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Welcome to Calvary Chapel Christian School!

This Grizzly Parent/Student Handbook has been designed as a tool to help familiarize you with our school and specific school policies pertaining to Calvary Chapel Christian School (CCCS) Grades 7-8th. The guidelines have been prayerfully considered and established with the students' best interest in mind. The parent is required to read the Handbook carefully. You will be held accountable for everything written in this book. CCCS offers a Homeschool Studies Program (HSP). The guidelines provided in this Handbook also apply to all HSP students. Please refer to the HSP handbook for additional information.

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).

TRAINING THE CHRISTIAN LEADERS OF TOMORROW

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

OUR LIVING CURRICULUM

The CCCS teaching staff is highly qualified and thoroughly dedicated to helping each student achieve positive spiritual, mental and physical growth. CCCS is a ministry of Calvary Chapel of Downey. The purpose of the Christian school staff is to 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 regularly attend church here. 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 PHILOSOPHY OF CHRISTIAN EDUCATION

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

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

- To love the Lord our God with all our heart, soul and mind (Matt. 22:37)
- To glorify God in all that we do (1 Cor. 10:31)
- To Promote the maturity of our students in doctrine and practice (Eph. 6:4, Col. 1:28-29)
- To train our students in Christian service and ministry (2 Tim. 2:2)

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

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

OUR INSTRUCTIONAL PROGRAM

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

MINISTRY OUTREACHES

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:

- Jr. High Spiritual Emphasis Camp
- Missions Conferences, Spiritual Emphasis Conferences, Purity Week
- ASB, Pep Rally, Solid Foundation Yearbook
- Clubs and Outreaches (e.g. Pro-life Ministry/Abortion Clinic, Girls' 4 God Discipleship Group, Boys' Discipleship Group)
- Mission Trips Abroad (We encourage students to participate in short term trips with their churches during the summer months)

JR. HIGH SPIRITUAL EMPHASIS CAMP

All Jr. High students are required to participate in this spiritually oriented camp. The goal is to establish solid leadership principles as the students devote time to the Lord through Bible instruction. Junior High Camp offers students the opportunity to grow in their faith while learning to be leaders.

ATHLETICS

Sports activities are an integral part of character development at CCCS. Christians are commanded to be different from the world around them, this includes athletics (Isaiah 55:8-9). Jesus Christ is to be the center of all our attention, both on and off the athletic field. We are to have His attitude, actions and mindset (Phil. 2:5, Rom. 8:29). We are to do everything as unto the Lord and not as unto men (Col. 3:23). We are to be as much like Christ as we can through the Holy Spirit's help. We are to perform as if Jesus were the only one watching. Jesus loved us so much that He gave Himself up for us (Phil. 2:8). We should give all we have to Him in return. Being like Christ is an ongoing process. We need to study Scripture and rely on the Holy Spirit to guide us in developing eternal values.

Jr. High Boys' sports programs include: flag football, basketball, soccer, cross-country, track and field, and wrestling. Girls' sports include: volleyball, basketball, cross country, track and field, soccer, and cheerleading.

For additional athletics 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 that you may walk worthy of the Lord, fully pleasing Him, being fruitful in every good work, and increasing in the knowledge of God; strengthened with all might, according to His glorious power..."* (Col. 1:10-11 NKJV)

OUR SCHOOL ALMA MATER - CALVARY

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

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

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

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 for the school.

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

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).

Maroon, gray and white are the school colors. "**Grizzlies**" is the school mascot. "**Solid Foundation**" is the name of the Jr. High yearbook. (*Our yearbook is combined K5 through 8th grade.*)

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

Jr. High classes begin at 7:45 am and end at 3:20 pm. Students are discouraged from being on the school grounds prior to 7:30 am or lingering after 3:30 pm, unless they are involved in school-related activities. Any Jr. High student on campus after 3:30 pm must report to Daycare. Jr. High students are not permitted to leave the CCCS campus without parental permission. The Chapel Café and Chapel Store are off limits to students before and after school, unless accompanied by a parent. Students on campus after 3:30 pm must report to Daycare.

EXTENDED DAYCARE

Extended daycare is available for 7th & 8th grade students from 6:00 am until 5:45 pm.

