



# CALVARY

CHRISTIAN SCHOOL

2021/2022  
CCS Parent/Student Manual

**OVERFLOW**

*"May the Lord make your love increase and overflow for each other and for everyone else, just as ours does for you."  
1 Thessalonians 3:12*

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## WELCOME

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Welcome to the 2021/22 school year! We look forward to working with each CCS family this year. This manual is to serve as a guide to the policies, practices and rules at Calvary Christian School. We encourage you to look for answers in this handbook. Should you need further clarification, please feel free to contact your child's teacher or the school office.

## 2021/22 THEME VERSE – *Overflow*

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*"May the Lord make your love increase and overflow for each other and for everyone else, just as ours does for you." 1 Thessalonians 3:12*

## CCS VISION STATEMENT

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Our vision is to cultivate a community of believers who see their **identities in Christ**, continually grow their **relationships with the Lord**, and pursue a **lifetime of learning**.

## CCS MISSION STATEMENT

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Our mission is to provide a learning environment that motivates students to:

- Sharpening minds for students to communicate effectively and to think critically, conceptually, and creatively
- Transforming hearts by equipping students to grow in their relationship with Jesus Christ, develop an understanding of a Christian worldview, and be able to defend their faith
- Leading with compassion so students recognize a need, no matter the size, to serve others

## ACSI and WASC ACCREDITATION

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Calvary Christian School is accredited by the Association of Christian Schools International (ACSI) and Western Association of Schools and Colleges (WASC). The six year accreditation affirms the school's commitment to pursue excellence in education, to meet established standards, and to follow an ongoing school improvement plan.

## SCHOOL HOURS

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School Office Hours	8:00 a.m. – 4:00 p.m.
Elementary	8:25 a.m. – 3:00 p.m.
Elementary Noon Dismissal	8:25 a.m. – 12:00 p.m.
Middle School	8:15 a.m. – 3:00 p.m.
Middle School Noon Dismissal	8:15 a.m. – 12:00 p.m.

## THE IDEAL CALVARY GRADUATE

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The education at Calvary centers around developing graduates who are well-prepared to enter high school academically, socially, emotionally and spiritually. From Kindergarten through 8th grade, our faculty know the part they play in the development of students towards an *ideal*. Graduates are interviewed at the end of their 8th grade year to evaluate the success of our program.

- **Social / Emotional**

Graduates will demonstrate respect for God, authority, peers, community, and self. They will work collaboratively and cooperatively in a group and will contribute God-given gifts and talents to serve the church, community, and school.

- **Spiritual**

Graduates will model character that demonstrates Christ-like attitude and traits by applying biblical standards in everyday life situations, in academics and social life. They will know and understand the plan of salvation and be able to effectively communicate it. They will be able to respectfully and logically defend their faith.

- **Academic**

Graduates will be effective oral and written communicators with confidence, poise and discernment, and within diverse groups. They will demonstrate an ability to receive and follow directions.

Graduates will demonstrate literacy by showing an appreciation and knowledge of our literary, historical and biblical heritage. They will apply knowledge to real life situations by solving problems, using technology, analyzing, interpreting, and evaluating significant concepts within various contexts.

- **Physical**

Graduates will demonstrate physical health and fitness, recognizing that, as a Christian, their body is the temple of the Holy Spirit.

## SCHOOL GOVERNANCE

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Calvary Christian School is governed by the School Ministry Team which acts under the authority of the CCSA Board of Elders. As such, Calvary Christian School operates to provide an education that encourages students to love the Lord with all of their hearts, souls, and minds.

The job of the School Ministry Team (SMT) is to represent God, the Board of Elders of CCSA and those who share a commitment to the mission of Calvary Christian School in determining and demanding appropriate and excellent organizational performance.

The SMT is to establish written governing policies that, at the broadest levels, address each category of organizational decision: ends, executive limitations, governance process, and SMT/Head of School linkage.

The SMT is to set a governing agenda that encourages visionary discussions, including the analysis of the appropriateness and success of the Ends policies, the monitoring of organizational performance as defined by the Executive Limitations Policies and SMT education. This *agenda* will be set to an annual cycle that enables the SMT and the Head of School to work in unison in monitoring the success of the mission of Calvary Christian School.

SMT Members, as representatives of the Board of Elders of CCSA, must be members of CCSA in good standing.

The Head of School is the SMT's only link to operational achievement and conduct, so that the responsibility for the authority and accountability of staff, as far as the SMT is concerned, falls under the authority and accountability of the Head of School. The SMT holds the Head of School accountable for the mission of the school through its agenda and monitoring

process. The SMT does not direct personnel, evaluate personnel other than the Head of School, or hire anyone other than the Head of School. The Head of School's performance is viewed as identical to the organizational performance of Calvary Christian School.

The Head of School is directed by the SMT through written policies that prescribe the organizational Ends to be achieved and those organizational actions to be avoided, allowing the Head of School to use any interpretation of these policies consistent with a Biblical worldview.

## STATEMENT OF FAITH of Calvary Church and CCS

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1. We believe the sixty-six books of the Bible, consisting of all the books of the Old and New Testaments, are the written Word of God. They are a supernatural revelation from God Himself. These books are inspired, inerrant and infallible, without error of any kind in every word and concept. They are the final authority on all matters they address, and all truth necessary for our salvation and spiritual life. (*Psalm 19:7-11; John 14:26; John 16:12-15; I Corinthians 2:12-16; II Timothy 3:16-17; II Peter 1:16-21; I John 2:27*)
2. We believe in the Trinity. There is only one God and in the Trinity there are three eternal and coequal persons: God the Father; God the Son (Jesus Christ); and God the Holy Spirit. (*Deuteronomy 6:4; Isaiah 46:9; Matthew 3:16-17; Matthew 28:19; II Corinthians 13:14; I John 5:1-8*)
3. We believe Jesus Christ is one Person with two complete natures, divine and human. He is true God and true man. Jesus is God incarnate, being born of a virgin and is completely sinless. He eternally exists as the Logos, God the Son, the second person of the Trinity. Jesus has all the attributes, characteristics, and works of God. And as such, He should be worshiped as God by men and angels. (*Isaiah 7:14; John 1:1-14; John 10:30-33; Colossians 1:16-19; Colossians 2:9*)
4. We believe that all people are born with a sin nature and commit sins by falling short of God's holiness and violating His commands. (*Romans 3:23; Romans 6:23; I John 3:4*)
5. We believe that Jesus Christ died for all people, offering His life as a substitute to atone for all sins. The salvation of any person is the work of God alone, by faith alone in Christ. All people who trust in Him as their only means of forgiveness for their sins will inherit eternal life with God. (*John 3:1-18; John 6:44-69; John 14:1-6; John 17:3; Hebrews 2:9; Titus 3:4-7*)
6. We believe in the physical resurrection of the Lord Jesus Christ and that He ascended bodily into heaven. He is now at the right hand of God as mediator, priest, and advocate for each believer. (*John 20; Acts 1:9-11; Acts 3:12-26; I Corinthians 15:12-28; Hebrews 7:25; Hebrews 9:24*)
7. We believe that Heaven is a real place of eternal blessedness in the presence of God and that Hell is a real place of eternal suffering and separation from God. (*Matthew 25:46; II Corinthians 5:1-10; Revelation 20; Revelation 21; Revelation 22*)
8. We believe the Holy Spirit indwells every Christian and spiritually baptizes them, placing them into the body of Christ, His church, when they are saved. There is only one baptism but many fillings. Christians are commanded to be filled with the Holy Spirit for power to live a holy and obedient life for Jesus Christ. (*Acts 2:38; Acts 13:52; Romans 8:14-27; Galatians 5:22-25; Ephesians 5:18*)
9. We believe in the Great Commission in our own community and around the world. Jesus commands all believers to go evangelize and make disciples of all nations. We are to baptize and teach each believer all that Jesus commands in His Word. (*Matthew 28:19-20; Luke 24:47; Acts 1:8; II Timothy 3:16-17*)
10. We believe that all followers of the Lord Jesus are created in Him to glorify God by living holy lives and serving others in love with good works. These good works are evidence of a believer's salvation and not a means to gain salvation or favor with God. (*I Corinthians 13; Ephesians 2:8-10; Ephesians 4:1-32; Titus 2:1-5, 14; Titus 3:1-11; James 2:17*)

11. We believe Satan and his demons are real, personal beings who are fallen angels in opposition to Jesus Christ and His church. (*Isaiah 14:12-17; Matthew 4:2-11; John 8:44; Revelation 12:9-10*)
12. We believe in the personal, premillennial second coming of our Lord Jesus Christ. He will come for His saints and then rule with them for a thousand years on this earth. He will then establish a new heaven and new earth for all believers to live eternally in the glory of God. (*I Corinthians 15:50-55; I Thessalonians 4:13-18; Revelation 19:19-20; Revelation 20; Revelation 21; Revelation 22*)
13. We believe that biblical marriage consists only of the union of one biological man and one biological woman, and that biblical marriage is the only legitimate and acceptable context for a sexual relationship. (*Genesis 2:24; Romans 1:26-27*).

## HEALTH & SAFETY PROCEDURES IN RESPONSE TO COVID-19

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### HEALTHY HYGIENE

Per California and Orange County Department of Health guidelines, our teachers will be teaching and reinforcing important hygiene protocols to reduce transmission of the virus, including regular hand washing, avoiding hand-to-face contact, and covering coughs and sneezes.

Measures include:

- Wash hands every time before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Staff will model and practice hand washing, especially for lower elementary grade levels, will use bathroom time as an opportunity to reinforce and monitor proper hand washing.
- Use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Additional hand sanitizing stations will be added to all classrooms and other locations throughout campus. Students and staff will use ethyl-based hand sanitizer when hand washing is not practicable.
- Teachers will implement a schedule for hand-washing routines by grade level at staggered intervals to avoid overcrowding.

### CLEANING PROTOCOLS

To reduce the transmission of the virus, CCS has taken the following cleaning measures:

- The school has implemented increased cleaning protocols through Phoenix Services, the janitorial staff contracted by Calvary. Frequently touched surfaces will be cleaned and disinfected by trained custodial staff daily, and protocols for periodic disinfection throughout the day will be implemented in each classroom. Frequently touched surfaces to be disinfected include, but are not limited to:
  - Door handles
  - Light switches
  - Sink handles
  - Bathroom surfaces
  - Tables, desks, and chairs
  - Hand railings
  - Playground equipment
  - Lunch tables

- Minimizing the use of water stations. Faculty, staff, and students are asked to bring either a full reusable water bottle or disposable single-use water bottles. Writing the name of the student or staff on the reusable or disposable bottle will assist in minimizing transmission.
- Students will still be allowed to enjoy playground equipment, but rotations for use will be established with cleaning protocols in place to disinfect all surfaces.
- Students will still be allowed to enjoy the use of playground toys, including balls, hula hoops, jump ropes, etc., but cleaning protocols will be in place to disinfect all equipment.
- In classrooms, teachers will limit shared objects as much as possible. Students will have their own materials (crayons, scissors, pens, pencils, etc.), when shared objects are used, they will be cleaned and disinfected per established guidelines.
- All cleaning products are approved for use against COVID-19 by the Environmental Protection Agency (EPA).

