculators, and much more. The Student Store operates on a volunteer basis - therefore, hours may vary. Please check with the School Office or check online at www.cccsdowney.org for store hours.

TELEPHONE POLICY

The classroom telephone is for teachers’ use only. Should a student need to call home in an emergency, they must obtain a hall pass from their teacher to go to the School Office and ask permission to use the office telephone.

CELL PHONE/iPod/CAMERA POLICY

The Purpose of this Policy is to prevent the misuse of cell phones, cameras, iPods and other communication devices on the campus of Calvary Chapel Christian School. For this policy, the term “cell phone” is defined as “Any device facilitating communication with or between one or more persons or stations, or which is able to reproduce, store or transmit images or text”. *(For the sake of safety and the privacy of others, the misuse of cell phones, cameras and camera phones will lead to confiscation and examination by Administration – “Search & Seizure”. Phones, cameras and iPod’s will be returned to the parent only. Non-adherence to this policy is considered a serious infraction and will result in disciplinary action.)*

Cell Phone, Camera and iPod Storage: Cell phones, camera, and iPods are **NOT** permitted on the student's person during school hours. All cell phones and iPods must be stored in the student's locker at all times during their required time on campus, and until his or her day is complete (i.e., their regular schedule or after school activities). Students are not permitted to take pictures with their cell phones while on school premises or at a school sponsored event. Cameras must be pre-approved by Administration and stored in the office.

Any emergency communication (i.e., medical) between a student and the parent/guardian during the school day can be accomplished through the school office.

Disciplinary Actions Due to Cell Phone and Camera Policy Violation:

- a. **First violation** of the cell phone/camera policy will result in assignment to Saturday Bible School.
- b. If the violation entails the utilization of the phone, the taking of pictures or video, it will result in a minimum of a multiple-day suspension or expulsion (depending upon the nature of the photo(s)).
- c. **Second violation** of the cell phone/camera policy will result in a 3-day suspension, and the student will lose the privilege of having a cell phone on campus.
- d. If both the first and second violation entails the taking of pictures or video, it may result in an expulsion.
- e. **Third violation** of the cell phone/camera policy will result in notifying the CCCS Administrative Board, and further disciplinary action will result (including the possibility of expulsion).

iPod/Musical Device

The student may never use/listen to a musical device, e.g. iPods while on the school grounds or at any school activity, athletic event (home or away) or function. Students must also avoid wearing earphones in ears or hanging from clothing. *School grounds are defined as any portion of the Calvary Chapel property (campus or parking lot) except the Chapel Cafe.* This policy is extended to Summer School and any summer sports or activities as well. Although during Summer School the students do not have lockers to store the device, they are **not** allowed to use/listen to the device as previously stated.

If the device is confiscated at any time, and it is found to have unacceptable media (music lyrics or video), additional disciplinary action may result (including suspension or expulsion).

Disciplinary Action Due to iPod Policy Violation:

- a. **First violation** of the iPod policy will result in assignment to Saturday Bible School.
- b. **Second violation** of the iPod policy will result in a 3-day suspension, and the student will lose the privilege of having an iPod on campus.
- c. **Third violation** of the iPod policy will result in notifying the CCCS Administrative Board, and further disciplinary action will result (including the possibility of expulsion).

Any situation that arises concerning the use of cell phones, cameras and iPods not covered in this policy will be referred to the appropriate school principal for clarification. (Note: Loaning a cell phone or iPod is the same as using a cell phone or iPod. Both students are in violation of this policy and therefore, are subject to the aforementioned disciplinary action.)

YEARBOOKS

Yearbooks are distributed to students during the last week of the school year. The cost of the yearbook is included in the tuition fee. Students who deface or write inappropriate remarks in another student's yearbook will be subject to disciplinary action and/or may be required to replace the damaged yearbook or the replacement cost of the yearbook.

WORK PERMITS

CCCS can assist your student in obtaining a work permit. Please contact the school office for more information.

ADMISSIONS

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

ELIGIBILITY

Parent Qualifications

We believe the Bible mandates that the primary responsibility of each student's education rests with the parents. We view the school's role as one of partnership with the *parent(s)* in this endeavor. (*Whenever "parent" is used in this handbook, it denotes the contracting parent. Administration reserves the right to determine what the qualifications are to be named the "contracting" parent.*) In order to establish and maintain a successful partnership, **it is essential that parents be in agreement with the philosophies and intentions of the school.** If, at any point during the school year, you, as the parent, find that you are in disagreement with the philosophy standards or administration of the school, you should make every effort to work with the administration for a solution by practicing the *Matthew 18 Principle*. [*The Matthew 18 Principle for Solving School Problems (summary): In Matthew 18:15-17, Jesus taught clear principles for solving people-to-people problems.*

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

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

It is essential that parents exhibit a lifestyle in keeping with the Christian faith. We recognize that parents alone have the single greatest impact on their children's lives and must therefore manifest, by precept and example, the highest Christian virtue, serving as a role model to their children. This includes, but is not limited to, refraining from such activities as are in violation of Scriptural principles of godly living (Rom. 1:28-32).

Furthermore, the parents must acknowledge that the Scriptures admonish us to abstain from every *appearance* of evil (I Thes. 5:22), (e.g. an unmarried couple living together), and that such conduct violates Scriptural principles and would thereby either disqualify the student from enrollment in our school or be grounds for dismissal. Similarly, deviation from the Scriptural standards mentioned above is grounds for either non-acceptance into the school and/or dismissal of a student currently enrolled.

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

Student Qualifications

Students applying for admission to CCCS must:

- Be born-again and attend a Christian church on a weekly basis
- Demonstrate the ability to succeed academically as evidenced by a student Curriculum Readiness Exam, transcripts, report cards and standardized test results
- Read, sign and adhere to the “Statement of Responsibilities”
- Exhibit attitude and behavior consistent with the criteria outlined in the Statement of Responsibilities, and demonstrate a willingness and desire to be enrolled in our school

ENROLLMENT PACKETS & PROCEDURES

- Enrollment packets are available in the School Office. In order for enrollment to be completed, registration fees must be included at the time the completed enrollment packet is submitted. **Partial enrollment packets will not be accepted.**

Once an application packet is reviewed and approved by the Administration, the School Office will schedule an appointment for the *Curriculum Readiness Exam*. Testing fees are non-refundable and are due in cash at the time of testing.

