

Table of Contents

WELCOME TO CALVARY CHAPEL CHRISTIAN SCHOOL

Mission Statement	4
Training the Christian Leaders of Tomorrow	4
Our Living Curriculum	4
Our Philosophy of Christian Education	4
Our Instructional Program	5
Ministry Outreaches	5
Athletics	5
Our School Mascot - Grizzlies	6
Our School Alma Mater - Calvary	6
Handbook Amendments	6

GENERAL INFORMATION

Some Facts You Should Know	7
Office Hours	7
School Hours	7
Extended Daycare	7
Student Drop-off and Pick-up	8
Donations and Gifts	8
Fundraising Policy	8
Fire and Disaster Drills	8
Library	8
Food Service	9
Hall Passes	9
Lost and Found Procedures	9
Security Cameras	9
Telephone Policy	9
Grizzly Corner	9
Yearbooks	10

ADMISSIONS

Eligibility	11
Parent Qualifications	11
Church Requirements	11
Student Qualifications	12
Enrollment Packets and Procedures	12
Re-enrollment Process	13

Non-Cash Policy	13
Tuition	13
Supplies	14
Fees Other Than Tuition	14
Textbooks	14
Physical Education	14
Sponsorship Fund	14
Withdrawal Procedure	15
Emergency and Health Procedures	15

ACADEMICS

Academic Grades	17
Progress Reports.....	17
Quarter Grades.....	17
Report Cards	17
Grading.....	17
Academic Probation.....	17
Testing Policy	18
Achievement Tests	18
Homework Requests.....	18
Make-Up Work.....	18
Tutors.....	18
Cumulative Records.....	18
Promotion and Graduation Requirements.....	19

CHAPEL

Chapel Requirements.....	20
--------------------------	----

ATTENDANCE

Absences	21
Truancy	21
Tardies	22
Closed Campus Policy	22
On-Campus Visitors and Visitors with School Business	23
Visiting Classes.....	23
Parents and Adults	23
Promotion / Birthday Parties	23

DISCIPLINE

Spiritual Life and Conduct	24
----------------------------------	----

Christian Lifestyle	24
General Standards	25
Classroom Environment	25
How Misconduct is Handled	25
Probation for Misconduct.....	26
Expulsion.....	27
Parent Interaction with Students/Parents	27
DRESS STANDARD	
Purpose and General Guidelines	28
Uniforms (K-5 th Grade)	29
Friday Dress Guidelines	31
Free Dress Day Guidelines	31
Girls	31
Boys.....	32
ATHLETICS	
Athletic Handbook.....	34
Athletic Fee.....	34
Eligibility.....	34
TRANSPORTATION	
Carpool	35
Driving Regulations.....	35
Bus, Van & Car Transportation to Activities	35
Bus Guidelines	35
Parental Responsibility	36
GOALS AND OBJECTIVES	
HANDBOOK UPDATES	

WELCOME TO CALVARY CHAPEL CHRISTIAN SCHOOL!

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

MISSION STATEMENT

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

TRAINING THE CHRISTIAN LEADERS OF TOMORROW

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

OUR LIVING CURRICULUM

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

OUR PHILOSOPHY OF CHRISTIAN EDUCATION

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

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

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

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

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

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

OUR INSTRUCTIONAL PROGRAM

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

MINISTRY OUTREACHES

At CCCS we seek to reach out to students in various ways by providing 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:

- Spiritual Emphasis Week
- Bless a Baby Month
- Donations for our Mexico Orphanage

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. 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

School Administration reserves the right to amend this Handbook, with School Board approval. The CCCS Board acts as a legislative body in approving policies and procedures.

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) and Calvary Chapel Education Association (CCEA).

"Grizzlies" is the school mascot. **"Solid Foundation"** is the name of the Elementary yearbook.

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

OFFICE HOURS

The CCCS office business hours are as follows

Monday through Friday:

During the School Year:

7:30 am - 3:30 pm

Summer Hours:

9:00 am - 3:00 pm

(unless otherwise posted)

SCHOOL HOURS

Elementary classes begin at 8:15 am and end at 3:00 pm. Elementary students are not permitted to leave the CCCS campus without parental permission. The Mission Mexican Grill and Chapel Store are off limits to students before and after school, unless accompanied by a parent. Students on campus after 3:15 pm must report to Daycare.