## **FACE COVERINGS**

The CDC is currently recommending the use of face coverings when indoors (as of 7.27.2021). We will continue to monitor and update as needed.

## **CHECKING FOR SIGNS & SYMPTOMS**

Being vigilant about stopping the spread of the virus is critical to our ability to continue operations in an uninterrupted manner. CCS plans to begin the year with the following protocols in place:

### *SYMPTOM-FREE DECLARATION*

All parents and/or students will be asked to declare if the student has displayed any of the following symptoms within the past 24 hours:

- |                                               |                            |
|-----------------------------------------------|----------------------------|
| ● Fever above 100.4° F or chills              | ● Headache                 |
| ● Cough                                       | ● Loss of taste or smell   |
| ● Shortness of breath or difficulty breathing | ● Sore throat              |
| ● Fatigue                                     | ● Congestion or runny nose |
| ● Muscle or body aches                        | ● Nausea or vomiting       |
|                                               | ● Diarrhea                 |

If yes to any of the above, students will be asked to stay home until symptom-free for 24 hours without the aid of medication.

Staff will be asked to do a daily health check to acknowledge they are healthy and symptom free.

### *STAY-AT-HOME POLICY*

- We will be encouraging anyone who is sick or has been in close contact with someone diagnosed with COVID-19 to stay at home.
- Teachers who need to stay at home will have lessons prepared in advance. Substitute teachers will be utilized as needed.

## **PROTOCOLS FOR POSITIVE TESTS**

In the event a faculty member, staff member, or student tests positive for COVID-19, the following measures will be taken:

- Any person testing positive for COVID-19 will be required to stay home for 10 days.
- The privacy of any individual testing positive will be maintained in accordance with FERPA requirements.
- Any person in close proximity to the person who tested positive will be notified that they could have been exposed and instructed to monitor themselves closely for the development of symptoms.

## ELEMENTARY & MIDDLE SCHOOL SCHEDULES

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### *Morning Recess*

Grade	Recess
K & 1	9:45 - 10:00 am
2 & 3	10:00 - 10:15 am
4 & 5	10:15 - 10:30 am
6 - 8	10:45 - 11:00 am

### *Lunch Schedule*

Grade	Lunch	Playground	End
K & 1	11:40 am	12:00 pm	12:20 pm
2 & 3	12:00 pm	12:20 pm	12:40 pm
4 & 5	12:20 pm	12:40 pm	1:00 pm
6 - 8	12:40 pm	1:00 pm	1:10 pm (1:15 pm on Wednesdays)

### *Afternoon Recess*

Grade	Recess
K & 1	1:45 - 2:00 pm

### *Chapel Schedule - Wednesday*

Grade	Chapel
K-5	8:30 - 9:00 am
6-8	10 - 10:40 am
Family Chapels	8:30 - 9:00 am

## Middle School Class Schedule

Regular Schedule: M, T, Th, F	
P1	8:15-9:05a
P2	9:10-9:55a
P3	10:00-10:45a
Break	10:45-11:00a
P4	11:05-11:50a
P5	11:55a-12:40p
Lunch	12:40-1:10p
P6	1:15-2:00p
P7/P8 (65)	2:05-3:00p

Chapel Wednesdays	
HR/P1	8:15-9:10a
P2	9:15-10:00a
Chapel	10:05-10:55a
Break	10:55-11:10a
P3	11:15-12p
P4	12:05-12:50p
Lunch	12:50-1:20p
P5	1:25-2:10p
P6	2:15-3:00p

Family Chapel Wednesdays	
HR	8:15-8:25a
Chapel	8:30-9:00a
P1	9:05-9:50a
P2	9:55-10:40a
Break	10:45-11:00a
P3	11:05-11:50a
P4	11:55-12:40p
Lunch	12:40-1:20p
P5	1:25-2:10p
P6	2:15-3:00p

Min Day	
P1	8:15-8:50a
P2	8:55-9:25a
P3	9:30-10:00a
Break	10:00-10:15a
P4	10:20-10:50a
P5	10:55-11:25a
P6	11:30a-12:00p

Holiday Schedule	
HR/P1 (45)	8:15-9:00a
P2 (40)	9:05-9:45a
P3	9:50-10:30a
Break	10:30-10:45a
P4	10:50-11:30a
P5	11:35a-12:15p
P6	12:20-1:00p
Lunch	1:00-1:30p
P7	1:35-2:15p
P8	2:20-3:00p

## ATTENDANCE

Calvary Christian School, like all private Christian schools, operates independently from the California Department of Education, but is still subject to some legal requirements. These requirements include school attendance law, health standards, and mandatory reporting of suspected abuse or neglect.

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The school believes duplication of the classroom experience can never be accomplished with after-school assignments. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

### Participation Requirements

Students who have frequently been absent from school or have missed four (4) core class periods and/or the first four hours of the day, will not be permitted to participate or be a spectator in any school program or event which includes but is not limited to an athletics game or school performance/program. Any exception must be pre-approved by the Head of School.

### Tardy Policy

Class begins promptly at 8:15 a.m. for Middle School and 8:25 a.m. for K-5<sup>th</sup> grade. Any student who does not arrive to their designated classroom or line on time is considered tardy. Any student arriving after 8:25 a.m. must enter through the school office only. Students in all grades must be walked to class by the adult dropping them off. Classroom teachers will take daily attendance. Maintaining accurate attendance records are vital to promoting good attendance. During inclement weather, administration will communicate how to handle tardiness/absences.

### Absences

The parent must notify the teacher (Middle School - please notify the homeroom teacher) by email for any absence within 24 hours. Students will be given two school days for each day they are absent to make up all work missed for full credit. Students are required to make up the work to ensure mastery of the material within the allotted time; however, a grade reduction may be given for completed work turned in past the deadline. Excused absences (defined by school laws of the State of California) are absences for illness; medical, dental or optometry appointments; or attendance at a funeral service for a family member.

ELEMENTARY	
3 unexcused tardies/absences	Parent/Guardian meeting with Elementary Director
4 or more unexcused tardies/absences	Parent/Guardian will be notified by Elementary Director regarding age-appropriate consequence
MIDDLE SCHOOL	
3 unexcused tardies/absences	Detention
6 unexcused tardies/absences	Detention + Parent/Guardian meeting with Middle School Director
9 unexcused tardies/absences	Detention + Parent/Guardian meeting with Middle School Director & Head of School

## **Extended Absences**

Calvary seeks to use class time for meaningful discussion; this is a teaching tool we utilize. We discourage parents from removing children on school days since a great amount of learning occurs in classes each day. A student's learning will be negatively impacted when he or she misses multiple days of school. However, we also understand that certain trips do provide rich experiences that cannot be replicated in a classroom. With this in mind, we seek to work alongside families when possible to make the most of these experiences.

If a student is to be taken out of school for any reason, the parents must give the teacher written notice five days in advance (email is acceptable). Families should contact teachers directly. Middle school students will be responsible to check their Family Portal for additional daily work while they are absent. All assignments must be completed and turned in the day the student returns to school. Modifications to assignments may be made, but should reflect the concepts being taught during the absence. Students must be prepared to take any missed tests and submit long-term projects on the day the student returns. If the teacher is not notified five days in advance, the student may not receive assignments prior to leaving.

## **Grades K-5 Absent Work**

If a child is out of school due to illness, parents are to email the teacher directly by 10 a.m. if they would like to pick up missed work. Teachers will put missed work and homework in a folder for the student in the front office and ready for pick up at 3:30 p.m. If there is a test on the day a student returns to school after being sick, students will be given two days to study for the test.

## **Grades 6-8 Absent Work**

If a student is out of school due to illness, they need to check their FACTS Family Portal for missed work after 4:00 p.m.. If a student misses a test or has a test on the day a student returns to school after being sick, students will be given two days for every day absent to prepare before taking the test. It is the student's responsibility to coordinate with the teacher which day he/she would like to take the test. If a term paper or project is due on the day a student is ill, the paper or project is due via Google Docs or dropped off in the office by 3:30 p.m. the same day. If a student needs to be excused for more than two classes, a doctor's note is required.

## **Leaving Early**

Leaving school early is discouraged. Students leaving school prior to 12:00 noon, will be considered absent for the day. When it is necessary for a student to leave school before the regular dismissal time, parents must sign the student out in the School Office. Students will be brought to the office AFTER the parent arrives. Please plan accordingly.

## **STUDENT DROP OFF AND PICK UP**

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### **DROP OFF**

All students MUST be dropped off in the Fruit Street. lot starting at 8:00 a.m. **Parents will not be able to walk their students to class.** Students arriving before 8:00 a.m. must check into the After School Program (ASP) located in Room D4 next to the School Office. Beginning at 8:00 a.m., parents must drive through the line for drop off. Any student arriving after 8:25 a.m. must enter through the school office only. Students in all grades will receive a tardy slip and must be walked to class by the adult dropping them off.

Students are not to be dropped off in the parking lot in front of the campus on Tustin Ave., anywhere along Tustin Ave., or in the Wellington Ave. lot. Our campus is a closed and secure campus. Therefore, the only entry points for morning drop off are the Fruit St. parking lot and the school office.

### **PICK UP**

After school pick-up time: 3:10 p.m. – 3:25 p.m.

Students not picked up by 3:25 p.m. must check into ASP unless they are involved in an after school activity. Students are not allowed to be unsupervised at any time while waiting for parents.

All students will be picked up in the Fruit. St. lot. Students in grades K-5, siblings of students in grades K-5, and those carpooling with a K-5 student are picked up in the Fruit Street parking lot in the "Elementary Pick Up Zone." Students in grades 6-8 are picked up in the Fruit Street parking lot in the "Middle School Pick Up Zone." This includes middle school students with a sibling in 4th or 5th grade.

Students are not permitted to go home with anyone other than those listed on the emergency card. If you need someone who is not listed on the card to pick up your child, you must submit, in writing, a note documenting the person who will be picking up your student. **Please submit the original, handwritten note to the school office prior to 12p on the day of the alternate pick up.**

### **Before School**

Unless students are receiving extra help in the classroom, they are to remain on the playground. Students may not be unsupervised in classrooms or in the halls at any time. It is the responsibility of each teacher to remind the students to follow this rule. All students who arrive prior to 8:00 a.m. MUST check in to ASP.

### **Rainy Day Drop Off**

On rainy days, K through 1st grade students go to D4, 2nd - 5th grade students go directly to the gym, and middle school students go directly to their homeroom.

### **Rainy Day/ Special Event Pick Up**

If it is raining during pick up time or it is the day of a special event such as a class party, parents of K-5th graders will park and come to their child's classroom. Students in a carpool or with siblings may go to the youngest student's class for pick up. Middle school students will be picked up in the regular pick up location or they will wait in their youngest sibling's classroom.

