



## TABLE OF CONTENTS

### WELCOME TO CALVARY CHAPEL CHRISTIAN SCHOOL

Mission Statement	5
Our Philosophy of Christian Education	5
Our Living Curriculum	5
Our Instructional Program	6
Goals and Objectives	6
Ministry Outreach	7
Athletics	7
Our School Mascot - <i>Grizzlies</i>	8
Our School Alma Mater - <i>Calvary</i>	8

### GENERAL INFORMATION

Some Facts You Should Know	9
Office Hours	9
School Hours	9
Student Drop-off and Pick-up	9
Extended Daycare – Junior High	9
Donations and Gifts	9
Fundraising Policy	9
Fire, Disaster and Lock-Down Drills	9
Library	9
Food Service	9
Identification Card (I.D.)	10
Hall Passes	10
Locks / Lockers (Search & Seizure)	10
Lost and Found Procedures	10
Security Cameras	10
Student Store	11
Telephone Policy	11
Electronic Device Policy	11
Yearbook	12

Work Permits	12
--------------	----

## **ADMISSIONS**

Eligibility	13
Parent Qualifications	13
Student Qualifications	13
Enrollment	14
Re-enrollment Process	14
Non-Cash Policy	14
Tuition	14
Financial Aid	15
Sponsorship Fund	15
Supplies	15
Costs / Fees Other Than Tuition	15
Textbooks	15
Physical Education	16
Lab and Material Fees	16
Withdrawal Procedure	16
Emergency and Health Procedures	16

## **ACADEMICS**

A Message from the Administration	18
Academic Grades	18
Academic Guidance	19
College Information Night	19
General Information – Course Selection	19
Prerequisites	19
Repeated Courses	19
Schedule Changes	20
Test/Exam Policy	20
Standardized Testing	20
Early College Courses	21
Honors/AP Courses	21

Student Eligibility to Participate in Extra-Curricular Activities	21
Make-Up Work	21
Homework Policy	22
Extra Credit Policy	22
Tutors	22
Cumulative Records	23
Promotion Requirements	23
Principal’s Award and Honor Roll	23
Cum Laude, Magna Cum Laude, and Summa Cum Laude	24
Academic Probation	24
<b>ATTENDANCE</b>	
Extended Absences and Excessive Absences	25
Absence Policy	25
Excused Absences	26
Truancy	26
Tardies	27
Closed Campus Policy	27
Classroom Deliveries	28
On-Campus Visitors and Visitors with School Business	28
Visiting Classes/Parents and Adults	28
Promotion/Graduation/Birthday Parties	28
<b>COLLEGE ENTRANCE</b>	
College Entrance Requirements	29
<b>CHAPEL</b>	
Chapel Requirements	30
<b>DISCIPLINE</b>	
Spiritual Life and Conduct	31
Christian Lifestyle	31
General Standards	32
Classroom Environment	32
How Misconduct is Handled	33

Parent Notification of Discipline	33
Parent Interaction with Students	33
Demerit Policy	33
Saturday School Policy	34
Probation for Misconduct	34
Suspension Policy	34
Expulsion	35
<b>DRESS STANDARD</b>	
Purpose and Guidelines	36
<b>ATHLETICS</b>	
Athletic Handbook	36
Athletic Fee	36
Fundraising	36
Athletic Eligibility	36
Eligibility of Transferring Students (pertaining to CIF ONLY)	36
Physical Education Requirements	37
<b>TRANSPORTATION</b>	
Carpool	38
Student Parking	38
Driving Regulations	38
Bus, Van or Car Transportation to Activities	39
Bus Guidelines	39

## 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). Both parent and student are required to read the Handbook carefully. You will be held accountable for everything written in this book.