Daycare families are billed monthly. Daycare charges are determined each year and parents are notified of the charges. Morning daycare is charged from 6:00 am - 7:30 am. There are no charges from 7:30 am – 7:45 am; however, students will continue to be under supervision at this time. Students are

dismissed for school at 7:35 am.

School is dismissed at 3:20 pm. At 3:30 pm, any remaining Jr. High students waiting to be picked up must sign-in to Daycare. Students may not go to the Chapel Café or any other area of campus to wait for their authorized person to pick them up. When an authorized High School student picks up an Elementary or Jr. High student from Daycare, they must leave campus immediately. They may not go to the Chapel Store, Chapel Café or anywhere else on the CCCS campus.

When a student is picked up from Daycare, a parent or designated party by the parent on the *Authorization Form* must sign out the student in the **Daycare Log Book**. Photo ID may be required. Daycare staff is not permitted to sign students out of Daycare. **You will be considered a late pick up at 5:45 pm. Any student left after 5:45 pm will be charged \$25.00 per every fifteen minutes.** Using Daycare is a privilege, not a right. Parents who continually pick up students late or students who are not respectful and/or obedient may be denied the privilege of Daycare.

STUDENT DROP-OFF AND PICK-UP

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

At no times should a child be dropped off in the middle of the parking lot. This is extremely dangerous.

DONATIONS AND GIFTS

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

IDENTIFICATION CARD (I.D.)

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

HALL PASSES

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

LOCKS AND LOCKERS

All Jr. High students are assigned individual hall lockers. Students are issued their individual lock combination during the summer and/or at the start of the school year.

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

Administration reserves the right to search a student's locker (Search & Seizure)

Violation of the Locks and Locker Agreement will result in disciplinary action. Continued violations may result in losing the privilege of having a locker and further disciplinary action may be assigned.

LOST AND FOUND PROCEDURES

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

SECURITY CAMERAS

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

TELEPHONE/CAMERA/IPOD/ELECTRONIC DEVICE POLICY

The classroom telephone is for the teacher's use only. Should a student need to call home in an emergency, they must obtain a hall pass from their teacher to go to the school office and ask to use the office phone. *Special Note: Cellular phones are permitted for use before or after school only. It is not permissible, at any time, to use a cell phone to take pictures/videos while on campus. Cell phones are not permitted in locker rooms or restrooms at any time. Use of cellular phones during school hours (which includes loaning your phone to another or your phone ringing between the hours of 7:45 am and 3:20 pm) will result in disciplinary action. For the sake of safety and the privacy of others, the misuse of cell phones/cameras and camera phones may lead to confiscation and examination by Administration. Non-adherence to cellular phone policy is considered a serious infraction and will be addressed accordingly. **A detailed electronic device policy will be issued to each student and is available online at cccsdowney.org.***

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.

YEARBOOKS

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

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

ADMISSIONS

CCCS seeks to bring to our campus children of parents who are committed to personal, intellectual and spiritual growth. To be considered for admission, the applicant and contracting parent must be born-again Christians exhibiting fruit of this in their daily *walk* and weekly church attendance. Parents or legal guardians of all prospective students should be aware of the admission's 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 (Jr. High Students)

Students applying for admission to CCCS must:

- Be born born-again Christians and attend church on a regular 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
- Demonstrate a willingness and desire to be enrolled in our school

ENROLLMENT PACKETS AND 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, materials, athletic 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.

Prior to contract signing, the parent and the student must meet the eligibility, qualifications and church requirements as stated previously. **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 a joint custody situation, 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 \$25.00 late fee will be charged to your account. If Daycare charges are added to your account, it will be necessary for you to pay both the Daycare charge and the monthly tuition amount in order to avoid a late fee. *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 withdrawal 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.

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.

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 Jr. High students enrolled in Physical Education classes are required to dress for P.E. class. CCCS P.E. apparel must be purchased prior to the first full week of school from the Student Store. 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

All Jr. High students taking electives may be charged lab/material fees, per

class, per year. Fees are billed to the tuition account as necessary. These fees are non-refundable.

FINANCIAL AID

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

SPONSORSHIP FUND

Calvary Chapel of Downey offers 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. The Board awards sponsorship help to those most in need until all funds are expended. Sponsorship applications and further information are available in the School Office. 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 appear 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).