### **Things to Remember for pick-up:**

- Our teachers want to talk with you; however, they do have supervision responsibilities. Please do not use that time for meetings.
- Please close the gaps between cars.
- Please be prepared to pick up students.
- Please do not park in areas that are off limits.

### **For the Safety of all our children:**

- Always remember to drive slowly.
- **Do NOT use cell phones.**
- Do NOT get out of your car, staff will load/unload your children.
- Put cars in "park" to load and unload children.
- Please do not drive around cars to move forward, but rather wait for the car in front of you to pull forward.

## **STUDENT HEALTH**

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We do not have a registered nurse on staff; however, the CCS staff has been certified in First Aid and CPR. When a child has been injured, the situation is evaluated on a case-by-case basis. When appropriate, we apply ice packs and Band-Aids. When a student is not feeling well at school, he/she should report to the teacher in charge of the class or activity. When necessary, the student will be sent to the office and parents notified as deemed appropriate. **Students are to be picked up within 30 minutes after parents are notified that their child is ill or injured.** In the event that parents cannot be reached by phone, persons authorized on the emergency card will be contacted to pick the child up. Working parents need to make arrangements in advance for the care of children when they are sick. The office staff will make every effort to contact parents

and clearly explain any injuries or illness. Should we feel the injury or illness to be of a serious nature, we may require parents to pick up their child.

### **Fever and/or Vomiting**

When a student has had a fever and/or is vomiting, he/she must be symptom-free for 24 hours (without the assistance of medication) before returning to school. This policy is for the benefit of all staff and children on campus as we strive to maintain a healthy school environment.

### **Head Lice**

Lice/nit checks will be conducted as necessary by a certified organization contacted by the front office. If nits or live lice are found in a child's hair, the parent/guardian will be notified via phone and the child will go home immediately. School staff will send an email to all parents in the grade level to notify families of the lice case (the child's identity will not be revealed). The child must be professionally treated and lice-free before they may return to school. Parents must verify treatment by providing documentation to the office upon readmittance.

### **Injury Report**

If a child sustains a minor injury while at school, the teacher will complete an Injury Report Form to communicate with parents. This report includes a summary of the injury, the cause, and the treatment. All school personnel involved in treatment and/or communication will note the treatment or contact made with parents or approved adults.

### **Special Note on Head Injuries**

All head injuries displaying serious physical or behavioral symptoms (confusion, dizziness, feeling sluggish, headache, nausea, etc.) will be reported to the office immediately. The teacher or instructional aide will document the event and provide a written notice to the office staff (using the Injury Report Form) as soon as possible. The office will call the parent to alert the family regarding the seriousness of the situation. When in doubt, the parent will be asked to come check on the child. We take the well-being of your child very seriously, and will attempt to be as precise as possible regarding injuries. In cases we deem serious, parents may be required to come check on their child. If a student has a diagnosed concussion, please bring a copy of the documentation to the front office. The office will communicate this information with all of the teachers and staff.

For more information regarding our response to COVID-19, please see page 10.

## **MEDICAL INFORMATION**

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Students entering CCS must provide copies of current immunization records in accordance with California State Law. In addition, those entering kindergarten and first grade must have a physical exam and provide a completed "School Entry Physical Form" to the school office. All students entering 7<sup>th</sup> grade must provide a copy of their TDap immunization.

Prescription and nonprescription drugs may be administered by office staff, with a signed "Request for Medication" form (available in the school office). All medicine must be in its original container. Students are not allowed to self-medicate with prescription or nonprescription items such as cough drops, Tylenol, or other items - all medication must go through the office. The only exception to this is a child with diabetes who is of age to manage his/her medication and has been trained in that management. In these cases, a medical treatment plan from the child's doctor is required and will be kept on file in the office and in the teacher's emergency binder.

## **EMERGENCY CONTACT INFORMATION**

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### **Emergency Cards**

Student Information Cards are required for every family. These cards contain pertinent information regarding the members of each family, including names, medications, persons authorized for release of students, and cell phones to be called in case

of a disaster or other emergency. The Student Information Card is printed from the family's FACTS account and kept on file in the school office. ALL contact information must be kept current in FACTS. For your child's protection, the student will be released only to those persons listed on the authorized pick-up list. In divorced or separated families, both parents must approve an additional authorized individual for release of students. One parent's authorization will only be accepted in cases in which one parent has sole legal custody or is deceased.

### **Special Note on Child Custody**

Calvary Christian School seeks to remain neutral regarding child custody of our students. For this reason, we consider both parents as legal guardians unless court orders restricting parental rights are issued and on file in the child's cumulative file. Non-custodial parents have full rights to pick up children from school regardless of their custodial days. The only time the school will intervene is if a court order states otherwise. Should a custodial dispute arise, it is the duty of the courts to define the limitations.

It is the goal of Calvary Christian School to communicate effectively with both parents of our students. It is important that we receive up to date information from both parents for communication to be provided. In cases of divorce, we need emails, cell phones, home phones, addresses, etc. for both parents in order to provide official and unofficial forms of communication. As a general rule, both parents have the right to all communication from the school. Because this can be difficult in cases of divorce, we ask for parents to be gracious and notify us immediately when they feel they may have missed important information or documentation. As much as is possible, we want our parents to know that we value their relationship with their children and with Calvary. When a dispute arises regarding parental rights, we want them handled directly with those involved outside of the school.

## **INSURANCE**

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Insurance is provided for all students. Students participating in the sports program are covered by school insurance. This insurance is a secondary carrier policy designed to supplement your family policy. Should an injury occur on campus or at a school sanctioned event, the parent must notify the Head of School regarding treatment and provide expense documentation in order to file a claim.

## **ACADEMICS**

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The curriculum at CCS is designed to be engaging and enriching while challenging students to think, grow, and become lifelong learners. Our curriculum is taught from a Christian worldview that acknowledges God's role in this world through creation and in history. Our program enables graduates to be confident and well-prepared for high school and to impact their world for Christ. Students are expected to maintain a minimum GPA of 2.0 at all times to remain in good academic standing.

Any student who earns a GPA of less than 2.0 will be given an Academic Contract to provide support with the goal to increase student involvement and ownership of his or her grades. Once the student has successfully brought up their grades, the contract will be reviewed.

### **Report Cards**

Academic grades are a tool for both students and teachers. Grades provide the student feedback on mastery of content along with data to drive instructional practices. Report cards will be issued quarterly. An academic performance grade for each subject will be given, as well as citizenship grades and teacher comments. Middle school adds an effort grade in each subject.

### **Progress Reports**

Midway through each quarter, all students in grades 3-8 will have a Progress Report posted on Calvary's online platform (Family Portal). Parents will be notified if their student has a B- or below in any subject, problems with their study skills, or a

less than satisfactory behavioral status. In some cases, a hard copy of this report will be sent home to be signed and returned within two days.

## GRADING SCALE: K – 2<sup>nd</sup> Grade

E = Excellent  
I = Incomplete

G = Good  
X = Not Introduced

S = Satisfactory  
U = Unsatisfactory

N = Needs Improvement

### **E = Excellent**

Student is achieving at a significantly higher level than grade level expectations

### **G = Good**

Student is achieving at a high level

### **S = Satisfactory**

Student is achieving at grade level expectations

### **I = Incomplete**

Student was not in class a sufficient amount of time to assess at this time

### **N = Needs Improvement**

Student is achieving below grade level standards

### **U = Unsatisfactory**

Student is performing extremely below grade level standards

## WORK HABIT & CITIZENSHIP MARKS: K – 2<sup>nd</sup> grade

### **E = Excellent**

- Exhibits exemplary behavior; serves as role model for other students.
- Enhances the learning process by modeling appropriate behavior and effort.
- Contributes constructively at appropriate times.
- Demonstrates respectful behavior and follows rules and standards.
- Exhibits a positive disposition toward growing as a learner.

### **G = Good**

- Demonstrates self-control and cooperation when given instructions.
- Does not disturb the learning process.
- Contributes constructively at appropriate times.
- Respects and follows established school standards.

### **S = Satisfactory**

- Generally demonstrates self-control.
- Does not disturb the learning process frequently.
- Cooperates when given instructions.
- Requires only occasional reminders.
- Is thoughtful most of the time.
- Generally follows the established school standards.

### **N = Needs Improvement**

- Needs regular warnings regarding behavior.
- Disrupts other students' concentration and attention.
- Shows inconsistent self-control.
- Distracts from the learning environment.
- Shows little respect and/or willingness to follow the established school standards.

**GRADING SCALE: 3<sup>rd</sup> – 8<sup>th</sup> grade**  
(GPA in Middle School is based on all eight classes.)

100-98%	A+	79.9-78%	C+
97.9-93%	A	77.9-73%	C
92.9-90%	A-	72.9-70%	C
89.9-88%	B+	69.9-68%	D+
87.9-83%	B	67.9-63%	D
82.9-80%	B-	62.9-60%	D-
		59.9-0%	F

**CCS RUBRIC: 3<sup>rd</sup> – 8<sup>th</sup> grade**

**A = Superior Work**

- Extends knowledge and deepens basic understanding
- Demonstrates ability to apply facts, concepts and generalizations in new and unfamiliar situations
- Attacks and thinks through problems and arrives at logical conclusions
- Completes all assignments

**B = Very Good**

- Demonstrates mastery of fundamental knowledge and skills in daily work, tests and assignments
- Retains and applies facts, concepts and generalizations
- Shows initiative and/or originality in independent work and completes assignments

**C = Average**

- Shows satisfactory grasp of fundamental knowledge and skills in daily work, tests and other assignments
- Retains and applies most facts and developing concepts and generalizations
- Shows some initiative
- Completes assignments

**D = Below Average**

- Demonstrates slow progress in acquiring fundamental knowledge and skills
- Retains some facts but is seldom able to apply them to concepts and generalizations.
- Exhibits below grade-level effort and performance
- Fails to complete assignments on a regular basis

**F = Failure**

- Demonstrates little or no progress in acquiring fundamental knowledge and skills
- Retains some facts and but is unable to apply them to concepts and generalizations
- Fails to complete or turn in assignments on a regular basis.

**CITIZENSHIP SCALE: 3<sup>rd</sup> – 8<sup>th</sup> grade**

**E = Demonstrates excellent behavior**

- Exhibits respect for teachers, staff and peers
- Regularly follows class and school rules without reminders

**G = Good**

- Self-controlled and cooperative when given instructions.
- Does not disturb the learning process.
- Respectful to teachers, staff and peers
- Follows class and school rules
- Contributes constructively at appropriate times.
- Is respectful and follows established school standards.

**S = Satisfactory**

- Generally self-controlled.
- Does not disturb the learning process.
- Is cooperative when given instructions.

- Needs only occasional reminders.
- Is thoughtful most of the time.
- Generally follows the established school standards.