### 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).

## GOALS & OBJECTIVES

### **EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR)**

Calvary Chapel Christian School is a ministry of Calvary Chapel 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:

**LIFELONG LEARNERS** who develop skills and techniques to equip them for a lifetime of learning in all areas of 21<sup>st</sup> century life. (Proverbs 1:5) *“A wise man will hear and increase learning, and a man of understanding will attain wise counsel.”*

**INDEPENDENT THINKERS** who demonstrate the ability to seek, research, analyze, and compile data using critical thinking skills drawing from a distinctively Christian worldview. (Acts 17:11) *“...and they searched the Scriptures daily to find out whether these things were so.”*

**GODLY LEADERS** who mirror Christ’s character and behavior in diverse environments and who consider the interest of others above their own. (Philippians 2:3) *“Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself.”*

**HEALTHY INDIVIDUALS** who grow spiritually, mentally, physically, and emotionally, and are equipped for the challenges of life. (1 Corinthians 6:20) *“For you were bought at a price; therefore glorify God in your body and in your spirit, which are God’s.”*

**TRAINED AMBASSADORS** who employ effective verbal and written communication skills to clearly express ideas, truths, and convictions as a spirit-filled representative of the gospel of Jesus Christ. (2 Corinthians 5:20) *“Now then, we are ambassadors for Christ, as though God were pleading through us: we implore you on Christ’s behalf, be reconciled to God.”*

## **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: camps, missions and purity conferences, clubs, and mission trips (local and abroad).

### ***Junior High***

- Missions Conferences, Spiritual Emphasis Conferences
- Spirit Club & Spirit Rallies
- Clubs and Outreaches (e.g. Pro-life Ministry/Abortion Clinic, Girls' 4 God Discipleship Group, Boys' Chosen Generation Discipleship Group, Heart 2 Heart Convalescent Ministry)
- Mission Trips Abroad & Local (We encourage students to participate in short term trips with their churches during the summer months or with our church & school throughout the year.)

### ***High School***

All High School students are required to participate in an outdoor, spiritually enriching camp while at CCCS. Camps may be offered at different grade levels and give 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.

### ***High School Mission Trips***

Students will be afforded an opportunity to travel in support of local missionaries. This is a great opportunity for students to discover and experience other cultures while ministering abroad. Mission trips to the Los Angeles area Inner-city are also available. Dates and cost of these mission trips will be provided in advance. It is mandatory for each student to participate in a mission trip during their *senior* year in high school. Only school-sponsored fundraisers are acceptable on campus. No individual fundraising is permitted on school grounds.

## **ATHLETICS**

### ***High School***

We are a CIFSS (California Interscholastic Federation – Southern Section) member school, and participate in CIF sanctioned sports, which include football, baseball, soccer, cross-country, track and field, swimming, volleyball, wrestling, basketball, and softball. CCCS follows the eligibility rules and regulations established by the CIF and at times may even have firmer guidelines. For further information, please refer to the Athletic Handbook. Additional

requirements apply to those students participating in athletic activities.

**Junior High School Boys'** sports include: flag football, basketball, soccer, cross-country, and wrestling.

**Junior High School Girls'** sports include: volleyball, basketball, soccer, cross country, and softball.

### **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

## 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 holds a K-12 dual accreditation by ACTS and the Western Association of Schools and Colleges (WASC).

Maroon, gray and white are the school colors. "**Grizzlies**" is the school mascot and "**Solid Foundation**" is the name of the Junior High School yearbook. "**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:  
7:30am – 3:30pm (unless otherwise posted)

### SCHOOL HOURS

Classes begin at 7:45am and end at 2:30pm.

### STUDENT DROP-OFF AND PICK-UP

To maintain a reasonable flow of traffic, we request that you drop your children off in the turn-around area near the Junior High/High School Office. Parents who have children in K-6<sup>th</sup> Grade in addition to their Junior High or High School grade student, can drop all of their students off on the Elementary side. Junior High and High School students are permitted to go to their classes from that area.

For safety reasons, Elementary students must **not** be dropped off on the Junior High/High School side of the school with older siblings. Elementary students must be picked up on the Elementary side of the facility. They are not permitted to cross over through the Junior High and the High School.

Junior High School students must also be picked up on the Elementary side to ensure that they do not leave campus on their own, unless parent permission has been given to the School Office. Any Junior High School student on campus after 2:45pm must report to Daycare. The Chapel Café and Chapel Store are off limits to students before and after school, unless

accompanied by a parent. Students on campus after 2:45pm must report to Daycare.