After successful completion of the test, and the receipt of all required forms, i.e., Pastor’s Questionnaires and Letters of Recommendation, an administrative interview will be scheduled. Both the qualifying parent(s) and the student(s) must participate in the interview. Following the administrative interview, parents will complete the admissions process by signing a contract. All forms must be on file when the student begins classes.

RE-ENROLLMENT PROCESS

Re-enrollment packets will be sent to all CCCS student homes with a complete set of re-enrollment forms and the procedure to be followed. We do not automatically re-enroll students until completed re-enrollment packets are received and fees are paid in full. All re-enrolling students must have their files complete and all accounts current in order to begin on the first day of the new school year. This includes the Pastor's Questionnaires.

NON-CASH POLICY

Our School Board has adopted a Non-Cash Policy. Other than testing fees, all payments for registration, tuition, books, materials, Athletics and miscellaneous fees, as well as Daycare charges must be made by check, money order or cashier's check only. We do not accept cash for these payments.

TUITION

It is our commitment to keep tuition rates and operational costs as low as possible, yet reasonable enough to secure and retain quality teachers, staff and educational materials for your children.

Every family is given a contract agreement to sign that states the total amount of tuition due for the entire school year. Parents have the option of paying in full or electing a monthly payment plan. Families opting to pay in full will be eligible for a tuition discount at the time of signing the contract.

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

In joint custody situations, the contracting parent is responsible to furnish all court documents to the school that prove legal and physical custody of any student attending the school. (Any information requested by a non-contracted parent must be referred to the contracting parent.)

The monthly payment plan allows eleven (11) equal monthly payments to be paid beginning August 5, with consecutive payments due on the 5th of each month. If the account is not paid before the 15th of each month, a **\$25 late fee** will be charged to your account. *You cannot designate your payment for tuition if other charges exist on your account.* Failure to submit tuition payment within 45 days of the due date may result in the school's suspension of the student from all classes until payment is made. Students suspended from school due to a delinquent account are permitted to make-up missed schoolwork.

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

FINANCIAL AID

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

SUPPLIES

Each student is required to bring his/her own supplies to class each day. Additionally, students are expected to bring their own New King James Bible to chapel. Most supplies can be purchased from the Student Store. In an effort to encourage students to be responsible and to ensure a proper learning environment, students who do not have their supplies for class may collect their supplies from their locker; a consequence will be issued. Students who are frequently not prepared for class will be disciplined.

COSTS/FEES OTHER THAN TUITION

TEXTBOOKS

All textbooks are ordered by parents directly through an online ordering service. There are no book fees paid directly to the school. In the event a textbook is lost, the student should report it to the School Office for ordering instructions. Parents are responsible to order a replacement book in a reasonable time frame as their student's grades will be adversely affected if they attend class unprepared.

PHYSICAL EDUCATION

All students enrolled in P.E. classes are required to dress for Physical Education. CCCS P.E. apparel must be purchased from the Student Store prior to the first full week of school. (It is required that all P.E. clothes be uniform.) Therefore, clothes sold through the Student Store will be the **only** acceptable clothing for Physical Education.

LAB AND MATERIAL FEES

Students in Art, Biology, Chemistry, Culinary Arts, Electronics, Music, Physics, or Anatomy/Physiology are charged lab/material fees, per class, per year. Fees are billed to the tuition account as necessary. These fees are non-refundable.

PASSPORT FEES

Students enrolled in the Passport program are charged an additional fee. This fee is charged weekly and shows up on your monthly billing statement.

SPONSORSHIP FUND

Calvary Chapel of Downey offers those students who have attended CCCS for at least one school year Financial Aid to assist families in need of financial help for school attendance. Funds come from two sources: individual donations and money allocated by the Church Board. During the summer, the Church Board reviews and prayerfully considers all the sponsorship applications. The Board then awards sponsorship help to those most in need until all funds are expended. Sponsorship applications and further information are available in the School Office. All applications must be turned in by July 15 in order to be considered.

WITHDRAWAL PROCEDURE

A student that is transferring from CCCS to another school should inform the School Office at least one week prior to withdrawal. This will help expedite the transfer of appropriate files to the next school. A CCCS *Withdrawal Form* will be completed for the transferring student. A copy of the Withdrawal Form will be given to the student officially completing the withdrawal process. When a student withdraws prior to the end of the semester, he/she will receive exit grades only, not semester end grades. The outstanding balance on the student's account must be paid in full for the withdrawal process to be completed. Registration and Miscellaneous Fees will not be returned. Parent is responsible for enrolling their child in a school within 10 days from withdrawal date so that the student will not be reported to authorities as truant.

EMERGENCY AND HEALTH PROCEDURES

The School Office offers first-aid to all injured or ill students. If a student is injured on campus, the student should report this injury to a teacher, Administrator or Daycare worker immediately. If a student becomes ill during school hours, the student should request a hall pass from their teacher to go to the School Office. Students exhibiting a fever, vomiting or who appears to have a contagious ailment will not be permitted to remain in class.

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

If a parent plans to be out of town and leaves their child with a guardian or friend, please notify the school office with their name(s) and phone number(s). In case of an emergency, we must have all relevant details to attend to your child's needs.

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

1. Parents will complete the CCCS Emergency Information/Medication Request Form included in their enrollment packet.
2. Parents of students with ongoing medical conditions are required to disclose all relevant information to enable Administration to determine if CCCS is equipped *to provide qualified medical care* for the student. (Please Note: CCCS does not have licensed medical personnel on staff.)
3. Parents will provide their child's prescription medication in the original containers with the directions and the student's name clearly visible on the container. This medication will be recorded in the student's Medication Log by the Office Staff, and distributed as directed by the physician's instructions. Time and dosage will be recorded when administered.
4. Non-prescription drugs may be administered to the students by the Office Staff on an "as needed" basis, according to the agreement signed by the parent on the Emergency Information/Medication Form. All medications will be administered by Office Staff and will be recorded in the Medication Log.
5. In the event that a student requires non-prescription medication not documented on their Medication Log, the parent may give permission per telephone or fax to the school. Date and time of permission given will be documented.
6. A doctor's certificate, stating the need for a student to use an inhaler at school, along with permission from a parent/guardian, is required by the school office. It is recommended the student administer his/her medication in the presence of a staff member. The dosage and time will be documented.
7. If a student is required to carry an inhaler on their person, a doctor's certificate stating such must be on file in the office along with CCCS form, "Request to carry inhaler during school hours". Due to potential medical hazard, at no time may a student allow another person to use their medication. Severe disciplinary action may take place.