EXTENDED DAYCARE

Extended daycare is available for K-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 is no charge from 7:30 am - 8:15 am; however, students will continue to be under supervision at this time. In the morning, K-2nd grade students must be walked on campus and 3rd-6th grade students should enter the campus at the school drop-off area. Afternoon daycare hours are 3:15 pm - 5:45 pm with charges beginning at 3:30 pm. From 3:00 pm - 3:15 pm, the students are dismissed from the school. Children in grades K-2nd must be picked up from their teacher on the playground.

At 3:15 pm, all remaining students must sign-in to Daycare. Students may not go to the Mission Mexican Grill 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 Middle School student from Daycare, they must leave

campus immediately. They may not go to the Chapel Store, Mission Mexican Grill or anywhere else on the CCCS campus.

When a student is picked up from Daycare, **a parent or an adult designated 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 beginning 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 off and pick up their students on the Elementary side. The Middle School and High School students are permitted to go to their classes from that area. Elementary students may not be dropped off or picked up on the High School side.

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

DONATIONS AND GIFTS

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

FUNDRAISING POLICY

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

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

LIBRARY

Our Elementary Library is an excellent source of research and reference. Our librarians are continually adding new items. Students are eligible to checkout books after both they and their parents have signed and returned the Library Rules and Regulations

Form. Books are available on a checkout basis for varying lengths of time. Fines go into a special fund for additional library materials.

FOOD SERVICE

Elementary students may bring their own lunches from home or parents have the option of pre-ordering their student's lunch from Enlightened Foods. The monthly menu is sent home in Monday Envelopes prior to the beginning of each month. Drinks and snacks are available in the Snack Shack. Parents dropping off lunches must make arrangements prior to the start of school with their child to pick up their lunch from the School Office. PLEASE NOTE - To keep classroom disruptions to a minimum, neither deliveries nor notices regarding lunch arrangements will be made to students.

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.

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 POLICY

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

GRIZZLY CORNER

All parents and students are welcome to shop at the "Grizzly Corner" located in the Calvary Chapel Downey's Chapel Store. The "Grizzly Corner" carries the approved school uniforms, as well as CCCS jackets, sweats, t-shirts, caps and beanies.

YEARBOOKS

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

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

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

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.

Church Requirements

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 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 pass a grade level entrance exam to assure the academic and maturity level of the student.

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.** Enrollment packets include:

- Enrollment Application
- Parent Statement of Faith and Responsibilities (must be completed by all custodial parents)
- Pastor's Questionnaires (required annually)
 - for the custodial parent. Because the Pastor's Questionnaire is a critical part of the enrollment process, the administrative interview cannot be scheduled until it is completed and returned.
- Library Permission Form
- Cell Phone / Camera / iPod / Electronic Device Policy
- Medical Information and Emergency Information/Medication Request Form (lists emergency telephone numbers, allows permission to those who can pick up your student and permission to administer medications according to parent/physician)
- CUM Request Form (1st – 6th grade students only)
- Teacher and Administrator Letters of Recommendations (1st - 6th grade only)
- Birth Certificate
- Health Examination (1st grade students only)
- Immunization Record (current immunization records are required. Hepatitis B immunizations and MMR#2 are required for all K and Kindergarten students.) Additional immunizations may be required
- Current Report Card

Once an application packet is reviewed and approved by the Administration, the School Office will schedule an appointment for the Entrance Exam (K-6th grades). Testing fees are non-refundable and are due in cash at the time of testing.

After successful completion of the test, the School Office will schedule an administrative interview with the qualifying parent.

Following the administrative interview, parent(s) will complete the admissions process by signing a contract and completing any additional forms required. All forms must be on file when the student begins school.

CCCS provides a C.A.R.E. class for students with special needs within our school. Administration may consider new applicants on a case-by-case basis.

RE-ENROLLMENT PROCESS

Re-enrollment packets will be sent home with all CCCS students which include 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 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.

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 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. (Any information requested by a non-contracted parent must be referred to the custodial 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 (2nd – 5th) are expected to bring their own New King James Bibles to Chapel. Most supplies can be purchased from the CCCS Grizzly Corner.

FEES OTHER THAN TUITION

Textbooks

All textbooks are ordered by parents directly through an online ordering service. There are no book fees paid directly to the school. In the event a textbook is lost, the student should report it to the School Office for ordering instructions. Parents are responsible to order a replacement book through our online textbook provider in a reasonable time frame as their student's grades will be adversely affected without the necessary textbooks.