**N = Needs to improve class behavior**

- Shows lack of respect for others
- Needs reminders to follow class and school rules

**EFFORT SCALE: 6<sup>th</sup> – 8<sup>th</sup> grade**

**E = Demonstrates excellent effort**

- Exhibits outstanding work ethic in all areas of classwork
- Work is always outstanding
- All assignments are complete
- Shows persistence in learning
- Embraces challenges and strives to grow
- Listens to direction and applies it to work

**G = Good**

- Exhibits strong work ethic in most areas of classwork
- Almost all assignments are complete
- Shows some persistence in learning
- Embraces most challenges and strives to grow
- Mostly listens to direction and applies it to work

**S = Satisfactory**

- Exhibits average work ethic in the classroom
- Completes average number of assignments
- Limited persistence in learning
- Sometimes embraces challenging assignments but doesn't always complete them
- Sometimes listens to direction and applies it to work

**N = Needs to improve class behavior**

- Exhibits below average work ethic in the classroom
- Assignments tend to be incomplete
- Struggles to work through challenging assignments
- Doesn't listen to direction or apply it to work

**Valedictorian and Salutatorian (8th grade class)**

Qualifications for Salutatorian and Valedictorian are based on:

- grades from the six core classes and Physical Education
- the eight quarters of 7th and 8th grade as a student attending face-to-face, full-time at CCS

**Elementary Honor Roll (3rd - 5th grades)**

- Head of School's Honor Roll is awarded to students who have maintained a 4.0 GPA.
- Students earning an overall 3.5 to 3.99 GPA will be placed on the Honor Roll.
  - Bible, Grammar/Writing, Reading/Spelling/Vocabulary, Math, Science, History, Physical Education
- Any unsatisfactory citizenship grade, suspension, or chronic tardies and absences will keep a student off any of the honor rolls.
- Year-end recognition for Honor Roll is determined from the cumulative average of the entire school year.
- Honor Roll status for students with academic accommodations will be considered on a case by case basis.

**Middle School Honor Roll (6th - 8th grades)**

- Head of School's Honor Roll is awarded to students who have maintained a 4.0 GPA.
- Students earning an overall 3.5 to 3.99 GPA in academic subjects will be placed on the Honor Roll.
  - Bible, English, Math, Science, History, Spanish, Physical Education
- Any unsatisfactory citizenship grade, suspension, or chronic tardies and absences will keep a student off any of the honor rolls.

- Year-end recognition for Honor Roll is determined from the cumulative average of the entire school year.
- Honor Roll status for students with academic accommodations will be considered on a case by case basis.

### **Special Awards (1st - 8th grades)**

Each year classroom teachers select one student to receive each of the following awards:

- Christian Leadership - This is for students with consistent, positive leadership among peers; influencing others to make wise decisions in the classroom and on the playground.
- Christian Citizenship - Reserved for those students whose everyday life bears witness of Christ in control of their lives on the playground, in competition, in the classroom and at chapel.

### **Graduation Requirements**

To receive a diploma from Calvary Christian School, a student is required to complete the following:

1. Attain a cumulative academic achievement of 2.0 GPA.
2. Earn a minimum of 20 service hours per year in each year of attendance in middle school.
3. Absenteeism should not exceed 20% of an academic year. Extended absences for significant health reasons or for educationally valuable trips must be approved by the Head of School.
4. Maintain a respectable level of conduct with no more than two (2) suspensions. It will be up to the discretion of the Head of School if there is a single occasion of severe behavior that warrants a student to be denied the privilege of participating in graduation ceremonies.

### **Graduation Ceremony**

The graduation ceremony is a time to celebrate the hard work and effort students put into completing their education in middle school. Participation in the ceremony is considered a privilege. Students are expected to meet the graduation requirements, have no outstanding financial balance and return all textbooks.

### **Homework Guidelines**

Homework is a way to refine and extend learning into the home setting. What is sent home is a direct reflection of our values as a school. Teachers and parents can both use this powerful instructional tool.

Our homework policy will follow national guidelines and research based recommendations of 10 minutes per night in the first grade with an option for 10 minutes of reading, and an additional 10 minutes per grade level thereafter (e.g., 20 minutes for second grade, 80 minutes for eighth). (see *Review of Educational Research, 2006*.) These times will serve as the maximum time for homework per grade. Should your child have excessive amounts of homework, you are encouraged to connect with the teacher to discern time management issues or communicate needs. Homework is assigned for the purpose of reinforcing, extending and/or strengthening skills previously taught in class. It is intended to develop academic self-discipline and self-motivation. Homework is the student's responsibility and should seek support from classroom teachers.

To allow for students to attend Calvary Church children's and youth events on Wednesday in the elementary school, homework is to include math practice only. In Middle School, teachers are encouraged not to give tests on Thursdays and only to give minimal homework on Wednesdays to support church attendance.

Teachers will adjust homework times to accommodate special projects when possible. Grades K-5 will not assign homework over weekends and holidays. Unfinished assignments, reading, term papers, test papers, test preparation and long-term projects may require weekend/holiday time. When assigning long-term projects, the majority of the project will be completed at school during class time and be able to be completed by the child, with support, but not extensive help from parents.

### **Homework Policy in Middle School**

Teachers will post/assign homework during class for students to record. A school-issued planner will be given at the start of the school year. 6th -8th grade students are required to record homework in this planner. Teachers will also post homework via the online Family Portal by 3:45 p.m. Students are strongly encouraged to use their student planner as the primary resource.

Homework is graded and will account for no more than 20% of a student's grade within each subject. If a student is not turning in homework on a regular basis, the teacher will notify the parent via email (usually after two missed assignments in a row). If the student continues to not turn in homework, a phone call/meeting will be arranged for the purpose of determining the cause and to create a plan to support/restore the student to good work habits. During this period a student may not be allowed to participate in extracurricular activities to focus on improving academic work.

If an assignment is not turned in on the teacher assigned due date, a student may turn it in the following day for a 25% reduction to the grade. On the second day, the student will receive a 50% reduction to the grade. Any late work that is completed beyond two days, will be completed at school. Late work will not be accepted once the chapter or section has ended. The goal of the 25-50% reduction is to develop responsibility and accountability in our students. Grade reduction is not for punishment, but rather, for training. The success of all students is the goal of all Middle School teachers at Calvary. Parents will be notified if a student is late on more than two assignments.

### **Middle School Test Calendar Guidelines**

Teachers strive to not schedule more than three tests or projects due per week per grade level (tests may be defined as requiring more than 30 minutes of time for an average student). Exceptions may occur at the end of quarters. Teachers are expected to correct and return tests within two school days. A project is defined as an assignment that requires more than 3 days to prepare. Papers and major projects are expected to be graded and returned within one week.

### **Accelerated Reader and Library**

Beginning as early as kindergarten, elementary students participate in Accelerated Reader (AR). Through this technology-based reading program, students are given personalized reading practice at their current level, assessed with online quizzes, and given an opportunity to build a lifelong love of reading and learning. Each classroom encourages 30 minutes for AR reading every day. Students take AR tests in the library, computer lab and some classrooms. All elementary classes are scheduled to visit the library once a week, at which time students may check out books.

### **Standardized Testing**

CCS administers standardized tests to all students in grades 1-8. Results of individual test scores will be sent home with the student's final report card. Faculty analyses and uses data from testing to adjust curricular decisions, however, CCS avoids the tendency to teach to the test. We seek to choose the strongest curricular approach available and allow standardized testing to reflect the strength of our program.

## **STUDENT CODE OF CONDUCT AND DISCIPLINE**

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*"Train up a child in the way he should go; even when he is old he will not depart from it."* Proverbs 22:6

Christian education seeks to prepare a child for responsible service within the Kingdom of God. At Calvary Christian School, student discipline is a legitimate and necessary part of the maturation process as we help children incorporate scriptural ideals into their lives. Scriptures like Micah 6:8 state, *"Love justice, show kindness (mercy) and walk humbly with your God"* and have direct application on how we treat one another.

Through *correction and guidance* a student is guided to a life of obedience before God and respect for others. Through *discipline* the student receives a richer understanding of what it means to be a disciple of Christ. Discipline (means "training") and encourages the putting away of the old, sinful nature and putting on the new nature in Jesus Christ.

Student discipline is not an end in itself. It is a means by which students learn to respect authority, demonstrate appropriate social behavior, develop self-discipline and exhibit respect for one another and for God's creation. Student discipline must involve an awareness of the infraction and should include restitution, resolution and a move towards reconciliation. As Christians, we hope student discipline leads to true repentance and forgiveness.

In dealing with students, grace prevails, therefore, we adhere to 1 Thessalonians 2:11-12:

*"For you know that we deal with each of you as a father deals with his own children, encouraging, comforting, and urging you to live lives worthy of God."*

Our behavior goal and expectation for each member of our school family is this:

**Respect God**

**Respect for others**

**Respect for property**

End goals regarding discipline:

- Orderliness will be maintained for the safety of students and the fostering of engaged learning.
- Self-control will be fostered and expected by students to model a loving and purposeful learning culture.
- Transitions will be limited in order to maximize time in either engaged learning or purposeful leisure activities.
- Lunch and snack times will be offered to encourage healthful decisions about proper care of the body and the enjoyment of the good food God has given to humankind.
- Active and engaged supervision will be provided at all times in which students are in the care of a teacher or instructional assistant. This means supervisors will be vigilant in surveying the classroom/playground/hallways and looking for potential issues prior to their occurrence to intercede in order to maintain a safe environment.
- Attendance is to be taken in all classes to ensure an accounting of all students for safety and to encourage consistent learning and accountability.
- Spiritual and emotional care for the soul of each child is to be held in the highest regard by every staff member. This means that students will be honored as individuals created in God's image with all the value He has bestowed. Correction will always be offered for growth and development of the individual and the protection of the overall classroom/school culture.
- All discipline is to be administered with the goals of redemption, restoration, healing, and orderliness.
- All classrooms will convey learning and beauty as a reflection of God's design and our responsibility as stewards. Cleanliness and responsibility are to be fostered for the purpose of creating a safe and productive learning environment. Decorations will be used to lift students' and teachers' eyes to God's beauty and design.

### **Our Student Code of Conduct**

As a Christian school community, we want our behavior and conduct to be *guided by Jesus' command to love God above all and our neighbors as ourselves*. Specifically, students are reminded to follow the following Student Code of Conduct.

#### **MY RELATIONSHIP WITH GOD**

- I will speak of God in respectful ways.
- I will respect Bible reading, prayer, sharing and other habits that build relationship with God.
- I will respect myself because God created me in His image.

#### **MY RELATIONSHIP WITH THOSE IN AUTHORITY**

- I will be respectful in my speech and conduct.
- I will be obedient to those in authority over me.
- I will not condone disrespect displayed by others to those in authority.