ACADEMICS

A MESSAGE FROM THE ADMINISTRATION

As you prepare for high school, it is time to begin thinking about the future. Grades nine through twelve are very important in education; this is a good time for you and your parents to look closely at what you are doing in school and seek extra help and guidance to plan your future.

The courses taken in high school have an important effect on later career and educational opportunities. As you prepare for college, these courses will determine whether or not you will gain admission to the college of your choice.

The list of suggestions below can help you and your parents plan the best academic program for you:

- Four full years of English are required. These classes emphasize writing, reading and speaking
- Geometry and second-year Algebra are strongly recommended. These courses are required for admission to a number of colleges as well as prepare you for your college entrance exams. Advanced math courses are essential for success in many fields, not just scientific or technical. You should take a mathematics course in 12th grade to be well trained for college math
- Three years of courses in social sciences are required. An understanding of U.S. History and Government is necessary for college preparation
- At least two years of science classes that include laboratory work are recommended (see UC Requirements)
- Some colleges require at least two years in the same foreign language for admission. Beginning no later than 10th grade is best
- Courses in the fine arts may help you recognize and develop new talents or interests. Many universities require a year of study in the visual and performing arts for admission

In summary, you are encouraged to take college preparatory classes to prepare for success in college and in life. Without these classes, additional courses may be required for entrance into a four-year college or university.

Furthermore, good study habits are encouraged. College-preparatory courses require substantial amounts of reading and writing. Therefore, you are encouraged to discover how to utilize school, public and college libraries effectively for further learning and research. Finding a quiet environment to study and do homework will facilitate your ability to focus and retain the newfound knowledge set before you.

Finally, for those students that are uncertain about their future college plans we recommend the Calvary Chapel Bible College of Downey (CCBC-DE). CCBC-DE is an extension program of Calvary Chapel Bible College of Murrieta. Students at CCBC-DE work in three different areas: the Bachelors Degree in Biblical Studies, the Associates Degree in Theology and the Certificate of Completion.

ACADEMIC GUIDANCE

Our Academic Advisor and College Counselor are here to provide each student with the appropriate information and guidance toward graduation, career or college entrance goals. Each student's records are reviewed to ensure that the proper progress is made toward graduation. During the course of the year, the Academic Advisor provides information to the students and parents concerning the PSAT exam, SAT/ACT test dates. Assistance will also be given in the application, qualifications and deadlines for all U.C., State, and private universities. Students will also be directed in their investigation of scholarships, financial aid and college fair information.

College Information Night is conducted during the first semester for parents of college-bound students. Parents will be contacted regarding the specific date and time. Criteria for admissions, application deadlines, and financial aid sources will be among the topics addressed.

GENERAL INFORMATION - Course Selection

PREREQUISITES

Make certain that courses are taken in the proper sequence and that the necessary prerequisites have been met.

REPEATED COURSES

Courses in which the student earned a "B" or less may be repeated to improve the grade. The original grade is replaced by the improved grade. No additional credits will be earned if the class was passed the first time. The improved grade will not put the student in contention for valedictorian consideration. The course must be completed within one calendar year.

SCHEDULE CHANGES

Requests for schedule changes (including adding and/or dropping classes) are honored for the following reasons only and **must be completed within the first two weeks of the semester:**

- A required course was omitted from the schedule
- A course is being repeated
- An error is found in the student's schedule
- A different course has been chosen for an elective
- A change of program (e.g., Honors to college prep)

The procedure for requesting a class schedule change is as follows:

1. The student must fill out a "Class Change Request" form that is available in the School Office. All teachers involved must sign this form.
 - No program changes will be made without the signature of the teacher, Academic Advisor and the parent
 - If the teacher or Academic Advisor recommends that the schedule not be changed, a meeting with the student, parent and Administration will be set to determine the necessity for the change
2. The Academic Advisor will review the request:
 - If approved, the student will receive a new class schedule
 - If declined, the Academic Advisor will notify the student of the reason
3. The student must continue attending classes as scheduled until he/she receives a new class schedule
4. **A student dropping a class after 5 weeks** will receive an "F" for the Semester.

Detailed information can be found at our school website by viewing the "Academic Catalog".

EXAM POLICY

Exams are a regular part of academic measurement. In addition to those exams given as part of daily instruction, it is required of all students to take mid term and final exams in academic classes. These exams are cumulative in nature and comprehensively cover all the facts, skills and concepts covered during the semester.

ACHIEVEMENT TESTS

Stanford Achievement Tests are administered to all 9th grade students each year in order to help parents, students, and faculty evaluate their progress. These tests are mandatory. The PSAT (Practice SAT) is administered to 10th and 11th graders each year, while 11th and 12th graders may take the Scholastic Aptitude Test required for college admission. Parents please note: The SAT test is not the only assessment that evaluates the student's progress or indicates the successful learning atmosphere in the classroom.

HONORS/AP COURSES (11TH & 12TH GRADE ONLY)

Some colleges give credit to students who successfully complete honors/AP courses. A student must have an overall G.P.A. of 3.0 or above in order to qualify for an honors/AP course. Additionally, the student must have a "B" or above in the subject area or the consent of the instructor along with the approval of Administration to enroll. If, at any quarterly grading period, the student falls below 75%, they will be placed in a lower level class. Spaces in honors/AP courses may be limited.

STUDENT ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES (INCLUDING ATHLETICS)

In order for students to be eligible for extracurricular activities such as team sports, cheerleading, ASB offices, etc., they must meet the following requirements:

- **Compliance with school standards, conduct and disciplinary philosophies. Any disciplinary suspensions will result in ineligibility for the day of the suspension.**
- **Must attend three academic classes in their school day.**

ATHLETIC ELIGIBILITY

If at any quarter grading period the athlete's G.P.A. is below a 2.0, the athlete will have until the following quarter grading period to achieve a 2.0. Failure to do so will result in athletic ineligibility. Ineligible students will not receive an athletic fee or spirit pack refund.

HOMEWORK REQUESTS

A student who has been absent more than two days may have a Homework Request Form directed to their teacher. Because of teachers' schedules, please understand that there may be a one-day delay between the time of the request and a response from the teachers.

In most instances, teachers post weekly course assignments to which the student can refer in order to keep up with missed class work.