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*
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

ACADEMIC GUIDANCE

The function of our Academic Advisor is to provide each student with the appropriate information and guidance toward promotion. Each student's records are reviewed to ensure that the proper progress is made toward promotion. During the course of the year, the Academic Advisor provides information to the students and parents concerning the SAT test dates.

ACADEMIC GRADES

GRADING

The School's grading scale for 7th & 8th grades is as follows:

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

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

HOMEWORK POLICY

A separate Homework/Long Term Project policy will be sent home at the beginning of the school year for parent's signature.

PROGRESS REPORTS

Progress Reports are issued once each quarter of the school year. Teachers commending the student for outstanding work or to communicate the need for improvement issue these reports. Daily and Weekly Progress Reports are a method to help parents be appraised of their student's progress. These forms can be obtained in the School Office upon request.

QUARTER GRADES

Quarter Grades are an evaluation of the students' progress for an entire nine-week period. Grades are recorded on the students' report card after the end of the first and third quarters. Although these grades are not part of the permanent academic record, they do reflect progress for a significant part of the semester grade.

SEMESTER GRADES

Semester Grades are an evaluation of the student's work for an entire eighteen-week period, which includes mid-term or final exams. These grades are recorded on the transcript that becomes part of the permanent record. It is on the basis of semester grades that a student earns credit and grade points to complete the promotion requirements.

REPORT CARDS

The academic year is made up of two eighteen-week semesters. Credit for classes is given on the basis of semester work grades. Report cards are given at Parent/Teacher conference, sent home with the student or mailed to the student's home. Credit is received only for courses with a minimum of a "D" grade or better for the semester.

ACADEMIC PROBATION (*For removed or withdrawn students*)

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

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

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

TEST/EXAM POLICY

Tests are a regular part of academic measurement of daily instruction. It is required of all students to take final exams in academic classes at the end of each semester. These tests/exams are cumulative in nature and comprehensively cover all the facts, skills and concepts covered in the curriculum taught.

ACHIEVEMENT TESTS

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

STUDENT ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES (INCLUDING ATHLETICS)

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

- At least a 2.0 G.P.A. in all classes (excluding P.E.)
- Compliance with school standards, conduct, and disciplinary philosophies
- Must attend school the day of and the day after any extra-curricular activity, unless an excused absence notice, signed by the parent, is submitted to the School Office
- Suspensions will result in ineligibility for a period as determined by the Administration

See the Athletic Handbook for additional eligibility guidelines pertaining to athletes.

HOMEWORK REQUESTS

A student who has been absent **more than one day**, may request homework from their teacher. Because of the 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 give out a weekly course calendar 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: Homework, Long Term Projects, Tests and Final Exams. 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. **Students truant from class or school will not be allowed to make up work and/or tests and exams missed during the truancy without approval from Administration.**

Jr. High students may be required to attend summer school in order to make up classes. *Administration reserves the right to amend these procedures at its discretion.*

TUTORS

The School Office can assist in finding an available tutor upon parent request. The School Board will determine tutoring fees.

CUMULATIVE RECORDS (CUMS)

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

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

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

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

PROMOTION REQUIREMENTS

Promotion shall be based on satisfactory progress and satisfactory completion of the requirements of CCCS. The basis of assignment to grade nine shall be the satisfactory completion of grade eight.

Students will be promoted to the next grade at the end of each year even if they have had excessive absences or low grades unless teachers, approved by Administration, recommend retention and/or summer school. Jr. High Administration along with teacher's recommendations and Sr. High Administration will determine where the Basic Track student will be placed upon promotion to ninth grade.

CCCS provides Basic Track classes for students with special needs within our school. Administration may consider new applicants on a case-by-case basis.

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. Therefore, attendance is important.

An absence will be recorded when a student is not present in class. Upon returning to school, students are to bring a signed and dated note from the parent detailing the nature of the absence. Disciplinary action will be taken for returning to school without a parental note.

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".

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.

JR. HIGH TARDY POLICY

There are consequences for habitual tardiness to class. The Tardy Policy explaining disciplinary action for Jr. High students will be sent home with your student during the first week of school.

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.

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. Students may leave campus for lunch when signed out and accompanied by their own parent. Students must return on time or receive a tardy.

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.

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.