Physical Education

All elementary students participate in a teacher supervised Physical Education activity each week. Parents should keep this in mind when selecting shoes to be worn by the student to school each day.

SPONSORSHIP FUND

Calvary Chapel of Downey has a Tuition Assistance Fund to aid families in need of financial help for school attendance. Applicant families must have attended our school for a minimum of one school year prior to applying. Money in the fund comes 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 to help those most in need until all funds are expended. Sponsorship applications and further information are available in the School Office.

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 the student withdraws prior to the end of the semester, they will receive exit grades only, not semester end grades. The outstanding balance on the account must be paid in full for the withdrawal process to be completed. Registration fees and other miscellaneous fees will not be refunded.

EMERGENCY AND HEALTH PROCEDURES

The 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.

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

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

1. Parents will complete the "CCCS Emergency Information/Medication Request Form" included in their enrollment packet.
2. Parents/guardians of students with ongoing medical conditions are required to disclose all relevant information to enable the Administration to determine if CCCS is equipped to provide qualified medical care for the student. (Please Note: CCCS does not have licensed medical personnel on staff.)
3. Parents will provide their child's prescription medication in the original containers with the directions and the student's name clearly visible on the container. This medication will be recorded in the student's Medication Log by the Office Staff, and distributed as directed by the physician's instructions. Time and dosage will be recorded when administered.
4. Non-prescription drugs may be administered to the students by the Office Staff on an "as needed" basis, according to the agreement signed by the parent on the "Emergency Information/Medication Request Form". All medications will be administered by Office Staff and will be recorded in the Medication Log.
5. In the event that a student requires non-prescription medication not documented on their Medication Log, the parent may give permission per telephone or fax to the school. Date and time of permission given will be documented.

6. A doctor's certificate stating the need for a student to use an inhaler at school, along with permission from a parent/guardian, are required by the School Office. It is recommended the student administer his/her medication in the presence of a staff member. The staff member will then notify the office, where the dosage and time will be documented.

ACADEMICS

ACADEMIC GRADES

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.

Quarter Grades

Quarter Grades are an evaluation of the student's progress for an entire nine-week period. K-5th student grades are placed on the report card for each of the four quarters.

Report Cards

The academic year is made up of two eighteen-week semesters. Credit for classes is given on the basis of semester work grades. Report cards are 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.

Grading

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

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

The School's grading scale for 2nd - 5th is as follows:

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

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

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.)

TESTING POLICY

Tests are a regular part of academic measurement. Tests are cumulative in nature and comprehensively cover all the facts, skills and concepts covered in the curriculum taught.

ACHIEVEMENT TESTS

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

HOMEWORK REQUESTS

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

MAKE-UP WORK

Students who provide prior notification for an extended absence 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 (10 days or more) will not be allowed to make-up work and/or tests and exams missed during the truancy.**

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

TUTORS

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

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/GRADUATION REQUIREMENTS (Kindergarten and 5th grade students)

Promotion shall be based on satisfactory progress and completion of the requirements of CCCS. 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.

CHAPEL

CHAPEL REQUIREMENTS

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

- Bring a New King James Bible to chapel (2nd – 5th)
- 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 unnecessary talking, distract others, or cause a disturbance during Chapel
- Not have any food or drinks of any kind in the Sanctuary or Fellowship Hall
- Hats, caps, beanies and the hoods of sweatshirts must be removed prior to entering 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. Attendance is extremely important; therefore, CCCS discourages long extended absences. Permission must be obtained from an Administrator before the parent can contact their student's teacher(s) to obtain the work assignments for the period of the absence. Students who have excessive absences may be dismissed and/or not advance to the next grade.

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

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

Please Note: A student who arrives to school between 8:30am-12:00pm is considered “½ day absent”. The student must be walked into the School Office by the parent and signed in. A written note with the date and time of arrival will be required for the ½ day absence. Students who leave between 12:00pm-2:30pm will also be marked ½ day absent. Students must be signed out.