MAKE-UP WORK

During the first week of school, teachers will send home specific policies and guidelines pertaining to make-up work in their class. These policies are broken into three categories: Tests and Exams, Homework and Long Term Projects. These policies have been approved by Administration. **Please be sure to get a copy of these policies and guidelines for each of the classes in which your student is enrolled to ensure that you are aware of the teachers' expectations and to enable you to help your student succeed in school.**

Students who provide prior notification for an extended absence and complete the necessary "Extended Absence" form are to complete assignments according to the terms outlined in the Extended Absence agreement. All prior course work and homework assignments are due on the day of return to class. A student with an excused absence will be given a reasonable opportunity to make up assignments and exams missed during the absence.

TUTORS

CCCS may offer math tutoring during lunch at no additional fee. Summer tutoring is also made available for a fee and varies in offerings. Please contact the school office for detailed information.

BASIC TRACK PROGRAM (9th & 10th GRADE)

Our desire is to provide a meaningful, Christ-centered education for all of our students. Some students do not learn in the traditional classroom setting and often find this setting working against them rather than for them. To help them grow and become productive members of the body of Christ, CCCS has developed an additional track for 9th – 10th grade. The purpose of this track is to provide a learning environment with instruction for students needing special assistance in the areas of English, History, Science and study group in order to prepare them for successful entry into college and/or the workplace. To assist students who have learning differences, a teacher with specialized training will teach these classes. The class size will be approximately 15 students. Students will meet High School graduation requirements and will utilize the same school curriculum as other 9th and 10th grade classes. Students may only enter this program with the recommendation of their teacher and the approval of the High School Principal.

CUMULATIVE RECORDS (CUMS)

Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063 and 49061, you are hereby given notification of privacy rights of parents and students. Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by CCCS must be granted to the legal parent of the student under the age of 18. Legal “parent” means a *natural parent, adoptive parent or legal guardian having legal custody.*

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

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

PRINCIPAL'S AWARD AND HONOR ROLL

Students who have an overall academic G.P.A. of **3.0 - 3.49** will receive the **Honor Roll Award**. Those who have a G.P.A. of **3.5 or higher** will receive the **Principal's Award**.

VALEDICTORIAN AND SALUTATORIAN

Given the following criteria, the student(s) with the highest number of grade points earned will be named Valedictorian(s):

- **Student(s) must be on the "Honors" track**
- **Students(s) must earn straight A's in all classes, all four years**
- **Student(s) must earn a minimum of 125 credits at CCCS**
- **For transferring students, only credits earned at an accredited school will be considered**

In the event that no one in the graduating class has earned straight A's, the Valedictorian(s) will be the student(s) who meets all of the other criteria and who has the highest number of grade points earned. The student with the second highest points earned will be named Salutatorian. *In the case of multiple Valedictorians, no Salutatorian will be named.*

There will be a maximum of two speakers at the graduation ceremony. If there is a single Valedictorian, then the Valedictorian and the Salutatorian will be asked to give speeches at graduation. If there are two Valedictorians, both will speak at graduation and there will be no Salutatorian speech.

COLLEGE ENTRANCE REQUIREMENTS

Students who intend to enter college need to plan their high school curriculum to insure that they meet the entrance requirements for the college of their choice. This planning should begin with the 9th grade year.

For admission to most four-year colleges or universities, the student must meet certain subject and grade requirements. Since admission requirements differ somewhat from school to school, you should obtain a catalog from the college of your choice. These catalogs contain information regarding entrance requirements to the specific college you desire to attend. Students who meet the requirements listed for the University of California will be eligible for admission to most colleges and universities.

Students who wish to take college entrance exams need to plan this in the Spring of their junior year. At this time, you should consult the Academic Advisor or College Counselor, who can give you the dates and specific details in preparing for and taking these exams. (PSAT will be given in the fall of the sophomore and junior years at CCCS). SAT/ACT can be taken beginning the fall of your junior year and are not administered at CCCS. It is the parents' responsibility to sign up their child for testing. For more information, go to www.collegeboard.com.

Students who are not eligible for entrance to a four-year college or university may choose to attend a local community college for two years. After two years at a junior college, a student who has done well may transfer to a four-year college to earn his/her Bachelor's degree.

To determine if the student meets the eligibility requirements for entrance based on G.P.A. and entrance test scores, see the University Catalog or the UC brochure available in the Academic Advisor's office. The catalog will inform students of the scores necessary on SAT or ACT tests that correspond to their overall G.P.A.

In some cases, students can be admitted on the basis of exam scores alone. See the University catalog for details. Academic scholarships are often based on exam scores/G.P.A.

CHAPEL

Chapel is an important part of campus life at CCCS. It is an opportunity for students to hear outstanding speakers and participate in worship. Students are required to attend chapel and are encouraged to come desiring God to minister to them. Chapel is a “classroom of faith and worship.” This spiritual setting has led many of our students to make a deeper commitment to Christ.

Students must:

- Bring a New King James Bible to chapel
- Demonstrate proper courtesy and Christian hospitality to all speakers by listening carefully and behaving properly. Their attitude toward the speaker should be respectful and attentive
- At no time study or do homework
- Not participate in distracting others, or cause a disturbance during chapel
- Not have any food or drinks of any kind in the sanctuary or Fellowship Hall
- Remove hats, beanies, and hoods of sweatshirts prior to entering chapel. *Girls may wear a hat to chapel.*

Students who do not adhere to the above-mentioned chapel decorum will be subject to disciplinary action

Allow God to speak to you and those around you!

ATTENDANCE

ABSENCES

The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." Therefore, attendance is important.

An absence will be recorded when a student is not present in class. Each absence will be considered excused or truant. Upon returning to school, students are to bring a signed and dated note from the parent detailing the nature of the absence. This will permit the student to return to class and will indicate to the teacher(s) whether the absence is "excused" or "truant." If a student returns without a note from their parent, he/she is considered "truant".

Students must present the note to the School Office before the beginning of the school day to receive a re-admit notice. Please refer to the School Office hours. Any re-admit issued after the start of the student's school day will be accompanied with a tardy slip when applicable.

EXCUSED ABSENCES

An "excused" absence is an absence with the knowledge and consent of parents and/or school staff. A student with an excused absence will be given a reasonable opportunity to make up assignments and exams missed during the absence, as outlined under "Make-up Work" (page 24).

EXTENDED ABSENCES and EXCESSIVE ABSENCES

When a student will be out of school for an extended period, parents can contact their student's teacher(s) to obtain the work assignments for the term of the absence. Students who have excessive absences (20% of the required attendance days) may be dismissed and/or not advance to the next grade. Students who miss an excess of 18 class periods in a specific course within a semester may not receive credit for a class. In the event that credit is not given for a class, the student will be required to repeat the class in order to advance to the next grade or graduate.