PROMOTION / BIRTHDAY PARTIES

- Promotion and Birthday Party invitations and fliers are not allowed to be passed out on campus. CCCS does not endorse any party or promotion gathering not hosted by CCCS directly.
- Any flier or invitation mailed or given to other students should have the words "this party/gathering is not a CCCS sponsored event." Please refer to page 37 of this Handbook which refers to the Christian Lifestyle that is to be adhered to 365 days a year, on and off campus!

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,”* (I 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
- Tampering with or taking items from another student's locker, desk or personal belongings
- 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 or 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.

Your child's Homeroom teacher will send home with your child during the first week of school, a complete packet of information regarding our discipline policy and procedure for the current school year. This information will require a parent signature insuring that you have read and understand the policy and procedures.

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

- The teacher and student will have a meeting regarding the misbehavior
- The teacher will make telephone contact with the parents
- A Parent Notification of Behavior will be issued
- The teacher may assign a consequence to the student
- The teacher may lower the citizenship grade
- The teacher may request a conference to include the parent, teacher, student and Administration

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

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.

Demerit(s), scripture assignments, Saturday Bible School, suspension or a *Conditional Probation Contract* may be used as part of the discipline procedure. Students may be expelled for continued violations of school standards, or if a single offense is particularly serious.

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 GUIDELINE

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 are important elements of our wholesome Christian learning environment.

The above 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 and inappropriate and is considered unacceptable.

***Girls**, in 1 Timothy 2:9-10 it says, “Women are to adorn themselves with proper clothing, modestly and discreetly...and by means of good works as it is proper for women making a claim to godliness.”*

***Boys**, in 2 Corinthians 1:12 it says, “For our proud confidence is this: the testimony of our conscience, that in holiness and godly sincerity, not in fleshly wisdom but in the grace of God, we have conducted ourselves in the world, and especially toward the brethren.”*

Special Note to Parents - Parents are encouraged to guide their child(ren) to have acceptable dress at school. Parents of students in violation of the dress standard will be notified and appropriate action taken. If it becomes necessary to supply a uniform to a student in violation, a uniform cleaning fee will be charged to the monthly statement for each violation. Parents are reminded to check their child’s attire as they go out of the door each morning. Uniform clothing that seems appropriate, may not be modest or appropriate when carrying books, wearing a backpack or when the student is bending over. (For example: 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 clothing must be in good condition, clean and neat in appearance. All clothing must be of appropriate size and should not be too tight or too baggy.

Clothing, jewelry or accessories related to a group/gang will not be permitted on campus or at any school activity. CCCS discourages body piercing and tattoos. However, if the student has been permitted to have this done by their parent, it must not be seen on campus. Tongue rings and earring type plugs are not acceptable. **Students must refrain at all times from writing on themselves or on their shoes and clothing.**

UNIFORMS (7th – 8th GRADE)

We are a **uniform** school; therefore, we are not about fads and fashions. CCCS has adopted school uniforms for all Jr. High students to be worn during school hours and in Daycare or anytime on campus (except free dress days as approved by Administration).

All uniform clothing (tops, pants and outerwear) must be purchased from our Student Store.

The Jr. High uniform colors and standards are:

- **Tops/Shirts – CCCS Logo Maroon only. These polo tops can only be purchased in our Student Store.** Polo shirts must be long enough to cover the stomach when arms are raised in play or sports. Please choose the appropriate size and length for modesty. Girls and boys **are encouraged** to wear **only white** undershirts/undergarments under their polo shirts
- **Pants and capris – Khaki only. Uniform bottoms must be purchased in our Student Store.** They must not be too tight or too baggy. They must be of appropriate size. Pant legs may have a slight cuff at the hemline, but must not be rolled up or cut off. (Long pants should be tailored to fit appropriately)
- **Skorts and shorts – Khaki only. Uniform bottoms must be purchased in our Student Store** and may not be shorter than **5 inches from the floor while kneeling**
- **Jackets and sweatshirts – CCCS Maroon logo only.** Uniform outerwear must be purchased from our Student Store
- **Shoes – All black, all white or a combination of black and white.** Laces must be solid black or white. No patterns or fads are acceptable. (NO other colors or accessories on the shoe will be acceptable.) This includes the soles, emblems, stripes, tongue, toes, etc. ***For the safety of our students and to encourage a uniform look, spike heels, flip-flops, boots, saddle shoes (oxfords), uggs, crocs and sandals may not be worn. However, both boys and girls may wear sandals with heel straps and socks.*** Students must refrain from writing or making patterns or scribbles on their shoes. We desire a clean uniform look
- **Undershirts and undergarments – must be white only.** All

undershirts or long sleeved shirts and turtlenecks worn under CCCS polo shirts must be white so that undue attention is not drawn to the student