### **EXTENDED DAYCARE – Junior High School**

Our Extended daycare information is posted in the “Parent Resource” section of our school website, [www.cccsdowney.org](http://www.cccsdowney.org).

### **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**

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

### **FIRE, DISASTER, LOCK-DOWN, and CODE RED 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 and Code Red drills will be conducted periodically as a safety measure.*

### **LIBRARY**

Our Junior High/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. A Library Info Sheet is available in the *Parent Resources* section of our school website.

### **FOOD SERVICE**

Students may bring their own lunches/snacks from home or buy lunch from our lunchroom. Junior High and High School students may purchase a la carte items from the menu which can be viewed on the school website at [cccsdowney.org](http://cccsdowney.org), in the Junior High and High School “Lunch Program” section. A variety of healthy nutritious options are available as well as “Daily Specials” for the students. **We do not warm up lunches from home.**

A La Carte items may be purchased daily. In addition, drinks and snacks are available at the Snack Shack. Parents dropping off lunches are encouraged to make arrangements prior to the start of school with their child to pick up their lunch from the School Office.

### **IDENTIFICATION CARD (I.D.)**

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

### **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 initial of their current teacher. 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 the locker 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
- 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 television 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 a historical record to assist in investigation. All recorded images are property of Calvary Chapel of Downey. Cameras will not monitor the inside of

locker/change rooms, or restrooms.

### STUDENT STORE

All parents and students are welcome to shop at the “Grizzly Corner” located in Calvary Chapel Downey’s Chapel Store. The “Grizzly Corner” carries the approved school uniform tops (K-8<sup>th</sup>), as well as CCCS jackets, sweats, t-shirts, caps, beanies and P.E. uniforms. Uniform bottoms must be purchased elsewhere.

### TELEPHONE 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 permission to use the office telephone.

### ELECTRONIC DEVICE POLICY

For the sake of safety and the privacy of others, 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 will lead to confiscation and examination by Administration – “Search & Seizure”. Personal cameras, laptops, iPads, iPods, etc. are not allowed on campus. When confiscated, they will be returned to the parent only. Non-adherence to this policy is considered a serious infraction and will result in disciplinary action.

**Cellular phones/ iPods/Musical Devices:** We desire for our CCCS students to learn responsible digital citizenship as that will be required of them in the workforce and college.

- **Junior High** - Once a student enters our Red Gate/campus in the morning, their cell phone needs to be turned off and put away in their lockers until 2:30pm. JH students may not have their phones in daycare or detention but they must remain in their locker.
- **High School** - Once a student enters our Red Gate/campus in the morning, their cell phone needs to be turned off and put away in their backpack or locker until 2:30pm.

As responsible digital citizens, CCCS student should not at any time use an electronic device to take pictures/videos while on campus unless necessary for a school project. We desire they respect other students’ privacy and demonstrate digital citizenship with posting online content. Cell phones or any other electronic device that has the capability of taking photographs/video 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, your phone ringing, or online evidence of your phone being in use between the hours of 7:45am and 2:30pm) will result in disciplinary action. For the sake of safety and the privacy of others, the misuse of cell phones/cameras 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 probable cause of inappropriate pictures or unacceptable media are subject to**

**Search and Seizure by Administration (Administration reserves the right to determine what is inappropriate).**

**Disciplinary Actions Due to Electronic Device Policy Violation:**

- a. **First violation** of the policy will result in a confiscation of the device and an assignment of a Saturday School.
  - 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)).
- b. **Second violation** of the policy will result in a confiscation of the device and an assignment of 1-day suspension. The device will only be returned once the student's parent comes to pick up the device from CCCS administration.
  - If both the first and second violation entails the taking of pictures or video, it may result in an expulsion.
- c. **Third violation** of the policy will result in the loss of bringing a phone on campus and a 2-day suspension.

Probable cause of unaccepted media are subject to Search and Seizure by Administration (Administration reserves the right to determine what is inappropriate).

Any situation that arises concerning the use of electronic devices not covered in this policy will be referred to the School Administration for clarification. (Note: Loaning an electronic device is the same as using one. **Both students are in violation of this policy and therefore, are subject to the aforementioned disciplinary action.**)

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

Your child's name and photograph will be published in the yearbook and may be published in various school promotional materials or fundraising publications.