TRUANCY

"Truancy" is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day, or staying out of a scheduled class or activity without permission. **Disciplinary action will be taken for any form of truancy.**

TARDIES

Tardies affect the student and disrupt other students in the class. It is the parent and student's responsibility to be at school and in class on time. The bell schedule allows for a five-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 the class.

If a student is tardy, he/she must go directly to the School Office; a consequence will be issued. All tardies are considered 'unexcused' unless the student has a written excuse from his/her parent explaining the reason for the tardy, (e.g., doctor/dentist excuse from the medical office.) Extenuating circumstances (with a written excuse from his/her parent explaining the reason for the tardy) will be reviewed by Administration for approval.

If a staff member detains a student, he/she will be given a hall pass indicating the reason for detainment.

TARDY POLICY

There are consequences for habitual tardiness to class. Please refer to the tardy policy which will be distributed at the start of the school year.

Parents, please make every effort to communicate with your child regarding their tardies. Your son/daughter is aware of each tardy they have received; therefore they are responsible for all consequences incurred. If due to an oversight by the office, when it comes to notifying you of consequences, your child is still responsible to serve the discipline that corresponds to the number of tardies received.

CLOSED CAMPUS POLICY

Closed campus means that all students are required to remain on campus until the end of their school day. If a student is dismissed from school prior to 8th period, they are required to leave campus, this includes outside the high school office and parking lot area. Students may leave campus for lunch when signed out and accompanied by their own parent. Students must return on time or receive a tardy.

Seniors are permitted to have lunch at the Chapel Cafe' provided the following conditions are met:

- Sign out in the School Office
- Complete the "Senior Lunch Form" (kept on file in the School Office) and abide by the policy stated therein

Administration requests that all personal celebrations be held after school hours so as not to disturb the academic goals of the school.

If the student must leave the grounds for a valid reason such as a doctor's appointment, family emergency, etc., the student should bring a note to the School Office. The parent will be required to sign out the student in the School Office. If the parent is not present, the student will not be allowed to leave campus with another adult unless the student has written permission from his/her parent authorizing the departure. A phone call may be made to the parent/guardian to verify this arrangement.

If it becomes necessary for a student to drive him/herself off campus for a valid reason (e.g., a doctor's appointment), the parent must telephone or send a written note to the School Office in advance.

CLASSROOM DELIVERIES

To permit our teachers to maintain continuity in their teaching, deliveries (including lunches, money, books, athletic wear/equipment, etc.) will not be made to the classrooms. This includes messages to come and retrieve these items from the office. It will be your student's responsibility to initiate the collection of forgotten items from the office/athletic office at break and lunch only (not during class time.) This policy does not pertain to bona fide emergencies.

ON-CAMPUS VISITORS & VISITORS WITH SCHOOL BUSINESS

All visitors with school business must check in and sign out with the School Office. Visitors will be issued a Visitor's Pass by the School Office, which must be worn during the entire visit. For the safety of our students, at no time will a parent/visitor be allowed in the school hallways without a current visitor's pass issued from the School Office.

VISITING CLASSES- PARENTS AND ADULTS

Visitors (Parents/Adults) are welcome in classrooms if both Administration and each teacher to be visited have granted permission at least one day in advance. When making a request to visit, please be mindful that visitations interrupt the educational environment of the classrooms. The school office staff will issue a Visitor's Pass, which must be worn for the entire campus visit. For the safety of our students, it is essential to identify all visiting adults. Please be mindful that all visitors must meet the behavioral and dress code regulations at CCCS.

Friends or students from other campuses will not be authorized to visit any CCCS student during the school day. This can be a classroom distraction as well as a liability.

DISCIPLINE

SPIRITUAL LIFE AND CONDUCT

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

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

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

CHRISTIAN LIFESTYLE

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

- The use of illegal drugs, alcoholic beverages or any form of tobacco
- Involvement in immoral activities
- Swearing, telling vulgar stories/jokes or using language unbecoming to a Christian
- Fighting or dangerous horseplay
- Vandalism or graffiti
- Possessing weapons of any kind on campus or at any school event
- Use of racial remarks or comments

- Acts of dishonesty, such as lying, stealing or cheating. Cheating may be:
 - Giving or receiving someone's work to submit as one's own (including class work, homework or other assignments)
 - Giving or receiving answers or stealing tests
 - Plagiarizing, i.e. copying other people's material and not attributing it to them.

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

GENERAL STANDARDS

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

- Showing respect for the feelings of others (Luke. 6:31)
- Behaving in a way that helps create a positive learning environment
- Controlling behavior on campus, particularly in hallways so that classes in session are not disturbed
- Protecting and conserving all school property
- Maintaining good behavior both on and off campus and at school sponsored activities

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

- Displaying on one's clothing, lockers or personal property such items as pictures or emblems which exalt groups or movements that are contrary to Biblical standards
- Demonstrations of personal affection, (i.e. familiar touch, holding hands, full frontal embraces, kissing, etc.)
- Being in possession of fireworks, firecrackers, matches or other flammable materials on campus
- Chewing gum or eating unshelled sunflower seeds on campus
- Bringing radios, tape recorders, CD players, iPod's, Mp3 players, video recorders, cameras, pagers, laser pointers, electronic devices/games (with the exception of palm pilots, which are to be used specifically for note taking the first and last ten minutes of class), playing cards or magazines, except with Administrative permission. While calculators are permitted, if they are equipped with games, it is not permissible to play the games on campus.

- Special Note: Please see the Telephone Policy in the handbook on page 12
- Tampering with or taking items from another student's locker, desk or personal belongings (please refer to the "Locks and Lockers" section in this handbook, page 11)
- Running in the halls
- *Horseplay* (e.g. pushing, shoving or slapping)
- Bullying/Teasing

CLASSROOM ENVIRONMENT

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

- Students must always demonstrate respect for and cooperation with teachers and classmates
- Students will be on time to each class and prepared with the necessary materials and mental attitude, which indicates a readiness to learn
- Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable
- Personal grooming is inappropriate during class sessions and is not permitted
- Students leaving class for any reason will be issued a hall pass that must remain in the student's possession while the student is out of class and the locker room
- Food and beverages will not be permitted during class time
- Students may not be in classrooms, locker room or offices unless a teacher or staff member is present
- The teacher's desk, computer, briefcase, keys, grade book and other belongings are personal property and will be treated as such by students
- Remove hats, beanies, and hoods of sweatshirts prior to entering the classroom.