#### **MY RELATIONSHIP TO OTHERS**

- I will be respectful of others and I will not engage in bullying actively or as a bystander.
- I will address everyone properly and not resort to name calling, swearing or dirty language towards others.
- I will respect everyone's property and use it only with permission.
- I will encourage everyone to feel included.

- I will respect everyone's person and remember, "no touching except for helping."
- I will learn to apologize when I fail and seek God's strength to continue building a community of love and respect.

### MY RELATIONSHIP TO SCHOOL PROPERTY

- I will respect school property. This includes furniture, books, equipment and buildings.
- I will report any damage done and volunteer to pay for damages if I am responsible.
- I will accept responsibility for the cleanliness of the school and grounds.

### Student Pledge

ALL grade 2-8 students will sign the Student Code of Conduct each year.

### Definitions

- **BULLYING** is typically a form of repeated, persistent, aggressive behavior that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress and /or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is real or perceived power imbalance.
- A **DETENTION** occurs when a student is kept after school for a brief period of time to reflect upon the incident with hopes they will commit to improving behavior in the future.
- A **SUSPENSION** occurs when a student's attendance at school and participation in all school-related activities is stopped temporarily.
- An **EXPULSION** occurs when a student is no longer permitted to attend the school.

### Classroom Management

The classroom teacher is primarily responsible for the students in his/her classroom. Every teacher looks for an approach towards discipline that leads to a successful program of instruction. There will always be professional freedom for teachers to develop their own unique class management style. However, teachers will see that school policies are taught and implemented constructively and consistently. In-class discipline addresses the vast majority of needs within the school. In general, the focus is the growth of developing a child in self-control, respect for others, and stewardship of the gift of learning. Classroom management goes beyond the rules to develop skills of productive work, organization, and interpersonal interactions. The goal is to provide a kingdom-focused classroom where teachers thoughtfully consider all aspects of the classroom environment to ensure maximum enrichment and engagement in the teaching/learning activities.

All classes should have the following:

1. Clear expectations of behavior
2. Clear procedures for common tasks
3. Regular brain breaks to refocus student attentiveness
4. Positive motivation for engaged learning
  - a. Individual - Goal Chart, Class Dojo, Clip Chart
  - b. Group - Table Points
  - c. Whole class - marble jar, cotton ball jar
5. Kingdom-focused classroom
  - a. Love blasts
  - b. Find the GOLD in...
  - c. Star of the Week
  - d. Affirmation Station
6. Convey a growth mindset
  - a. Replace "you are smart" with "you really showed diligence on that"
  - b. Replace "why can't you behave?" with "I believe you have the ability to show more self-control and I am committed to seeing you grow."
  - c. Replace "you are bad" or "you are good" with "today you didn't seem to put forth effort to control your \_\_\_\_\_" or "Wow, you really tried to be a good friend today."

- d. Praise or, better yet, admire effort (growth) not intelligence (fixed or innate)
  - e. Listen for comments such as “I was bad today” or “I got an A, I am so smart” and help students replace those with growth-oriented messages.
7. Facilitate restorative practices

### **The Steps of Disciplinary Action**

When other forms of classroom discipline have proven to be ineffective, the teacher will bring all referrals and immediate reports of major offenses to the Director’s attention.

### **Major Offenses**

There are certain examples of student misbehavior, which occur at school, on field trips or on class trips that must be reported to the Director immediately by a teacher and may result in being sent home immediately. Although the following list is not exhaustive, these examples are considered major offenses and are described as follows:

- Disrespect of any authorized adult at any time (e.g. teacher, assistant, chaperone, volunteer, etc.)
- Physical harm
- Cheating/Plagiarism
- Bullying of another student (Please refer to the definition below.)
- Throwing of objects in anger
- Destruction and/or vandalism of school or personal property
- Possession and /or distribution of illegal items and substances as well as entering the school property showing evidence of the use of illegal items and substances
- Swearing and vulgar language
- Possession of a weapon (e.g. pocket knife, slingshot, paintball gun, airsoft pistol etc.)

### **Report a Student to the Elementary/Middle School Director**

When a teacher directs a student to the office, several things must be kept in mind.

- The teacher/administrator will escort the student to the office.
- The teacher will provide the Director with a written account of why the student is being sent to the office.
- The teacher will indicate what prior incidents and communication has taken place between the student and the parents have been done.

Referrals will be dealt with using the following steps:

#### **STEP 1**

For the first referral or major offense of the year, a student will remain in the office until the issue is resolved. The student will receive a Behavior Incident Report that is to be signed by his/her parents and returned to the Director. The Director will attempt to follow the three steps of discipline listed below:

1. Talk with the student about the issue.
2. Talk with the student about how to solve the issue he/she has created (restitution, resolution, and reconciliation).
3. Follow up with a discussion on how to prevent the situation from happening.

#### **STEP 2**

A second referral will result in a Behavior Incident Report, meet with the Head of School, and may send a student home for the remainder of the day as a needed “cooling off” period for the benefit of all parties concerned. The Director and HOS will meet and advise the student and the parents of future consequences if the behavior isn’t corrected.

### STEP 3

For the third referral, OR ANY OFFENSE DEEMED SERIOUS ENOUGH BY THE DIRECTOR, the student will be sent home immediately and may serve an IN-SCHOOL SUSPENSION the following day. The In-School Suspension may be a duration of 1, 2, or 3 days, depending on the severity of the misbehavior.

Following a suspension, the student will not be allowed to return to the school until the parents have met with the Director and HOS to review the behavior plan. The Director and HOS will meet to develop a plan to correct the behavior and to bring about restitution and reconciliation. A probation period will be in effect upon the return to school of the student. During the probationary period, a student may not represent the school at any inter-school program or sports event. A violation of the probation period will result in a 5-day suspension.

### STEP 4

If there are repeated occurrences, OR ANY OFFENSE DEEMED SERIOUS ENOUGH BY THE DIRECTOR, then the Director may recommend expulsion to the HOS from Calvary Christian School as the final step in the disciplinary process. The Head of School will only consider this extreme measure after a recommendation by the Director.

If and when the Director concludes that:

- The school suspension was not effective in ensuring positive behavior on the part of the student or
- The safety and well-being of other students are in danger or
- The proper management of classes is not possible;

In the case of a recommendation of expulsion by the Director, the student and parent(s) are entitled to an impartial hearing where they would have the opportunity to present their view of the issue. In the case of such a hearing, an ad hoc committee of school staff closest to the situation and the Head of School will hear arguments from the Director, student, and parent(s) *involved in the situation. The final decision is made by the Head of School after hearing all testimonials and recommendations from the Director.*

### Anti-Bullying Information and Guidelines for School Personnel

Calvary Christian School is committed to providing a safe and caring environment for its students by developing a response to bullying that is in keeping with Christian values and beliefs. The purpose of the anti-bullying policy is to promote Christ-like relationships that are positive, respectful, supportive, and to intervene when unacceptable bullying behaviors are identified.

#### Definition

*Bullying is typically a form of **repeated, persistent, severe, aggressive** behavior that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is real or perceived power imbalance.*

Bullying:

- can be physical, verbal, and involve property
- can be direct or indirect (exclusion)
- can take on psychological, cyber, written and physical forms
- is not a result of provocation or an isolated incident
- usually consists of name calling and verbal abuse and it usually peaks in the upper elementary and middle school grades
- includes the use of disparaging terms (put downs)

- can prevent students from learning, doing homework, answering and asking questions and it can cause the victim to get into trouble
- can involve turning friends against the victim

### **Examples of Bullying**

Bullying includes the following examples:

- Physical aggression, pushing, shoving, kicking, poking, tripping
- Damage to clothes, books, or hiding personal property or belongings
- Instilling fear by loud aggressive language, body language, threatening looks or expressions
- Abusive calls, text messages, social media posts or even isolation and exclusion of students from groups or activities

### **Prevention - Community Building**

Calvary Christian School will seek to prevent bullying by building a sense of community through the following:

#### **a. Fostering Strong and Positive Social Bonds – Belonging**

- through classroom structures, Bible classes, chapels, and assemblies
- by having older students mentoring younger students
- by maintaining a positive school approach to encourage students to look out for one another

#### **b. Building Positive Peer Pressure – Generosity**

- by promoting action from bystanders,
- by encouraging and equipping students to be part of the solution by standing up for other members of the school community.

#### **c. Expecting Students to Take Responsibility for Their Actions - Independence**

- by expecting students to act in a way that supports a positive school community
- by encouraging those who are feeling bullied to communicate their feelings
- by challenging those who are directly or indirectly participating in the bullying to take responsibility for their own community damaging actions

#### **d. Positive Social Training**

- by encouraging students to refrain from using put downs,
- by encouraging and training students to use “helpful words”

#### **e. Modeling Positive Adult Behavior**

- by challenging teachers, parents and visitors to model positive behaviors

### **Intervention - Community Repairing**

Calvary Christian School will seek to respond to bullying by repairing a sense of community through the following:

**a. Observation** - by training staff, parents and students to recognize bullying behaviors

**b. Reporting** - by informing students and parents of the proper procedures for reporting bullying

**c. Intervention** - by utilizing various techniques and strategies depending on the situation, recurrence and severity of the situation

#### **d. Investigation**

- by asking questions of the offender and the victim
- by focusing on why the event happened and how it can be fixed (*restoration*)

- by highlighting the victim's need to feel safe again
- by using the *restorative justice* approach to addressing the incident (when appropriate)
- by involving those involved to help recognize the harm
- done, to accept responsibility for their actions and to devise strategies to change the situation

### **Restorative Justice Approach**

Bullying is damaging to relationships, to the well-being of the whole community and to the individual being bullied. Restoration is a process of acting in a way to repair such damage. At Calvary Christian School, we follow the Matthew 18 principles for resolving relational conflicts.

The restorative justice approach will be used as a compliment to our Discipline Policies and as a model to be used to combat bullying behaviors. This approach focuses on violations against the students that damage community relationships rather than on "rule breaking" that violates the institutional trust.

The restorative approach to discipline fits well with the school's current discipline policies. It follows the process of confession, repentance, forgiveness, and reconciliation with whomever has been wronged. This approach brings the bully and the victim together to repair the harm done to the victim and the relationship. It gives the bully the opportunity to recognize the consequences that his/her actions have had on the individual and the school community as a whole. This approach highlights the fact that when the individual victim suffers, the whole school community suffers and when individual victims heal, the whole community heals.

In the restorative approach to discipline, the victim is central in the process of restoring the offense and the school community/peers act as the facilitators in the restorative process. When there is a wrongdoing, the restorative approach looks at how the behavior has weakened and harmed relationship and how it has harmed the order and feelings of safety in a classroom, playground and/or school.

### **Guidelines**

- Public bullying should involve public restoration.
- Spectators/passive bystanders need to be questioned about their bully-encouraging role and their dislike of the behavior.
- Spectators should be encouraged to speak of their actions and how they could have done things differently.
- Offender and spectators take responsibility by demonstrating empathy and repairing harm.
- The group needs to include others who are seen as good agents for rebuilding and change.