***Publicity & Photo Release Form***

During the re-enrollment process, you are asked whether or not the school may take pictures/video of your child for promotional purposes. Waivers are also available in the Junior High/High School Office. Facebook and other social media sites are exempt from the agreement.

**WORK PERMITS – High School**

CCCS can assist your student in obtaining a work permit. Please contact the Registrar 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 primary parent must be born-again Christians who exhibit fruit of this in their daily *walk*; including weekly church attendance. Parents or legal guardians of all prospective students should be aware of the admissions procedure when applying for student enrollment in our school.

## ELIGIBILITY

### ***Parent Qualifications***

- We believe the Bible mandates that the primary responsibility of each student's education rests with the parents. We view the school's role as one of partnership with the *parent(s)* in this endeavor. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. In order to establish and maintain a successful partnership, **it is essential that parents be in agreement with the philosophies and intentions of the school.** If, at any point during the school year, you, as the parent, find that you are in disagreement with the philosophy standards or Administration of the school, you should make every effort to work with the Administration for a solution by practicing the *Matthew 18 Principle*. [*The Matthew 18 Principle for Solving School Problems (summary): In Matthew 18:15-17, Jesus taught clear principles for solving people-to-people problems.*]
- **Step one** - go privately, in humility and love to the person with whom you have a problem. If the matter is resolved, forgiveness and reconciliation will take place.
- **Step two** - if the individual will not hear you, bring one or two witnesses and approach the individual in a spirit of prayer and humility. With godly people seeking God's counsel, most situations are resolved. If the problem is not solvable through the aforementioned steps, then a school Administrator may be brought into the situation.

This is the Lord's way of solving people-to-people problems. A detailed pamphlet of "The Matthew 18 Principle" is available in the School Office. If a harmonious solution cannot be reached, your student(s) may be 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 Thess. 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 primary (custodial) 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
- Exhibit attitude and behavior consistent with the criteria outlined in the Parent Student Handbook, and demonstrate a willingness and desire to be enrolled in our school

## **ENROLLMENT**

Enrollment applications are available online. In order for enrollment to be completed, enrollment fees must be paid at the time the online enrollment application is submitted and all required documentation must be submitted to the office.

## **RE-ENROLLMENT PROCESS**

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

## **TUITION**

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

Every family is given a contract agreement to sign that states the total amount of tuition due for the entire school year. Parents have the option of paying in full or electing a monthly payment plan.

Prior to contract signing, the parent and the student must meet the eligibility, qualifications and

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

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

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

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

## **FINANCIAL AID**

Financial aid programs are available to qualified families. Please contact the School Office for more information. Application deadlines are enforced.

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.

## **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. 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 Chapel Store prior to the start of school. (It is required that all P.E. clothes be uniform.) Therefore, clothes sold through the Chapel Store will be the **only** acceptable clothing for Physical Education.

### **Lab and Material Fees**

Students in Art classes, Biology, Chemistry, Cooking, Music, Physics, Computer, Photography Anatomy/Physiology, and Vocational classes are charged lab/material fees, per class, per year. Fees are billed to the tuition account as necessary. These fees are non-refundable. For more detailed information, please refer to the tuition/fee schedule posted online.

### **WITHDRAWAL PROCEDURE**

A student that is transferring from CCCS to another school should inform the School Office at least one week prior to withdrawal. This will help expedite the transfer of appropriate files to the next school. A CCCS *Withdrawal Form* will be completed for the transferring student. A copy of the Withdrawal Form will be given to the parent officially completing the withdrawal process. When 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. Parents are responsible for enrolling their child in a school within 10 days from the 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 and phone number. 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, 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 the School Office or Daycare 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.

**ACADEMIC GRADES**

***Grading***

The School’s grading scale is as follows:

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

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

### **Progress Reports**

Progress Reports are updated once each quarter of the school year and are available on the Parent Portal for review.

### **Quarter Grades**

Quarter Grades are an evaluation of the student's progress for an entire nine-week period. Current grades can be viewed at any time on the Parent Portal.