HOW MISCONDUCT IS HANDLED

When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change necessary to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher.

In the case of certain serious misbehavior, such as disrespect to teachers, student fighting, cheating, lying or other such behavior that violates the Christian lifestyle standards, students will be referred immediately to Administration.

Demerits, Saturday Bible School, probation or suspension may be used as part of the discipline procedure. Students may be expelled for continued violations of school standards, or if a single offense is particularly serious, such as stated in the “Student Statement of Responsibilities” (given to each new enrolling family).

PARENT INTERACTION WITH STUDENTS

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

DEMERIT POLICY

Demerits are issued for violations of the CCCS behavior standards. A Demerit System is utilized to monitor and track the students’ disciplinary log. This enables CCCS to observe and tend to the students’ needs in discipleship.

SATURDAY BIBLE SCHOOL

- **A fee for Saturday Bible School will be charged to the parent.**
- Demerit violations may be served during Saturday Bible School.
- Students are required to be signed in by a parent or guardian. No siblings are allowed to sign a student in.
- Students that fail to serve their assigned Saturday Bible School will be given a one-day suspension. The unserved Saturday Bible School will be served the following Saturday. Fees will be applied for the day missed, in addition to the day the student serves the Saturday Bible School.
- Continued failure to serve your assigned Saturday Bible School may result in disenrollment from CCCS.
- Failure to pick up your child by 12:15 pm and sign them out of Saturday Bible School will result in a one day suspension and late fee.

PROBATION FOR MISCONDUCT

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

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

- Spiritual Growth
- Attitude
- Citizenship
- Academic Progress

Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the student. If the student fails to respond positively to these efforts and adequate progress is not shown, the student may lose the privilege of attending CCCS.

Attending CCCS is a blessing granted to those who demonstrate a spirit of harmony with the philosophy and goals of the school. CCCS reserves the right to dismiss a student who does not conform either to the stated regulations governing student conduct or to the expressed principles, policies and expectations of the school.

SUSPENSION POLICY

Some disciplinary actions warrant an off campus suspension. Students may complete their school work for up to 50% of their earned grade.

EXPULSION

A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. Expulsions are reviewed and approved by the School Board.

DRESS STANDARD

PURPOSE AND GENERAL GUIDELINES

As Christians, it is our desire for students to please the Lord and be a good witness to others both in appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits and proper school behavior. We require students to dress modestly and attractively **without drawing undue attention** to themselves. Students should avoid extreme or questionable fads and fashions. *Proper student dress, in association with continual effort for good attitude and behavior, is an important element of our wholesome Christian learning environment.*

The dress standard for boys and girls applies to all student activities (i.e. sporting events, school plays, graduation, etc.) both on and off campus. *Administration reserves the right to determine, that which attracts undue or excessive attention to the wearer and that, which is questionable, inappropriate and is considered unacceptable.*

Girls, in 1 Timothy 2:9-10 the Word says, "...in like manner also, that the women adorn themselves in modest apparel, with propriety and moderation, not with braided hair or gold or pearls or costly clothing, but, which is proper for women professing godliness, with good works."

Boys, in 2 Corinthians 1:12 the Words says, "For our boasting is this: the testimony of our conscience, that we conducted ourselves in the world in simplicity and godly sincerity, not with fleshly wisdom, but by the grace of God, and more abundantly toward you."

Parents are reminded to check their student(s) attire as they leave for school each morning. Clothing that seems appropriate, may not be modest or appropriate when carrying books, wearing a backpack or when the student is bending over (e.g. carrying a load of books may pull a top down in the front. wearing a backpack may lift the shirt up in the back. etc.)

ALL STUDENTS

All clothing must be in good condition and clean. All clothing must be of appropriate size and must not be too tight or too baggy. Writing (autographing) upon a student's clothing is considered inappropriate.

Hair and Hairstyles: Hair must be clean, neat and styled in an attractive manner (not in the eyes, etc.) Hair must be a natural hair color. All streaks and weaving must also be of a natural color. Avoid all extreme or questionable hairstyles. Hair should not attract undue attention.

Clothing, jewelry or accessories related to a gang will not be permitted on campus or at any school activity. Bandanas and 'do rags' are not to be worn on the head or as any form of accessory, including hanging out of a pocket.

Spikes on clothing and accessories are not permitted. Studs are acceptable on clothing, wristbands, belts, etc. as long as it does not draw undue attention to oneself.

Clothing with slogans, characters and emblems that display behavior or attitudes which do not represent our Lord's standard for us must not be worn.

Body piercing and tattoos are discouraged. However, if the student has had this done, tattoos must be discreetly covered while on campus. Tongue rings, nose rings, and jewelry for facial piercing are not acceptable.

Writing on hands, arms or other areas of the body is not permitted.

Hats, caps, beanies and hooded apparel may be worn outside as well as in the hallways and office. However, they cannot be worn in the classrooms or in Chapel (*with the exception of girls, who may wear a hat to chapel*). These items do not necessarily need to have a Christian monogram or logo on them. Other appropriate emblems will be accepted such as Nike, Mickey Mouse, etc. Hats/caps must be worn in the forward position. *Administration reserves the right to determine what is acceptable and does not attract undue attention.*

GIRLS

Jewelry can be worn in moderation and may not draw undue attention to oneself. Hoop earrings larger than two inches in diameter are regarded inappropriate and should not be worn. Dangling earrings may be no longer than two inches. Plugs are not acceptable.

Make-up in moderation may be worn and should not draw undue attention to the student.

Sunglasses may be worn outdoors only.

Hats may be worn in chapel.

Shoes or sandals (with heel straps) must be worn at all times. Spike heels and flip-flops are not permitted. The width of any heel must be at least the diameter of a dime.

Appropriate undergarments are to be worn as a part of the girl's attire and must not be visible on her outer body.

SHORTS AND SKORTS

Shorts and skorts must be no shorter than mid-thigh. Short-shorts, shorts with lace, spandex shorts alone (including biker shorts), frayed shorts, shorts with holes, or cut-offs are not acceptable.

BLOUSES AND TOPS

To ensure modesty, all blouses and tops must be of appropriate size and never tight. Pictures, slogan shirts or blouses that show or speak of activities not in line with Christian principles are not permitted. Please consider modesty when choosing clinging or thin fabrics. Form fitting tops, tops through which undergarments can be seen, tank tops, tops with spaghetti straps, strapless, halter and short tops that expose any part of the stomach are not permissible. It is unacceptable to wear any of the above under or over a vest, open shirt, overalls, jacket, cardigan or sheer blouse to conceal dress code violations. Sleeveless blouses (and dresses) may be worn only if the armholes are not so large as to show undergarments and are at least two inches wide at the shoulder. Blouses and tops must not be low enough to expose cleavage or undergarments. The outline of a female student's underwear must not be visible through her clothing.