### **Basics of the Approach**

- It is built on a compassionate approach to wrongdoing.
- It focuses on requiring the offender to admit his/her offense and hearing how it affected others.
- It is built on "healthy shame" through questions to the offender and the victim about the incident.
- It leads to the "reintegration" of the offender.
- It can involve family and friends of the offender and the victim (group conferencing),
- It is based on the belief that wrongdoing affects the "community" and needs to be addressed in the "community",
- It seeks to help the victim feel better and have resolution, which is viewed as important as helping the offender.

### **The Three Elements of the Approach**

- Accountability (consequence)
- Community Protection (feelings of safeness)
- Competency Development (increasing skills in the offender to not offend again)

## The Continuum of the Approach

- Practices are from informal to formal.
- Mild offenses need informal practices.
- Informal practices can be done on the spot with statements or questions or impromptu conferences.
- Serious, chronic offenses require more formal, involved steps and if unsuccessful could lead to expulsion from school

## Parental Response to Bullying

If your child reports that he/she is being bullied:

Review the definition of bullying provided below to confirm that the incidents in question match:

*Bullying is typically a form of **repeated, persistent, aggressive** behavior that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is real or perceived power imbalance.*

Give yourself time to process your emotions. Learning that your child is bullied or is bullying others can be very painful. You may feel afraid for your child, very angry, terribly sad, ashamed or helpless. You will be more effective if the first step you take is to remain calm and think before taking action.

Get all the facts. Accept the possibility of bias or short sightedness in your child's account of the event. Avoid jumping to hasty conclusions or following them with impulsive actions.

Respond caringly to your child. The most effective strategy to stop bullying for children and youth who are bullied or who witness bullying is to tell a responsible adult such as a parent, teacher, coach or leader. Always recognize the courage it takes to report bullying. Reassure your child that you will help to solve the problem.

Don't...

- *minimize, rationalize, or explain away the bully's behavior*
- *rush in to solve the problem for your child*
- *tell your child to avoid the bully*
- *tell your child to fight back*
- *confront the bully or the bully's parents alone*

## How to report:

1. Arrange a meeting for you and your child with the appropriate person at the school. *If the incident occurred in the classroom, your child's teacher would be the first person to meet with. If the incident occurred on the playground contact the teacher.* The Elementary or Middle School Directors may be involved at some point, but it's important to address it at the lowest level first.
2. Bring to the meeting the facts in writing – the date, time, place, students involved, and the specifics of the incidents – and the impact the bullying has had on your child as well as what your child has done to try to stop the bullying that didn't work.
3. Work with your child and school personnel on a plan that addresses what your child needs right now in order to feel safe, what she can do to avoid being bullied and to stand up to any future bullying, and whom he/she can go to for help.

4. Find out what procedures the bully will be going through and what kind of support the school is expecting from the parents of the bully. **Keep in mind that specific discipline and the response of the parents of the bully is private and cannot be discussed with you.**

### Student Response to Bullying

- **If you witness bullying...STAND UP AND SPEAK OUT!**
- Telling is not the same as tattling. Telling is what you do to get someone out of trouble. Tattling is what you do to get someone into trouble.
- If it's hard to stand up for yourself, ignore the bullying and walk away...then tell someone who can help.
- Talk to someone who can help:
  - an older student, your friends, classroom teacher, school administrator, sports coach, parents*It really does work when you talk to someone and get help. You may have to tell more than one person...Don't give up!*
- If you're scared to talk to an adult on your own, ask a friend to go with you.
- Go to areas where you feel safe.
- Stay close to students you can count on to stick up for you.
- Tell the child who bullies to back off...bullying is NOT cool!
- Stay calm...try not to show that you are feeling sad or mad.
- Be assertive, not aggressive...fighting back often makes the bullying worse.
- Don't blame yourself...it's not your fault.
- YOU help to make your school a better place by seeking help to stop bullying.
- No one deserves to be bullied **ever** - especially in a Christian school!

## PLAYGROUND RULES

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By giving students unstructured play time at recess, they have a break from schoolwork and are able to retain focus throughout the rest of the day. Recess is a time to be active, release extra energy, move around and grow socially while interacting with other students. A proper attitude of sharing and cooperation is expected at all times, with games being open to everyone. Students are NOT permitted to bring balls from home to play with on the playground. No personal toys (dolls, Beyblades, cards, fidget spinners, slime, etc.) are allowed at school unless the item is needed for a class activity and a teacher has given written permission.

### Playground

Students are expected to follow Calvary's three basic rules on the playground: (1) Respect yourself and others, (2) Respect your school, and (3) Be where you're supposed to be. Following these rules will help ensure that games and activities on the playground are safe for all students. Teachers and Instructional Aides will instruct students on proper use of playground equipment and standards for various games and activities. All equipment must be used properly and safely at all times. There are no closed games at recess; all students may participate in games and activities. Students are to demonstrate good sportsmanship and play within playground limits. Students are to keep hands and feet to themselves, and return all equipment at the end of recess. Instructional Aides are present for guidance, safety, and supervision. Students are expected to adhere to their direction.

### Whistles

- At the five-minute warning, **two whistles** are sounded for students to use the restroom and get drinks if needed.
- **Three whistles** notify the students it is time to stop and take a knee.
- A **single whistle** notifies students to line up and return all equipment to the proper area. Students who fail to follow safety standards will be redirected, given a verbal warning, followed by loss of recess for continued disregard. As with all standards, students are to be informed of the desired behavior and the positive impact of following rules.

## Snacks

- Nutritious snacks may be brought from home for morning recess. Snacks are to be eaten on the concrete area in front of the gym or at the tables by the large playground equipment.
- No eating or drinking at any time on the field, playground structures or blacktop.
- The sharing of food is not allowed.

## Lunch Tables - Behavior Guidelines

When sitting at the lunch tables, students should sit at assigned tables until excused by an Instructional Aide. Only 5 students will be allowed to sit at each table in order to maintain appropriate physical distancing. Students are not to throw food or any object and must clean up all trash after eating before they will be dismissed.

## TECHNOLOGY/SMARTPHONE/ELECTRONIC DEVICE POLICY

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Using technology in the classroom is a valuable tool for learning. CCS is developing that use and is working to acquire tools for students. The school has campus-wide wifi, a chromebook cart for middle school use, an iPad cart for elementary use and a computer lab on campus. To promote maximum safety, effective learning and avoid distraction/inappropriate use, the following guidelines are in effect for all digital devices.

### Smart phones, watches, headphones (and any other wifi-equipped devices)

It is important to teach students proper smartphone etiquette, safety and responsibility prior to allowing students to carry them. Students are discouraged from bringing their smart phones/text messaging devices to the school campus. A device may be brought to campus under the following conditions:

- Devices must be turned off at all times.
- Devices must be stored in the student's locker at all times.
- Devices may be used ONLY with staff permission and in the presence of staff.
- Devices are not permitted to connect to campus wifi.

The school is not responsible for any lost, broken, or stolen devices. The student is solely responsible for the monitoring of their device. If a student needs to contact a parent after school hours, they may do so once they are in their pick-up location with a teacher's permission. Devices are not permitted in the After School Program.

If a student uses a cell phone in any manner without permission while on campus or the phone disrupts class, the phone will be confiscated and the student's parent will need to pick it up in the school office. A second violation will result in a \$25 fine to release the item to the parent. The fine will be billed directly to FACTS. Further violations will result in additional fines and possible disciplinary action.

### Personal Devices

Personal laptops, tablets, and gaming devices are not permitted on campus. The school provides devices for classroom use on an as-needed basis. \*Exception: Students who have a written educational plan that includes the use of a device. Electronic reading devices, such as a Kindle<sup>®</sup> are permitted to be used during school hours for reading only and as permitted by the classroom teacher. If the Kindle<sup>®</sup> has wifi, it must be disabled at all times while on campus. The school is not responsible for the care or security of any personal items that are brought to school.

### Messages

No teacher or student is available for phone calls during the school day. In case of an emergency, a message may be left in the school office. The office phone is not to be used by students except in case of illness or emergency. Leaving P.E. clothes, assignments, or other items at home is not considered an emergency. To honor the smartphone policy, please do not call or text your student on their smartphone until after school when they are permitted to use it.

## TECHNOLOGY ACCEPTABLE USE POLICY

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The Acceptable Use Policy ("AUP") is a document that "stipulates constraints and practices that a user must agree to for access to"1 the computer network and all Internet services, including e-mail, available within Calvary Church of Santa Ana, Calvary Christian School, and Calvary Christian Preschool. It presents guidelines, policies for accessing and using the CCSA network, internet, intranet, social media and anything accessed for work, school or personal use by CCSA-provided devices and personal devices. It provides consequences for misuse of any part of the network, internet, intranet, social media and anything accessed on campus whether on CCSA-provided devices or personal devices for work-related, school-related or personal use. This AUP is specifically for Calvary Christian School. However, the network will be referred to as CCSA.

Within the educational setting, the expectation is to provide access to technology for students to learn the responsible use and application of it. It facilitates global collaboration--a vital skill for our 21st century learners. The mission of Calvary Christian School ("CCS") is to train up Christian young people to positively impact the world. Part of that training is to use the technology that students are familiar with as a tool to expand learning opportunities, allow for scholarly research and make a positive impact on the world.

The underlying premise of this policy is that all members of the School's community must support the mission of the school, strive to uphold the expected schoolwide learning results and demonstrate Biblical values in an active and engaging way online and in a world-wide community. This Acceptable Use Policy ("AUP") is designed to give the student and the student's family, as well as others on the School's campus, clear and concise guidelines regarding the appropriate use of technology. We expect our staff and students to exercise good judgment and to utilize technology with integrity to represent Christ and the values He sets for us.

### Standards

The standards used as a foundation for technology instruction and integration are based upon the ISTE standards. ISTE is a non-profit organization that provides comprehensive support and foundations in learning for educators. They are internationally respected and continuously strive to provide minimum standards in educational technology. CCS uses ISTE standards to develop lessons plans and goals for students.

### Technology Tools

Students at Calvary Christian School will utilize desktop computers in a supervised computer lab and on portable devices using a wireless network. These devices along with internet services are tools that can enhance our learning and productivity by providing rapid access to information that would normally be difficult to obtain. The network on the school's campus is strictly for educational use consistent with the School's educational goals.

CCSA maintains websites at [calvary.school](http://calvary.school) and [calvaryschool.info](http://calvaryschool.info) for Calvary Christian School and at [www.calvarylife.org](http://www.calvarylife.org) for Church. The purpose of the websites are communication within the CCSA community. The websites and all that is contained within are the property of CCSA and require permission to duplicate, promote or link to the site. Calvary Christian School will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because Calvary Christian School's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access. Filtering/Blocking devices are not foolproof, and Calvary Christian School cannot guarantee that users will never be able to access offensive materials using Calvary Christian School's equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by Calvary Christian School is prohibited.