### **Report Cards**

The academic year is made up of two eighteen-week semesters. Credit for classes is given on the basis of semester work grades. Report cards are reviewed at Parent/Teacher conferences, and are available for viewing on the *Info Now Parent Portal*. When "alerts" are enabled in the portal, an email will be sent to parents when a Progress Report or Report Card is updated and posted on the portal. Credit is received only for courses with a minimum of a "D" grade or better for the semester.

### **High School**

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 plan the best academic program for you:

- Four full years of English are required. These classes emphasize writing, reading and speaking
- Geometry and Algebra II 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 12<sup>th</sup> 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/Economics is necessary for college preparation
- At least two years of science classes that include laboratory work are recommended (see UC/Cal State Requirements)
- Some colleges require at least two years in the same foreign language and recommend three years for admission. Beginning no later than 10<sup>th</sup> 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

### **COLLEGE GUIDANCE – High School**

Our College Counselor is 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 College Counselor provides information to the students and parents about the college process. All questions about applications, qualifications and deadlines for all UC, Cal State, and private universities can be answered. Students will also be directed in their investigation of scholarships, financial aid and college fair information.

#### ***College Information Night***

There will be several workshops and seminars throughout the school year that are helpful to students and parents. Keep an eye on the lifeline and monthly letter for when and where the events will take place.

### **GENERAL INFORMATION - Course Selection**

#### ***Prerequisites***

Courses must only be taken in the proper sequence and only after 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 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, Registrar and the parent
  - If the teacher or Registrar 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 Registrar 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 unless approved by the Administration

### ***Off-campus Courses***

All CCCS students are expected to enroll in core classes on campus. If there is a class that is not offered at CCCS, students must get prior approval from the Registrar before enrolling in courses at a pre-approved accredited school. Failure to do so will result in receiving non-credit for the course.

### **TEST/EXAM POLICY**

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

### **STANDARDIZED TESTING**

Stanford Achievement Tests are administered to all 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.**

CCCS will offer the PSAT to all 10<sup>th</sup> and 11<sup>th</sup> grade students on an optional basis for those who want to prepare for the SAT college entrance exam. CCCS also strongly encourages all 11<sup>th</sup> and 12<sup>th</sup> grade students to take the SAT and ACT more than once to improve their score. The student must register for these tests online. For more information about college entrance testing please contact the College Counselor.

### **EARLY COLLEGE PROGRAM COURSES**

Our students can accelerate their education as they earn college credits while finishing high school. We offer Early College Program(ECP) courses in United States History, English (12<sup>th</sup> Grade), Anatomy & Physiology, Calculus and Music Theory through a partnership with Hope International University. There is an additional cost for taking these ECP courses. A student must have an overall G.P.A. of 3.0 or above in order to qualify for an ECP course. Additionally, the student must have a "B" or above in the subject area. Students who wish to enroll in an ECP course but do not meet the above requirements must schedule a meeting with the

instructor and the College Counselor to further discuss the possibility of enrolling and the student's chances of academic success.

### **HONORS/AP COURSES (10<sup>TH</sup>, 11<sup>TH</sup> & 12<sup>TH</sup> 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 EXTRA-CURRICULAR ACTIVITIES**

In order for students to be eligible for extracurricular activities such as team sports, cheerleading, 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. Any disciplinary suspensions will result in ineligibility for the day of the suspension
- Must attend two academic classes in their school day

### **MAKE-UP WORK**

A student who has been absent **must go to the parent portal to get information on missed assignments**. Parents and students can make arrangements with the teacher for missing assignments. Teachers post class assignments weekly in the classroom and on the parent portal for students to refer to in order to keep up with missed class work.

During the first week of school, teachers will post on the Parent Portal specific policies and guidelines pertaining to make-up work. 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 review 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.**

### **HOMEWORK POLICY**

#### ***Homework***

Students will be allowed two school calendar days per absence, to make up homework missed

due to illness or other valid reason. Extenuating circumstances will be reviewed by Administration. "Late homework" (homework not missed due to absence or other valid reasons) turned in a day late will be accepted for up to 70% credit. A Homework/Long Term Project policy will be sent home at the beginning of the school year for parent's signature.