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

TRUANCY

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

Possible consequences of being truant will include:

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

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

TARDIES

Tardies adversely affect the student and disrupt other students in the class. It is the parent's responsibility to see that their child is at school and in class on time. All students are expected to be in line on the blacktop at the time the line up bell rings at 8:10 am. School begins at 8:15 am. A student will be marked tardy if they do not go into the classroom with the class from morning exercises. A student, who arrives to school after 8:30 am, must be walked into the School Office by the parent and signed in. A written note will be required for the tardy.

All tardies are considered „unexcused“ unless the student has a written excuse from his/her parent explaining the reason for the tardy, i.e. doctor/dentist excuse from the medical office. Extenuating circumstances (with a written excuse from his/her parent explaining the reason for the tardy) will be reviewed by Administration for approval.

If a staff member detains a student, he/she will be given a Hall Pass indicating the reason for detainment. If tardies become excessive (after 10 tardies), Administration may conference with the parents. In the event that the School Office is not aware of excessive tardies, the parent will still be considered responsible. Excessive tardies may result in one or more of the following consequences:

- suspension from school
- reviewed by the School Board
- not considered for re-enrollment

CLOSED CAMPUS POLICY

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

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

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

ON-CAMPUS VISITORS & VISITORS w/SCHOOL BUSINESS

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

VISITING CLASSES

Parents and Adults

Visitors (parents/adults) are welcome on our school campus if both the Administration and each teacher to be visited have granted permission at least one day in advance. When making a request to visit, please be mindful that visitations interrupt the educational environment of the classrooms. The 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 and 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 31 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. Elementary students will not be accepted into the school unless their parents have signed the Statement of Responsibilities agreement, provided in the enrollment and re-enrollment packet.

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

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

Christian Lifestyle

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

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

Cheating may be:

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

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

General Standards

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

- Showing respect for the rights and feelings of others
- Behaving in a way that helps create a positive learning environment
- Controlling behavior on campus and in hallways so that classes in session are not 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 or personal property such items as pictures or emblems which exalt groups/movements that are contrary to Biblical standards (This includes backpacks and lunch pails)
- Demonstrations of personal affection, i.e., familiar touch, holding hands, full frontal embraces, kissing, etc.
- Bringing or possessing on campus fireworks, firecrackers, matches, lighters or other flammable materials
- Knives or other objects that could inflict bodily harm
- Chewing gum or eating unshelled sunflower seeds on campus
- Bringing radios, tape recorders, cameras, CD players, iPods, Mp3 players, electronic devices/games of any kind, pagers, cell phones, playing cards or magazines except by Administrative permission. Please see the Telephone Policy in this Handbook.
- Tampering with or taking items from another student's desk, backpack, or personal belongings
- Running in the halls
- Horseplay (such as pushing, shoving, slapping, grabbing and pulling on clothing or backpacks, etc.)
- Bullying and teasing

CLASSROOM ENVIRONMENT

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

- Students must always demonstrate respect for and cooperation with teachers and classmates

- Students will be on time to each class and prepared with the necessary materials and mental attitude, which indicates a readiness to learn
- Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable
- Personal grooming is inappropriate during class sessions and is not permitted
- Students leaving class for any reason will be issued a current dated Hall Pass that must remain in the student's possession while the student is out of class
- Food, beverages and gum will not be permitted during class time
- Students may not be in classrooms or offices unless a teacher or staff member is present
- The teacher's desk, computer, keys, briefcase, grade book, and other belongings are personal property and will be treated as such by students

HOW MISCONDUCT IS HANDLED

When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change and improvement necessary to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher. Parents are first encouraged to make an appointment to speak with their child's teacher or the Daycare Supervisor (if the misbehavior was during Daycare) to address their concern. (See Matt. 18 principle on page 15 of this handbook)

Your child's 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 will be referred to Administration for further disciplinary action. In the case of certain serious misbehavior, such as disrespect to teachers, student fighting or violations of the Christian lifestyle standards, students will be referred immediately to Administration.

Time out, loss of recess, scripture assignments, suspension, Saturday Bible School, 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.

Probation for Misconduct

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

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

- Spiritual Growth
- Attitude
- Citizenship
- Academic Progress

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.

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.

Parent Interaction with Students/Parents

It is never appropriate for a parent to confront another student on campus about a behavior issue or incident that has occurred with that student. The proper procedure is to talk with the Teacher or Daycare Supervisor first. The discipline of a student and the “fact-finding” process is the responsibility of the CCCS Administration/staff. With this in mind, we discourage parents from confronting other parents about discipline issues with their child. Please let the teachers and Administration handle the problems that occur on campus. Thank you for your cooperation and understanding in this matter.