## CCS NETWORK USE GUIDELINES FOR STUDENTS

### Device Use and Maintenance

- Any electronic device that is provided by the school continues to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove

content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

- Students are not permitted to install custom/individualized applications that require administrator privileges.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto any device.
- Do not delete any apps, folders or files that you did not create or that you do not recognize. Deletion of certain files may result in device failure and will interfere with your ability to complete class work and may affect your grades.
- School account information is not to be given to ANY student websites, companies, or other third parties.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files. However, if inappropriate use of accounts or the school's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.

### **Internet Use**

- The Internet is a valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Students may not give any personal information regarding themselves or others through email/messages or the internet including name, phone number, address, passwords, email address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- The School will monitor computer device activities including logging website access, apps, newsgroup access, bandwidth and network use.
- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity or as directed by faculty or administration.
- Games that require personal log-in or are played using the school network are not allowed.
- Games, of any nature, are not to be installed or played on any devices except for those installed by the school for a specific purpose and suitable for learning.
- The use of computer devices to watch movies and DVD videos, unless assigned by a teacher, is not permitted.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music over the school network is strictly prohibited and is subject disciplinary action.
- Camera use is not permitted at CCS unless it is authorized by school personnel. Unauthorized use of a camera will result in the confiscation of the device for the remainder of the day at a minimum.
- Students are not permitted to use social media accounts during school hours including any field trips.
- Students are not permitted to use ccschool.org accounts to create a social media account (see Google Apps for Education section below for more information).

### **E-Communication**

- Students in 2nd - 8th grades will be issued a Gmail account that is to be used for educational purposes only.
- Only school-issued Gmail accounts may be used during school hours for educational purposes.
- The use of personal email during class is prohibited unless authorized by faculty or administration on a case by case basis. Students may not add or access personal accounts to any school device.
- No inappropriate online communication will be tolerated, including derogatory, obscene, or harassing messages. Messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- You are not allowed to repost or forward any email, instant messages or pictures that were sent to you privately.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any message asking you to pass information or messages on to other individuals or groups or you will receive a consequence.
- Students are prohibited from accessing anyone else's account.
- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, only for academic purposes.

- Participation in chat rooms during school hours is prohibited during the school day (including Google) unless part of teacher-led educational activity.

### **Network Access**

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment.
- Students are not to tamper with hardware or software, vandalizing data, attempt to gain access to restricted or unauthorized network services, or violating copyright laws.
- The School is not responsible for damaged or lost data transferred through our network or stored on the devices or our file servers.

### **Plagiarism**

- Information obtained through the Internet must be properly cited to avoid plagiarism and in compliance with copyright laws.
- Students are required to give proper credit to all internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited.

### **Cyberbullying**

Cyberbullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments.
- Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into email accounts and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- Cyber-bullying conducted outside of school hours or authorized off-campus activities
- Cyberbullying conducted using the property of Calvary Christian School or Calvary Church, CCSA networks may be subject to consequences outlined in Parent-Student handbook, AUP and any policies developed by CCS prior to the incident.

### **Personal Devices**

Personal devices that connect to the CCSA network are not allowed by staff or students unless permission has been given by an administrator. A public wifi system has been installed for use while in or near the main sanctuary. Students are not allowed to use personal devices at any time during school hours and are expected to be stored as per Parent/Student Manual protocol.

### **Recognized Internet Laws**

These are the laws and policies that help to protect our students online:

- *Child Internet Protection Act (CIPA)*
- *Children's Online Privacy Protection Act (COPPA)*
- *Family Educational Rights and Privacy Act (FERPA)*

*Calvary Christian School reserves the right to modify or change any policy at any time. Conditions or circumstances not specifically covered by the policies outlined in this policy may arise. On such occasions, the school administration will make decisions or pursue courses of action which, in its judgment, can best sustain the wellbeing of Calvary Christian School, including the health and safety of the faculty, staff, and student body.*

## CLOSED CAMPUS

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Calvary Christian School maintains a closed campus. Students may only leave campus during the school day if they are signed out by their parent or guardian or for a school sponsored event, in which case a signed permission slip will be completed. If a student needs to leave school early, a parent/guardian must sign the student out in the school office. The school office maintains all records of excused absences or early dismissal in the school's dismissal log.

Parents are welcome on campus for school-wide events and activities (i.e. Chapel, Spirit Assembly), but after 8:25 a.m., they *must* check in through the school office and wear a visitor's badge. Other volunteerism is encouraged, but must be scheduled with school staff in advance.

Students who are not in class while school is in session, must have a pass from their teacher or other supervisor. The buddy system is used when students in K-8<sup>th</sup> grades need to leave the classroom for any reason. Teachers are responsible to know the whereabouts of their students at any time.

## DISASTER PREPAREDNESS

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Fire, earthquake, lockdown, and emergency drills are conducted throughout the school year and are an important safety precaution. Students are expected to respond immediately when the bell signal is heard or when directed by teacher or staff member. They will clear the building by the designated route as quickly and quietly as possible. There should be no talking or playing in line. In the event of an actual emergency, families will be notified by text and email as soon as possible. **In order to streamline communication, teachers have been instructed NOT to text or email parents directly. All communication goes through the front office. The safety of your children is our highest concern.**

The school maintains a two day supply of food and water for the entire student body. In addition, basic first aid materials and blankets for students are stored on site. Supplies are kept in a shed that is accessible in the event of a major disaster.

## CHILD ABUSE POLICY

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Faculty and staff are mandated reporters and required by law to report allegations of suspected child abuse to the proper government authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred (PC 11166).

## FIELD TRIPS

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Classes take field trips for the purpose of educational enrichment. Parents are notified in advance and must sign a permission slip. Permission may not be given over the phone or via email. A signed, original copy of the Field Trip Permission form must be submitted to the student's teacher. Students who do not have a signed permission slip must remain on campus. Only parents/guardians and/or grandparents will be allowed to drive on field trips.

Those who drive and/or help supervise should review field trip guidelines with the teacher. Appropriate dress and details for each trip will be stated on the permission slip. Students should not have access to any type of screen while on a field trip, including parents' cell phones, DVD players in the car, etc. Students with physical limitations, which require adult supervision, will be asked to provide a parent or other adult 21 yrs. old or older to accompany them on each field trip, as deemed necessary by the teacher. Because parents may be supervisors of CCS students, we do not allow infants and small children to attend.

**Booster Seats** - According to California Vehicle Code 27360, children must remain in booster seats until they reach age eight OR 4'9" tall. Any child under 8 years old or 4'9" must bring a booster seat to school on the day of a field trip.

## ATHLETICS

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Sports provide many opportunities for students' physical and mental development from a unique Christian perspective. The teachers and coaches work together to teach students the priorities of school-related requirements regarding their participation.

We believe in:

- Pursuing and achieving excellence through commitment, hard work, character and sportsmanship
- Winning and setting our players up for success. We do not, however, believe in winning at all costs. Our coaches and players are encouraged and held to a high standard of excellence.
- God's call to us to give all that we have for His glory. We encourage our coaches and players to give their best as pleasing to the Lord.

DSL (Developmental Sports League) is for students in 4th-6th grade. The purpose of this league is to provide a place for healthy competition while encouraging students to learn the game with active on field/court coaching. The Tri-Way teams are for students in 6th-8th grade. Sixth grade students will be able to try out for DSL and/or Tri-Way teams. (The Tri-Way/DSL league is made up of local private schools, only a handful of which provide faith based education.)

Our league offers the following sports:

### FALL

Girls - Volleyball | Boys - Flag Football

### WINTER

Girls - Basketball | Boys - Basketball

### SPRING

Girls - Soccer | Boys - Soccer | Co-Ed - Soccer (DSL)

### MAY (short season)

Girls - Flag Football | Co-Ed - Golf | Boys - Volleyball

### YEAR LONG

Girls - Cheer

Once a team has been selected, teachers are given a team roster and, along with the coaches, will help monitor their student athletes. Any negative trends in academics, citizenship, attitude, or attendance will be reported to the Athletic Director. **If at any time the Athletic Director is notified regarding academics or behavioral issues, suspension from games and/or practices could result.**

Parental help is essential in maintaining a successful sports program. Our desire and expectation is that parents, coaches and athletes demonstrate Christ-like behavior towards coaches, referees, opposing schools, and all those involved in the games. As part of the hiring process, our coaches complete an application and background check. In addition, they sign a Statement of Faith and a Coach's Agreement. Coaches are expected to coach from a biblical perspective.

### Player Eligibility

#### Academics

Participation on an after school team at Calvary is a privilege. Therefore, the student must earn the right to play. **Grades, citizenship, attitude, and attendance must be maintained in order to remain eligible to play on a team.** Student athletes at

CCS must meet eligibility requirements in order to participate in practices and games. A student must maintain a minimum grade of C in each of the core subjects and have no unsatisfactory marks in citizenship on a weekly basis in order to remain eligible. If a student has a grade lower than C in any of the core subjects at the end of one quarter and a new quarter has started, the Athletic Director and teacher(s) have the discretion as to when the player is eligible to return based on his/her improvement in academics and behavior.

### **Citizenship and Behavior**

Players are only allowed to miss three entire practices throughout the season. Players who miss practice the day before a game will not start the following game. Students may be excluded from a game at the discretion of the Administrative Team, teacher, Athletic Director and/or coach for academic or disciplinary problems. A student may be suspended and/or dismissed from a team for excessive detentions and/or other behavioral problems. Students suspended from school will not be allowed to play at the next scheduled game. All suspensions will roll over to each season.

### **Attendance**

Students who have frequently been absent from school or have missed four (4) core class periods within a day, will not be permitted to participate or be a spectator in sports that day. (Any exception must be pre-approved by the Head of School.)

### **Communication/Transportation**

Calvary Athletics utilizes TeamSnap, an online system for managing team logistics such as team schedules and team communication. Parents of student athletes will need to sign up for an account with TeamSnap at [www.teamsnap.com](http://www.teamsnap.com). Any notifications of changes to practice and game schedules will be made through TeamSnap. In addition, parent drivers and snack sign-ups will be managed through TeamSnap. Please note, for all away games we need the help of parent volunteers to drive players to the games. In the event we do use a bus, we must have parent permission or your child will not travel with the team.