After two (2) assignments have not been turned in, the **third NC "not completed"** will result in a **Saturday School** being assigned and every "not completed" thereafter **per quarter**. At the start of each quarter (9-weeks), the students are given the opportunity to start anew. The cost of each Saturday School is \$25. Parents/Guardians are required to sign-in their student to Saturday School.

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.

### **EXTRA CREDIT POLICY**

- Worth up to but not to exceed 10% of the grade of the assignment
- Must be academic in nature
- Students may be given up to a total of 3 EC opportunities in any combination of tests or quizzes. Every student is eligible for this even if they have an NC for a homework assignment
- Students may be given up to 6 EC opportunities on homework assignments
- EC given on homework assignments may be given only to students who have completed all of their homework (A student who has a "No Credit" in any grading period is not eligible for EC. This part of the policy starts over at the beginning of every new quarter)
- Students may be given EC on 1 project
- No EC may be given on SMR's (Bible assignment)
- No EC may be given on Final exams
- No EC may be given for Honor or AP classes with the exception of 1 project assignment

### **TUTORS**

CCCS offers math tutoring during lunch and tutoring in all academic subjects immediately after school at no cost. Summer tutoring is also available for a fee and varies in offerings. Please contact the School Office for detailed information.

### **CUMULATIVE RECORDS**

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

guardian having legal custody.

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

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

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 – 8<sup>th</sup> Grade**

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.

#### **PRINCIPAL'S AWARD AND HONOR ROLL**

##### ***Junior High***

Junior High students (7<sup>th</sup>-8<sup>th</sup>) 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 - 4.0 or higher** will receive the **Principal's Award**.

##### ***High School***

High School students (9<sup>th</sup> -12<sup>th</sup>) who have an overall G.P.A. of **3.5 - 3.99** will be listed on the Honor Roll. Those who have a G.P.A. of **4.0** or higher will be listed in the Principal's Award. *Please note: Honor Roll and Principal Awards for 9<sup>th</sup> -12<sup>th</sup> are calculated by the Registrar and are based upon cumulative semesters.*

#### **CUM LAUDE, MAGNA CUM LAUDE AND SUMMA CUM LAUDE – High School**

In an effort to acknowledge the academic achievement of our students, we will honor students who have attained academic excellence as reflected by their cumulative Grade Point Average (GPA) over their four years in high school. In this endeavor, we will use the following distinctions:

- **Cum Laude** (with distinction) – Those students who have earned a GPA of 3.5-3.75 will be honored at graduation with this distinction and will receive a Gold Cord.

- **Magna Cum Laude** (with high distinction) - Those students who have earned a GPA of 3.76-4.0 will be honored at graduation with this distinction and will receive a Gold Stole.
- **Summa Cum Laude** (with highest distinction) - Those students who have earned a GPA above 4.0 will be honored at graduation with this distinction and will receive a Medallion.

*(Please note: In respect to a student's GPA, rounding will be done only to the hundredth decimal point. Physical Education, Sports and any courses that are taken on a Pass/Fail basis will not be factor for the student's GPA. For transferring students, only credits earned at an accredited school will be considered. Lastly, Administration will select the student who is to address his/her peers at the graduation ceremony. This student will be selected from the graduating class.*

#### **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. Administration will make final decisions concerning probation and eligibility.

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

- The student must be in good standing at the current school attending
- The student received no grade lower than a "C" in any subject
- The student can satisfactorily pass the Curriculum Readiness Test

(Administration reserves the right to place a re-enrolling student on academic/behavior probation.)

#### **ACADEMIC PROBATION**

A student whose quarterly GPA (excluding P.E.) falls below 2.0 will be placed on Academic Probation. If the student's GPA remains below 2.0 at any semester grading period Administration will determine if the student may continue to receive their education at CCCS or require withdrawal.

## **ATTENDANCE**

#### **EXTENDED ABSENCES AND EXCESSIVE ABSENCES**

The maximum number of allowable absences in any one semester is nine (9) days, with the exception of 1st period which is 11 days because of chapel schedule unless a waiver is granted. A waiver is granted in instances of documented medical conditions or in cases of rare or extreme circumstances as determined by the Administration. Attendance is recorded on a block by block basis. Any student who is absent for more than that noted above may

ultimately lose credit in that course. Please keep in mind that when a student misses 20 minutes or more of a class, they are considered absent. For example, a student arriving at 8:05am is considered absent for 1st period.