DRESS STANDARD

PURPOSE AND GENERAL GUIDELINES

As Christians, it is our desire for students to please the Lord and be a good witness to others both in appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits and proper school behavior. We require students to dress modestly and attractively **without drawing undue attention** to themselves. Students should avoid extreme or questionable fads and fashions. Proper student dress in association with continual effort for good attitude and behavior 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, promotion, 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 of the violation and disciplinary action may be 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 suitable 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 uniform clothing must be clean and in good condition. 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 or clothing.**

UNIFORMS (K-5TH GRADE)

We are a uniform school; therefore, we are not about fads and fashions. CCCS has adopted school uniforms for all Elementary 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 Grizzly Corner, located inside the Chapel Store.

The Elementary uniform colors and standards are:

- **Tops/Shirts – CCCS Logo Navy Blue only. These polo tops can only be purchased in our Grizzly Corner.** 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 – Navy Blue only. Uniform bottoms must be purchased from our Grizzly Corner.** 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 – Navy Blue only. Uniform bottoms must be purchased in our Grizzly Corner** and may not be shorter than **5 inches from the floor while kneeling.**
- **Jackets and sweatshirts – CCCS Navy Blue logo only.** Uniform outerwear must be purchased in our Grizzly Corner.
- **Shoes -** Acceptable shoes are primarily black, white or a combination of black and white. Laces must be solid black or white. No patterns or fads are acceptable. Colors or accessories on the shoe will be limited to: emblems/logos, soles, and stripes on/around soles. For the safety of our students and to encourage play, spike heels, flip-flops, boots, saddle shoes (oxfords), uggs, crocs and sandals may not be worn. Students must refrain from writing or making patterns or scribbles on their shoes. We desire a clean uniform look.
- **P.E. Athletic shoes –** Students are encouraged to wear appropriate shoes for play and physical education as directed by their teacher.

- **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 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, Navy blue or white only (No patterns or contrasting colors).**
 - **Tights – Navy blue** (solid and plain only).
 - **Hats, caps and beanies - Navy blue with the CCCS logo - Must be purchased from our Grizzly Corner.**
 - **Hair Accessories - Navy blue or white** (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** – Only clear or natural (very light pink).
 - **Make up** – must **not** be worn. (Clear lip balm is acceptable.)
 - **Sunglasses – Any solid dark color may be worn** (may be worn anytime outside).
 - **Jewelry - Navy blue, 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 that can be seen. Jewelry/bracelets should be modest and plain. **No more than one bracelet, ring or watch may be worn.** Parents – please consider whether your child can wear jewelry without it being a distraction to them or others in the classroom.
 - **Earrings - Gold, silver or crystal/diamond studs only:** girls may wear **stud earrings only**. Earrings must not extend below the earlobe. Both earrings must be worn. Plugs, dangling or hoop earrings are not acceptable. Boys may not wear earrings. The **student's** birthstone **stud** is also acceptable.

Friday Dress

Any CCCS **approved** shirt or sweatshirt may be worn with uniform skorts, shorts, pants or capris. (Administration will inform students of the acceptable Friday shirts each school year.)

Free Dress Day Guidelines

The CCCS Policy states the following guidelines must be followed by your student when he/she has been given the privilege of a Free Dress Day. “As Christians, it is our desire for students and staff to please the Lord and be a good witness to others both in appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits and proper school behavior. We require students to dress modestly and attractively without drawing undue attention to themselves. Students should avoid extreme or questionable fads and fashions. Proper student dress, in association with continual effort for good attitude and behavior, is an important element of our wholesome Christian learning environment. “

GIRLS

SHORTS AND SKORTS

Shorts and skorts must not be shorter than five inches from the floor when kneeling. Short-shorts, shorts with lace, spandex shorts alone (including biker type shorts), frayed shorts, shorts with holes, or cut-offs are not acceptable.

BLOUSES AND TOPS

To ensure modesty, all blouses and tops must be of appropriate size and never tight or clingy. Pictures, slogan shirts or blouses that show or speak of activities not in line with Christian principles are not permitted. Please consider modesty when choosing clinging or thin fabrics.