DRESSES AND SKIRTS

The bodice of a dress must meet the same guidelines as that of a blouse. The hemline must not be shorter than five inches from the floor when kneeling. Hemlines with slits above the knee are acceptable only when the side or back slit is not more than two and a half inches from the floor when kneeling. Front slits are not acceptable at any length.

PANTS, JEANS, AND CAPRIS

These articles of clothing must be of appropriate size and never tight for the sake of modesty. When the outline of a girl's underwear can be seen through her pants or jeans, it is considered inappropriate and not acceptable. Baggy pants or baggy jeans are not acceptable (baggy is defined as not more than five inches of excess material when pants are gathered at the knee). Pants that have holes, are frayed, excessively worn, faded, or dirty are not acceptable. Jeans that are bought faded (stone-washed) are acceptable.

FORMAL WEAR

Formal gowns should be chosen with the above "dress" guidelines in mind. The top of a formal gown should be modest. Strapless, off the shoulder, halter-top or spaghetti strap dresses are not appropriate and will not be permitted. One and a half inch straps, or wider, must be on the shoulders at all times. The back of the dress must not exceed one inch below the shoulder blade. Slits are limited to knee height and cannot rise to more than four inches above the knee when seated. Front slits are not acceptable.

Absolutely no revealed cleavage will be accepted. Stomachs and lower backs must be covered and not visible at any time. Shawls and sheer fabrics must not be used to conceal dress code violations. Appropriate undergarments must be worn. Students in violation will be denied entrance into the event.

BOYS

Boys must be neatly dressed at school, wearing clothing that portrays Christ-like character to the world as well as fellow believers. Wearing of female clothing will not be tolerated. Shoes or sandals with a heel strap must be worn at all times. Flip-flops are not appropriate footwear. Any type of earring, plug, jewelry for facial piercing, or wallet chain are not permitted.

SHORTS AND PANTS

Shorts must be no longer than mid-calf. Shorts, pants or jeans must be of appropriate size, not too baggy or too tight and must be worn so that undergarments are not visible. Baggy pants, shorts or jeans are not acceptable (baggy is defined as not more than five inches of excess material when gathered at the knee). Cut-offs, pants, or shorts that have holes, are frayed, excessively worn, faded, or dirty are not acceptable. Jeans that are bought faded (stone washed) are acceptable.

SHIRTS AND T-SHIRTS

Sport shirts or collared polo shirts are preferred. Sleeveless T-shirts are not permitted. Button-up shirts must be fastened to the top two buttons.

FORMAL WEAR

Formal attire is defined as a properly fitting tuxedo, dress suit, or sport coat and slacks. Minimum requirement would be long sleeve dress shirt, a tie, long pants and dress shoes. Students in violation will be denied entrance into the event.

HIGH SCHOOL DRESS CODE VIOLATIONS

Parents are encouraged to guide their student(s) to have acceptable dress at school. Students in violation of the dress code will be issued demerits and appropriate clothing to wear (a school uniform) for that day. There is a uniform cleaning fee that will be charged to the monthly statement for each violation. Demerits will be given to students in dress code violation with shoes, accessories (including hats) and inappropriate hair styles. These violations need to be corrected when the demerits are issued. If necessary, the student will remain in the office until the violation is rectified (e.g. appropriate shoes brought in from home). If a student is in dress code violation at a school event, outside of school hours, demerits will be issued to the student on their return to school. Four dress code violations will lead to a school uniform being worn by the student for the remainder of the school year.

ATHLETICS

CCCS is a member of the California Interscholastic Federation (C.I.F.) and offers a wide variety of interscholastic sports. A listing of team sports can be found in the Athletic Handbook.

ATHLETIC HANDBOOK

In order to participate in the team sports programs offered at CCCS, the Athletic Handbook and required forms must be picked up from the Athletic Office. Forms must be completed and returned to the Athletic Office, as well as athletic fees paid in full prior to the first day of practice. A completed physical release form will need to be completed and turned in **prior to tryouts.**

ATHLETIC FEE

An athletic fee will be charged to everyone who desires to play team sports at CCCS. This fee will help defray the expenses (protective equipment, official fees, field rental fees, facility maintenance, tournament entry fees, etc.) related to running an athletic program. An athletic fee schedule is available in the Athletic Office. The athletic fee is due prior to the beginning of each sports season and covers a student's participation for that season only. **Students are not permitted to participate until the athletic fee is paid.**

FUNDRAISING

In addition to the all-school fundraisers, parents and students may be required to participate in fundraising activities to offset costs of the Athletic Program.

ATHLETIC ELIGIBILITY

In order for students to be eligible for athletics, they must meet the following requirements:

- **At least a 2.0 G.P.A. in all academic course work. (Please note: P.E. and Team Sports are not factored into G.P.A. calculations)**
- **Compliance with school standards, conduct and disciplinary philosophies. Any disciplinary suspensions will result in ineligibility for the day of the suspension.**
- **Student must attend three academic classes in their school day.**

Students must maintain at least a 2.0 to participate in any sport (i.e. practices, meetings, performance and games, etc.) At any quarter grading period the athletes' G.P.A. is below a 2.0, the athlete will have until the following quarter grading period to achieve a 2.0. Failure to do so will result in athletic ineligibility. Ineligible students will not receive an athletic fee or spirit pack refund.

ELIGIBILITY OF TRANSFERRING STUDENTS (PERTAINING TO CIF ONLY)

In accordance with C.I.F.- Southern Section, a student transferring into CCCS is subject to eligibility requirements as stipulated in Article 20, Bylaw 207 of the CIF Bluebook and all other guidelines as outlined in our school handbooks and Policies and Procedures.