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, or check the Parent Portal where assignments are posted. Students who have excessive absences may be dismissed and/or not advance to the next grade. 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.

### **ABSENCE POLICY**

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. 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 "unexcused". If a student returns without a note from their parent, he/she is considered "truant" and a disciplinary action will be given.

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

**Excused Absence (ES) = excused by school/parent – funeral, sick (after 3 days a doctor's note is required), Dr./Dental appointments, family emergency**

➤ **HW/Projects/Tests/Quizzes – extra time given per the current homework policy**  
*(Students will be allowed two school calendar days per absence from the date of return, to make up homework missed)*

**Parent Excused Absence (EP) = excused by parent/unexcused by school**

1. Disneyland, family trip, mission trip with their church, etc...
2. Headache, tired/overslept, parent is sick, etc... (exceptions will be reviewed by Administration)

➤ **HW/Projects/Tests/Quizzes – due on due date or immediately upon return**

**Special (SP) = these absences are not counted against the student – school functions, sports, field trips (teacher authorizes participation)**

➤ **HW/Projects/Tests/Quizzes – due on due date**

**Unverified Absence (UA) = unexcused absence** – once a note is provided, absence will be changed to “ES” or “EP” (see above). If a note is not provided the absence will turn into a **Truant (TU) and a disciplinary action will be given**

➤ **HW/Projects/Tests/Quizzes – due on due date or immediately upon return**

**Suspension (SU) = unexcused absence**

➤ **HW/Projects/Tests/Quizzes – due on due date or immediately upon return**

### ***Maximum Allowable Absences***

The maximum number of allowable absences in any one semester is 9 days (2nd – 7th period), with the exception of 1st period which is 11 days because of chapel schedule unless a waiver is granted. A waiver is granted in instances of documented medical conditions or in cases of rare or extreme circumstances as determined by the Administration. **Any student who is absent for more than that noted above may ultimately lose credit in that course.** Please keep in mind that when a student misses 20 minutes or more of a class, they are considered absent. For example, a student arriving at 8:05am is considered absent for 1st period.

### ***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 to 1<sup>st</sup> period, they will go directly to the office to receive a tardy slip. If a student is tardy in-between classes, they will go directly to class where the teacher will mark them tardy. 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.

The Tardy Policy explaining disciplinary action for Junior High and High School students is posted on the Parent Portal 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 7<sup>th</sup> period, they are required to leave campus, this includes outside the Junior High/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 School Office/Athletic Office at break and lunch only (not during class time.) This policy does not pertain to genuine emergencies.

### ***On Campus Visitors and Visitors with School Business***

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. All visitors with school

business must check in with the School Office. **Please be mindful that all visitors must meet the behavioral and dress code regulations at CCCS.**

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 time must be approved by the principal.

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/Graduation/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.
- Parents are encouraged to state on any flier or invitation mailed or given to other students "this party/gathering is not a CCCS sponsored event." Please refer to "Christian Lifestyle" section of this Handbook that is to be adhered to 365 days a year, on and off campus!

## COLLEGE ENTRANCE

### 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 access the website of the college of your choice. These websites 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. For more information regarding UC admissions requirements, please visit <http://www.ucop.edu/agguide/a-g-requirements/>.

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 Registrar, 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 on the SAT, go to [www.collegeboard.com](http://www.collegeboard.com). If you would like additional information on the ACT, visit [www.act.org](http://www.act.org).

Students may choose to attend a local community college for two years. From there, a student 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 website or the UC brochure available in the College Counselor'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 website for details. Academic scholarships are often based on exam scores/G.P.A.

Furthermore, students may inquire about financial aid and scholarship availability by visiting, [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) and [www.fastweb.com](http://www.fastweb.com).

## CHAPEL

## CHAPEL REQUIREMENTS

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 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!***

## 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.

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 Grizzly Academy (GA) students.