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

- **Accessories**
 - **Belts – Solid Black only** - All belts must be worn inside the belt loops. Pointed studs, ornamental or cut outs are not acceptable as the belt must be solid and plain. Belt buckles must be plain silver, gold or black only and not attract undue attention
 - **Socks – Solid Black or Solid White only**
 - **Tights – Solid Black only**
 - **Hats, caps and beanies - Maroon with the CCCS logo - Must be purchased in our Student Store**
 - **Hair Accessories - Maroon (solid and plain only)** this includes hair bands, ties, bows, and ribbons. (Hair clips, Bobbie pins, barrettes, pony tail bands, etc. can also be gold, silver, black or clear)
 - **Nails** – Polish may be worn in moderation (no undue attention)
 - **Make up** – May be worn in moderation
 - **Sunglasses – Any solid dark color may be worn** (May be worn anytime outside)
 - **Jewelry - Gold, silver and clear** (Must be worn in moderation and not attract undue attention to the wearer). Students are not permitted to wear long chain necklaces or large medallion type necklaces that can be seen. A simple chain is acceptable. Jewelry/bracelets should be modest and plain. **No more than one bracelet or watch may be worn.** Tongue rings may not be worn. Body piercing and tattoos that can be seen are not acceptable. (Like tattoos, students must not write on their hands and arms) Parents – please consider whether your student can wear jewelry without it being a distraction to them or others in the classroom

- **Earrings - Gold, silver or crystal/diamond** - Girls may wear earrings. Hoop and dangling earrings must be worn in moderation. Hoops may be no larger than 1½ inch in diameter and dangling earrings must not be longer than 1½ inches. Plugs are not acceptable. Boys may not wear earrings. The **student's** birthstone **stud** is also acceptable
- **P.E. Athletic uniform** – the Athletic Office will hand out the required uniform standard for Jr. High P.E. separately. P.E. uniforms must be purchased in the Student Store. Students are encouraged to wear appropriate athletic shoes for physical education as directed by the Athletic Office
- **Friday Dress** – Any CCCS **approved** shirt or sweatshirt may be worn with uniform skorts, pants or capris. (Administration will inform student's of the acceptable Friday shirts each school year)
- **Special Dress Days** – We expect our students to dress according to specific guidelines given for that special dress day. All clothing must be worn with modesty and appropriateness in mind
- **8th Grade Promotion** will be a **non-formal** event. Therefore, we will supply to each student graduating, a promotion gown. Caps are not worn; therefore, a girl may have her hair styled for the occasion. The appropriate footwear for this special event for boys and girls will be a **dress shoe**. Sandals **must** have a heel strap for safety. Heels should be no higher than 1½ - 2 inches. (*Girls*, the type of attire under your promotion gown must be modest and meet CCCS dress code standards. No spaghetti straps are allowed. Straps must be at least 1 ½ inches wide. Students may keep their gowns after promotion.

As 'fads and fashions' come and go, they will not be part of the CCCS Uniform Dress Standard. Parents are encouraged to obtain Administrative approval before making purchases whenever an item of clothing or shoes is questionable.

Administration reserves the right in all cases to determine what is appropriate and what may attract undue attention to the student.

Thank you for your cooperation!

ATHLETICS

CCCS offers a wide variety of interscholastic sports. A listing of school sports available for Jr. High can be found in the Athletic Handbook.

ATHLETIC HANDBOOK

In order to participate in the sports programs offered at CCCS, an Athletic Handbook and required forms must be picked up from the Athletic Department, completed and returned prior to the first day of practice.

ATHLETIC FEE

An athletic fee will be charged to everyone who desires to play 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 at 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.

ELIGIBILITY FOR SPORTS

To be in good standing with the school, all students must maintain a "C" (2.0) grade point average in their studies (the average of all class grades). The student must also be of good character and citizenship.

Any student whose G.P.A. falls below a 2.0 at any grading period (Report Card or Progress Report) will be on academic probation and must bring his/her G.P.A to a 2.0 by the next grading period or the student becomes ineligible to participate in practice or games.