PHYSICAL EDUCATION REQUIREMENTS

- The required P.E. uniform must be worn in class and can be purchased from the Student Store
 - Demerits will be given to any student who attends class without the required uniform
- Due to risk of knee and ankle injuries during physical education classes, cross trainers or running shoes are strongly recommended.
- Girls hair must be tied back, away from the face
- To insure adequate hydration during physical activities, a water bottle should be brought to class. (Water bottles must be filled prior to class. Sharing bottles is absolutely prohibited.)
- Showers are available to maintain personal hygiene following P.E. If students do not wish to shower, we encourage use of deodorants and baby wipes
- P.E. teachers must be notified of a student's pre-existing medical condition, (i.e. weak knees, ankles, wrists and/ or other medical concerns, such as asthma). A medical form, to be completed by a doctor, will be sent home with the student during the first week of class. Return the completed form to the P.E. teacher, who will modify the program for the student
- If a student requires the usage of an inhaler to control asthma or any other medication to facilitate participating in P.E., a form must be completed and returned to the School Office. A copy will also be kept on file in the Athletic Office
- To be excused from P.E., a written note from the parent must be presented to the student's P.E. teacher. A doctor's note is required to excuse a student for a period longer than three (3) days. Female students must have a doctor's note excusing them from P.E. due to extreme menstrual cycle symptoms
- Because Christian values and morals are a high priority to us, students are encouraged to uplift and share compassion toward fellow students as they face challenging physical activities
- Students are evaluated on a daily basis. These daily evaluations are averaged weekly. At the end of each semester, the grade given to your child will be based on the accumulated weekly grades
- To receive a passing grade, specific goals set at the beginning of the year must be met

TRANSPORTATION

CCCS does not provide bus transportation to and from school. We provide bus transportation for field trips, school activities and athletic events.

CARPOOL

Carpool information is provided as a service through the School Office. Names and necessary information may be added to the carpool list. The list may be used to locate other families with whom rides could be shared. Each carpooling family is responsible for making their own contact with other carpool participants, as well as updating necessary information. The tardy policy also applies to those who carpool.

STUDENT PARKING

The following guidelines have been established for the safety of all the students who attend Calvary Chapel Christian School:

- Students that drive to school must register for a Parking Permit in the School Office
- The speed limit in the parking lot is 10 MPH; drive slowly and cautiously
- Parking for high school students is located on the North side of the school building
- Parking is not permitted at the dentists' office or the neighboring apartments
- Any auto related abuse such as reckless driving, taking other students for a ride without permission, etc., will result in the loss of the privilege to drive on the premises. However, students may drive on the premises to attend church
- Please lock your car. The school is not responsible for items stolen from students' cars
- Students are not allowed in the parking lot during school hours without first obtaining permission from the School Office

For safety purposes, Administration reserves the right to search a student's vehicle – Search & Seizure.

DRIVING REGULATIONS (Autos and Other Vehicles)

We have an obligation to our neighbors and ourselves to drive carefully, courteously and safely at all times. The following regulations apply to driving:

- Drive slowly at all times on streets around our campus
- Spinning of wheels, squealing tires, speeding or any form of reckless driving will not be permitted on or around campus
- Horns are not to be used to attract attention in a careless manner and are to be used in an emergency for the safety of others
- Car stereos must be kept at a low volume
- Students are to be seated in the vehicle while in motion; at no time are students allowed to ride outside the car

Special Note: Obey the rules of the parking lot and the directions of the parking lot attendants/security. When dropping off or picking up students, please be sure to observe the speed limit (10MPH), as well as other parking lot rules and procedures.

BUS, VAN OR CAR TRANSPORTATION TO ACTIVITIES

Our buses are maintained to provide clean, safe transportation to various CCCS activities. Care and conduct are essential to our being able to provide this transportation. When traveling to school-sponsored activities by car or van, the maximum number of students in one vehicle is nine. Parents who are willing to drive students to and from field trips, sporting events or other school activities must have an approved *Volunteer Driver Application*, copies of current registration, proof of insurance and driver's license on file in the School Office. Please note the minimum age of volunteer drivers is 25.

BUS GUIDELINES

- Students are not to be on the bus without a staff member being present
- Eating, drinking or chewing gum is not permitted on the bus
- Students must remain seated at all times and have no part of the body extended outside the bus. There will be no yelling or gesturing to persons outside of the bus
- Students causing damage to any bus or vehicle will be held financially responsible
- Be certain that all trash has been disposed of properly

Administration reserves the right to amend these policies as needed. Amendments will be posted at cccstowney.org and parents notified in writing at the time of the amendment.

GOALS & OBJECTIVES

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR'S)

Calvary Chapel Christian School (CCCS) is a ministry of Calvary Chapel of Downey. At CCCS, students will be provided with academic preparation in all subject areas, as well as with Biblical and Christian training, in order to defend their faith. Calvary Chapel Christian School will prepare its graduates to be:

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

BELL SCHEDULES

CHAPEL BELL SCHEDULE (Monday & Friday)

Attendance	7:45	-	7:50	5 minutes
Chapel	7:50	-	8:30	40 minutes
Period 1	8:35	-	9:20	45 minutes - Homeroom
Period 2	9:25	-	10:10	45 minutes
Period 3	10:15	-	11:00	45 minutes
Break	11:00	-	11:20	20 minutes
Period 4	11:25	-	12:10	45 minutes
Period 5	12:15	-	1:00	45 minutes
Period 6	1:00	-	1:40	40 minutes – Lunch
Period 7	1:45	-	2:30	45 minutes
Period 8	2:35	-	3:20	45 minutes

REGULAR BELL SCHEDULE (Tuesday, Wednesday & Thursday)

Devotions	7:45	-	8:00	15 minutes
Period 1	8:00	-	8:50	50 minutes - Homeroom
Period 2	8:55	-	9:45	50 minutes
Period 3	9:50	-	10:40	50 minutes
Break	10:40	-	11:00	20 minutes
Period 4	11:05	-	11:55	50 minutes
Period 5	12:00	-	12:50	50 minutes
Period 6	12:50	-	1:30	40 minutes – Lunch
Period 7	1:35	-	2:25	50 minutes
Period 8	2:30	-	3:20	50 minutes

HALF-DAY SCHEDULE

Devotions	7:45	-	8:00	15 minutes
Period 1	8:00	-	8:30	30 minutes - Homeroom
Period 2	8:35	-	9:05	30 minutes
Period 3	9:10	-	9:40	30 minutes
Period 4	9:45	-	10:15	30 minutes
Break	10:15		10:30	15 minutes
Period 5	10:35	-	11:05	30 minutes
Period 7	11:10	-	11:40	30 minutes
Period 8	11:45	-	12:15	30 minutes



CCCS High School is accredited by: ACSI (Association of Christian Schools International, WASC (Western Association Of Schools and Colleges), and ACTS (Association of Christian Teachers and Schools)

Calvary Chapel Christian School

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