### ***Christian Lifestyle***

The custodial 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 (i.e. sexual immoral practices)
- 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 maintaining an orderly campus and Christian 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.)
- Possession of fireworks, firecrackers, matches or other flammable materials on campus
- Chewing gum or eating shelled sunflower seeds on campus
- Bringing tape recorders, video recorders, cameras, laser pointers, electronic devices/games, magazines or playing cards except with Administrative permission. While calculators are permitted, if they are equipped with games, it is not permissible to play the games during school hours
- Special Note: Please see the cellphone Policy in the handbook
- 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)
- 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
- Cheating and plagiarism is not allowed and will result in a zero (0) on the assignment as well as an administrative referral. Administration will determine further actions such as Saturday School or Suspension.
- 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 instructional time without administrative approval
- 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/plagiarism, lying or other such behavior that violates the Christian lifestyle standards, students will be referred immediately to Administration.

Demerits, Detention, Saturday 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 this handbook.

### ***Parent Notification of Discipline***

Parents can receive discipline, attendance, and other alerts through the Information Now Parent Portal. Please contact the School Office if you would like to receive electronic alerts.

### ***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. If the issue remains unresolved, Administration is to be included to assist with the matter. The discipline of a student and the "fact-finding" process is the responsibility of the CCCS Administration.

### ***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. Parents are encouraged to view student demerits on the Parent Portal. A complete disciplinary policy is posted on the Parent Portal during the first week of school.

### ***Detention Policy***

The Jr. High School is starting a pilot program in order to help our students eliminate behavioral issues. Students may not bring anything to detention except a water bottle. Parents will be notified via email if a student receives a detention. Students will serve the detention the next day of offense from 2:30-3:30pm. Students must serve detention regardless if they participate in sports and/or mandatory tutoring. Missing a detention will result in a second detention being issued. Six detentions will become a Referral/Suspension.

### ***Saturday School Policy***

- **A fee for Saturday School will be charged to the parent**
- Demerit violations may be served during Saturday 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 School will be given a one-day suspension. The un-served Saturday 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 School
- Continued failure to serve your assigned Saturday School may result in disenrollment from CCCS
- Work Details may be assigned during Saturday School

### ***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.

- 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. Students may serve their suspension on campus.

### ***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 Administration.

## DRESS STANDARD

Our Dress Standard is posted in the “Parent Resource” section of our school website, [cccsdowney.org](http://cccsdowney.org).

## ATHLETICS

CCCS is a member of the California Interscholastic Federation (CIF) 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 tryouts**. A completed physical release form will need to be 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 tryout of each sport and covers a student's participation for that sport only. **Students are not permitted to tryout 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 two 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.) If at any quarter grading period the athlete's GPA 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 refund.

### ELIGIBILITY OF TRANSFERRING STUDENTS (PERTAINING TO CIF ONLY)

In accordance with CIF- 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 Chapel Store
  - On the 4<sup>th</sup> unexcused non-suit, students will be issued a Saturday School and an additional Saturday School for every non suit after the 4<sup>th</sup> one
- 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 ensure 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 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). If necessary, 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 most field trips, school activities and athletic events.

### STUDENT PARKING – HIGH SCHOOL STUDENTS

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 fee for the lost permit is \$5.00
- 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
- Observe a 10MPH speed limit on 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

### 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 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 (without Administration approval)
- 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 [cccsdowney.org](http://cccsdowney.org) and parents notified in writing at the time of the amendment.**



# CALVARY CHAPEL CHRISTIAN SCHOOL

*CCCS High School is accredited by: WASC (Western Association of Schools and Colleges), and ACTS (Association of Christian Teachers and Schools) and a member of CCEA (Calvary Chapel Education Association) and ACSI (Association of Christian Schools International)*

**Calvary Chapel Christian School**  
12808 Woodruff Avenue, Downey, CA 90242  
Elementary Office ● 562.803.6556  
Junior High/High School Office ● 562.803.4076

[www.cccsdowney.org](http://www.cccsdowney.org)

Jeff Johnson, Senior Pastor  
Debbie Davis, Elementary School Principal  
Joe Mendez, Junior High & High School Principal

Revised 8/19 kyg