Any student who receives an "Unsatisfactory" in citizenship at any grading period may become ineligible to participate. Administration has the option of placing a student on probation for such problems as attitude, behavior, and homework. Final decisions concerning probation and eligibility will be made by Administration.

PHYSICAL EDUCATION UNIFORM

The requirement for the CCCS approved uniform for Jr. High P.E. will be handed out separately by the Athletic Office. Students are encouraged to wear appropriate athletic shoes for physical education as directed by the Athletic Department.

PHYSICAL EDUCATION REQUIREMENTS

1 Corinthians 6:19-20 says, "Our bodies are God's, not ours." We are to honor God with our bodies. At CCCS, our P.E. curriculum consists of sports and conditioning. Basic skills and rules will be taught for a variety of sports in which students will participate. Conditioning will consist of exercises to increase flexibility, strength and endurance. These exercises are based on the President's Challenge Program, which involves running, curl-ups, shuttle run, pull-ups and V-sits.

The following issues will be discussed in class during the first week of school:

- The required P.E. uniform purchased in our Student Store must be worn
 - Demerits will be given to any student who attends class without the required uniform
 - Demerits will be given for two (2) partial suits
- Due to extreme risk of knee and ankle injuries during physical education courses, 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 each 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 deodorants and baby wipes
- Your child's P.E. teacher must be notified of any pre-existing medical condition, (i.e. weak knees, ankles, wrists and or another medical concerns such as asthma). A medical form will be sent home with the student to be completed by your doctor. Please return the completed form to your P.E. teacher, so the program can be modified for your student
- If a student requires the usage of an inhaler to control asthma or any medication to facilitate them in participating in P.E., a form must be completed and returned to the P.E. department
- 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 in order for a student to be excused for a period longer than three (3) days. Female students must have a doctor's note to be excused from P.E. due to extreme menstrual cycle symptoms
- Christian values and morals are a high priority to us. Therefore, we encourage all students to uplift and share compassion toward one another. Some physical activities will be challenging, and some students may find it difficult to accomplish a set goal. However, we believe a biblical word of encouragement or a kind gesture from a fellow student in the Lord will be appreciated

- Students are evaluated on a daily basis. These daily evaluations are averaged out to a weekly grade. At the end of each semester, the grade given to your child will be based on the accumulated grades
- To receive a passing grade, specific goals set at the beginning of the year must be met

Our program is challenging, but with determination, a strong commitment and with our eyes focused on the Lord, we will accomplish the goals He sets before us.

TRANSPORTATION

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

CARPOOL

Carpool information is provided as a service through the School Office. Names and necessary contact information may be added to the carpool list. Parents may use the list to locate other families with whom rides could be shared. The Tardy policy will be enforced even with those who carpool.

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 the parking lot and 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 to Parents: Obey the rules of the parking lot and the directions of the parking lot attendant/security. Please note that the speed limit in the parking lot is 10 MPH. When dropping off or picking up students, please be sure to observe the speed limit, as well as other parking lot rules and procedures.

BUS, VAN OR CAR TRANSPORTATION TO ACTIVITIES

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

BUS GUIDELINES

- No students are to be on the bus without the driver being present.
- Eating, drinking or chewing gum is not permitted on the bus
- Students must remain seated at all times and have no part of the body extended outside the bus. There should be no yelling or gesturing to persons outside of the bus
- Damage to buses or any other vehicles will be paid for by the one doing the damage
- Girls and boys are not to sit together or share seats on the bus
- Be certain that all trash has been disposed of properly

Administration reserves the right to amend these policies as needed. Amendments will be posted at cccsdowney.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 regard others as more important than themselves and are called to serve others in love. (Phil 2:1-5; Gal. 5:13)
- Healthy Individuals who understand their identity in Christ as a unique individual created in the image of God, and are physically, emotionally and spiritually fit, practicing good health habits and wise use of their body as the temple of God. (Rom. 12:1-2; 1 Cor. 6:19-20)
- Community Participants who understand God's influence in history and world events, and realize their need to practice responsible citizenship through community service. (1 John 3:16-18)

JR. HIGH SCHOOL BELL SCHEDULES

CHAPEL BELL SCHEDULE (MONDAY & FRIDAY)

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



*Our school is a member of the Association of
Christian Schools International (ACSI)*

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