- Form fitting tops, tops through which undergarments can be seen, strapless tops, halter tops, or short tops that expose any part of the stomach are not permissible. It is unacceptable to wear any of the above (including camisoles and tank tops) under a vest, open shirt, overalls, jacket, cardigan or sheer blouse.
- Tank tops or tops with spaghetti straps (camisoles) may only be worn under a blouse as it enhances the modesty of the blouse/top. Tanks and camisoles may not be v-necks or lacey as to give the appearance of an undergarment. They must have a higher neckline to cover any cleavage. (Spaghetti straps may not be worn over a top.)
- Sleeveless blouses (and dresses) may be worn only if the armholes are not so large as to show undergarments and are at least two inches wide at the shoulder. Blouses and tops must not be low enough to expose cleavage or undergarments.
- Plain white t-shirts (undershirts) are considered “underwear,” and are not acceptable for outer wear. White T-shirts intended for outer garment wear, must have a pocket, a picture or a slogan on them, and be in line with Christian principles as stated above.
- The outline of a female student’s underwear must not be visible through her clothing.

DRESSES AND SKIRTS

The bodice of a dress must meet the same guidelines as that of a blouse. The hemline must not be shorter than five inches from the floor when kneeling.

- Hemlines with slits above the knee are acceptable only when the side or back slit is not more than two and a half inches from the floor when kneeling.
- Front slits are not acceptable at any length.
- Leggings may be worn under a skirt that fits the 5 inch rule or longer. (see above)

PANTS, JEANS, AND CAPRIS

These articles of clothing must be of appropriate size and never tight for the sake of modesty. When the outline of a girl's underwear can be seen through her pants or jeans, it is considered inappropriate and not acceptable.

- The appropriate waistline of pants must be no lower than two inches below the naval.
- Baggy pants or baggy jeans are not acceptable (baggy is defined as not more than five inches of excess material when pants are gathered at the knee).
- Pants that have holes, are frayed, excessively worn, faded, or dirty are not acceptable.
- Jeans that are bought faded (stone-washed) are acceptable.

SHOES AND ACCESSORIES

On a Free Dress Day, shoes and accessories do not have to meet the "color" standard for our uniform policy.

- If sandals are worn, they must have a heel strap for safety reasons.
- Jewelry must still be modest and appropriate; the size standard will be followed for each grade level. Students may not wear excessive jewelry or accessories.
- CCCS Staff may ask a student to remove any accessories that are offensive or bring undue attention to the student.

BOYS

SHORTS AND PANTS

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

SHIRTS AND T-SHIRTS

Plain white T-shirts (undershirts) must be considered "underwear," and must be worn as undergarments only and are not acceptable for outer garment wear. White T-shirts intended for outer garment wear must have a pocket, a picture or a slogan on them, and be in line with Christian principles as stated above. Sleeveless T-shirts are not permitted.

SHOES AND ACCESSORIES

On a Free Dress Day, shoes and accessories do not have to meet the “color” standard for our uniform policy.

- If sandals are worn, they must have a heel strap for safety reasons.
- Jewelry must still be modest and appropriate; students may not wear excessive jewelry or accessories.
- CCCS Staff may ask a student to remove any accessories that are offensive or bring undue attention to the student.

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

ATHLETIC HANDBOOK

In order to participate in the sports programs offered at CCCS, the "Athletic Handbook" must be read (available online at www.cccsdowney.org or in hard copy from the Athletic Office), as well as the required forms picked up, completed and returned to the Athletic Office. This must be completed 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

Any Elementary student who receives an "Unsatisfactory" in citizenship at any grading period may also be placed on a weekly academic probation and may become ineligible to participate pending a review by Administration.

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.

TRANSPORTATION

CCCS does not provide bus transportation to and from school. We provide bus transportation for field trips and athletic events. A carpool list is located in the School Office.

CARPOOL

Carpool information is provided as a service through the School Office. Names and necessary 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

Parental Responsibility

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

GOALS & OBJECTIVES

Expected School Wide Learning Results (ESLR)

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

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

HANDBOOK UPDATES

8/2011	Summer Update
10/25/11	Attendance / Absences



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

Calvary Chapel Christian School

12808 Woodruff Avenue, Downey, CA 90242

Elementary Office • 562.803.6556

www.cccsdowney.org

Jeff Johnson, Senior Pastor
Yuri Escandon, School Administrator
Glen Valuet, Elementary School Principal