### **Concussion Information**

*The following information on concussions is adapted from the CDC's Heads Up Program. More information can be found at [www.cdc.gov/concussion](http://www.cdc.gov/concussion).*

#### **What is a concussion?**

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

#### **What are the signs and symptoms of concussions?**

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

#### **SYMPTOMS REPORTED BY ATHLETE:**

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

### SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### ***Concussion Danger Signs***

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

### ***What should you do if you think your athlete has a concussion?***

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a healthcare professional, experienced in evaluating for concussion, provides written notification stating s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a healthcare professional. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

### ***Why should an athlete report their symptoms?***

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

### **Athletic Clearance**

All student athletes must be medically cleared to participate in Calvary Athletics at any level, including tryouts. The following signed forms are required prior to a student's participation in after school sports:

- Player Handbook Acknowledgement

- Student Athlete Medical Release

Once students have submitted all of their signed paperwork to the Athletic Director, the coach will be sent an Athletic Clearance Notification authorizing the student's participation. Student athletes will not be permitted to participate until these forms are complete. In addition, athletes are assessed a participation fee for each sport. The fee for elementary teams is \$125 and the fee for middle school teams is \$150. Cheer is \$100 plus the cost of their uniforms. This fee helps defer the cost of coaches, referees, insurance, league fees, tournaments, equipment, uniforms and awards. The fee will be billed through FACTS once the team roster has been posted.

Should an athlete be cut from a sport, a refund will be issued upon request. However, no refunds will be issued after competition has started.

## FINANCIAL COMMITMENT

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### Enrollment and Re-Enrollment Fees

There is a registration fee for students in grades K-7 that is due when re-enrolling in February. Family tuition accounts and fees must be current in order to re-enroll. All fees paid to Calvary Christian School are non-refundable.

1. All students are enrolled for the entire year. The tuition is due in full on July 1. Alternatively, the balance may be spread across semi-annual, quarterly, or monthly payment plans that run from **July 1 through May 1** of each school year with no payment due in the month of February. These payment plans are provided through FACTS Management.
2. If a family account, at any time, becomes one payment past due the student(s) will not be permitted to attend class and other school-related events/activities until a plan for payment is established. Re-enrollment for the following school year is contingent upon the family account being current.
3. Enrollment is not guaranteed after July 1, unless registration fees and one month's tuition has been paid.
4. Parents agree to pay the \$30 Failed Payment (Returned Check) fee assessed by FACTS Management.
5. Parents agree to pay a \$50 late fee if their account has a balance of \$100 or more owing after the 15<sup>th</sup> of the month.
6. If it becomes necessary to withdraw a child from school during the school year due to a job transfer, job loss or significant income decrease, it is the parent's responsibility to contact the Head of School directly to request release from the tuition contract.
7. Realizing that Calvary Christian School is a Christian community formed to support the development of young people, families commit to uphold the ideals of the school in every way and abide by the discipline standards and decisions of the school. Parents will, at no time, participate in destructive criticism of the staff or school, to a child or others, but will instead, go directly to the teacher or administrator in a gracious manner, consistent with Matthew 18:15 principles.
8. Parents agree to attend programs, conferences, community events, etc. whenever possible, as a sign of their concern and support. Volunteering to help with special projects or in the classroom is encouraged for all parents.
9. Basic behavior and attitude development is rightfully the responsibility of the student and his/her parents (Ephesians 6:4). Calvary School does not accept the sole responsibility for the actions of the students. Parents, therefore, must cooperate with and assist the School in promoting and maintaining acceptable social and biblical standards of conduct. It is further understood that, when notified by a staff member of an offense committed by a child, parents will support disciplinary measures implemented as considered appropriate and expedient by the Administration including dismissal from Calvary Christian School. It is also understood that CCS does not administer corporal punishment.
10. Calvary Christian School seeks to work in conjunction with the family to foster Christ-likeness in our students. On occasion, the atmosphere or conduct within a particular home may be inconsistent or in opposition to the biblical lifestyle the school teaches. This includes, but is not limited to, sexual immorality, homosexual practice, or disagreement with the moral principles of the school. Regardless, while enrolled at Calvary Christian School, all students are expected to exhibit the qualities of Christ as taught by the school and to refrain from certain activities or behavior. 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. (Leviticus 20:13; Romans 1:27)
11. Additionally, it is understood that all students are on a probationary period for the first nine weeks of each school year. Both academic and behavioral standards must be consistently maintained to ensure continued enrollment at CCS.

12. Parents will not hold Calvary Christian School liable for any injury at school or during a school activity. CCS insurance (secondary insurance) will be maintained on the child during the school year.
13. The standards of Calvary Christian School do not tolerate profanity, obscenity in word or action, dishonor to God or the Bible, or disrespect to the personnel of the school.
14. In making an application for Calvary Christian School, parents affirm that they have read the school and Calvary Church's Statement of Faith and Parent Student Handbook. No payments made to Calvary Christian School for tuition fees will be refunded. It is understood that important personnel decisions and curriculum purchases are made based on these financial commitments. It is important that parents understand the policies, mission, and philosophy of Calvary Christian School and its faculty and leadership.
15. The leadership of Calvary Christian School will provide parents with a thorough orientation to the school in its admissions process. This includes:
  - a. A meeting with the Admissions Director
  - b. A meeting with the Head of School
  - c. An assessment of the child for proper placement
  - d. Important materials that share the school mission and learning goals
  - e. A detailed Enrollment/Financial Agreement
  - f. A tour of the facility

## **AFTER SCHOOL PROGRAM**

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The After School Program is an enrichment program provided for families at CCS. This program seeks to provide a service to families consistent with the overall vision of Calvary. ASP falls under the school discipline policy. Thanksgiving, Easter, and Summer Day Camps are also available to currently enrolled students. Please remember once you decide on an After School Program plan, you will remain on that plan until you notify the school office in writing. We request no more than one plan change per year.

### **After School Program Hours**

6:30 a.m. – 8:00 a.m. AND 3:00 p.m. – 6:00 p.m.

### **After School Program Rates**

- After School Program payments are from July to May with the first monthly payment due on or before August 1<sup>st</sup> of the new school year.
- The After School and Summer Day Camp Programs are available only to students currently enrolled at CCS.
- Students new to CCS for the fall semester will be eligible to participate in the After School Program beginning in the Summer Day Camp program.
- Any student remaining at school after 3:25 p.m. must sign into the After School Program.

### **Drop-In Rates**

Students may "drop-in" to ASP on an as-needed basis. Students will be charged a \$25 flat fee per day when attending ASP for 3 ½ hours or less. Students attending more than 3 ½ hours will be charged a flat fee of \$40.

### **Late Pick-up Fee**

Students are to be picked up no later than 6:05pm. A late pick-up fee of \$1.00 per minute, per child will be billed to a family's FACTS account.

## **LOCKERS**

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Each Middle School student is provided with a locker. It is the student's responsibility to keep his/her locker neat and

clean and free from damage. It is a privilege to use a locker; any student abusing this privilege will have their locker privilege withdrawn and/or may be asked to repay repair costs. CCS is not responsible for any lost or stolen items. Lockers are the property of CCS; the CCS administration or designated faculty member has the right to enter and check the contents of a locker at any time. Each Middle School student (and one parent) is required to sign a “CCS Middle School Locker Usage Responsibilities” prior to receiving his/her locker assignment.

## **PARENT COMMUNICATION**

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The leadership of Calvary Christian School recognizes that it stands *in loco parentis* (in the place of parents) when students are at school. God ordained the family to serve as His agent on earth in the training and admonition of children. The school serves as a support to the important calling of parents. CCS faculty and staff will be held to high standards of communication because we want to be agents of the family during the school day. Our goal is to keep parents informed by providing clear, accurate, and unbiased information regarding your child’s academic, social, emotional, and spiritual growth. It is vitally important that both the school and the parents recognize the nature of this relationship and honor one another’s role and insight into the nurture of the child.

### **Parent Conduct**

Calvary Christian School expects parents to abide by and support the rules of the school. Parents should be familiar with information contained in this handbook. CCS feels strongly about the positive example parents provide their children in supporting the mission and standards of the school. Parents of Calvary students are expected to exhibit grace and Christian virtue at all school activities, including field trips and sporting events. Unacceptable parental behavior may result in non-renewal of an enrollment contract for the student, or dismissal of the family from the school.

### **FACTS Student Information System**

CCS utilizes FACTS Management Student Information System. The Family Portal is a communication tool for teachers, parents and students. It displays a student’s current grades, assignments and progress reports. Parent login information is sent at the beginning of the school year to the primary parent email on file with the Office.

For middle school students, a student login is provided in addition to the parents. It is sent to the student’s school email account at the start of the year. MS teachers will post daily homework, scheduled tests/quizzes and more. If a student is absent, the portal is the first resource to catch up on missing work.

We strongly encourage both parents and students to use the portal frequently to track class assignments and performance. Our goal as a school is to avoid surprises. Calvary teachers are expected to engage positively with parents and students to support growth but not to fix past performance. For this reason, grade changes and extra credit are discouraged.

### **Friday Flash**

The Friday Flash, a publication designed to keep families informed about current school events and calendar updates, is emailed to parents weekly.

### **Parent Conferences**

Formal parent conference days for all parents are scheduled after the conclusion of the first quarter. School is not in session at conference time. Conferences may also be scheduled any time during the year at a parent or teacher’s request.

### **Grievance Procedures**

The objective of this policy is to establish biblical guidelines for the resolution of day to day disputes and grievances in the operation of Calvary Christian School. It is expected that all teachers, parents, students, and administrators will approach one another with grace, recognizing each as members of the body of Christ. The guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Calvary Christian School’s operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and the School Ministry Team. In the event of a more serious, extraordinary grievance such as physical abuse, sexual harassment, or

violations of law, the guidelines should be adhered to on an expedited basis, skipping consultations as appropriate, in order to address such matter immediately.

**Special Note:** Calvary faculty, staff, administrators, and School Ministry Team members are encouraged and/or required to be members of Calvary Church. Their attendance at Sunday services as well as other community life activities is encouraged. Parents are requested to avoid bringing grievances or concerns regarding the school at times of worship or church fellowship. We hope to encourage the body-life of all members of our school. Our faculty and staff love seeing students and parents at church and want to enjoy that fellowship during times of church involvement.

***Students/parents to teachers:***

- All concerns about the classroom *must* first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
- If the problem is not resolved, the parents or student may bring the concern to the Elementary or Middle School Director.
- If the problem is not resolved, the parents or student may bring the concern to the Head of School.
- The Head of School is the final arbiter in disagreements between parents and teachers. Should the parent believe the Head of School is not adhering to a school policy, he/she may contact the Chairman of the School Ministry Team.
- If the School Ministry Team Chairman determines that the Head of School is within his authority to resolve the dispute, he will notify the parents of his conclusion. Should he determine that a decision violates school policy, he will bring the issue to the entire School Ministry Team for resolution with the Head of School.

***Parents/patrons to administrator:***

- If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Head of School.
- The Head of School will refer to applicable policies related to the grievance to determine if a policy or procedure has been violated. If he/she determines that a decision is within his/her scope, based on limitations set out in the SMT Policies, he/she will inform the parent of this determination and seek to resolve the issue with the parent.
- If the Head of School determines that a situation has occurred that is out of compliance with the SMT Policy Manual, the Head of School is required to report this immediately to the Chair of the School Ministry Team. Together, the Head of School and Chair will seek to bring resolution with the parent.
- Should resolution not be reached, the parent has the right to a hearing of the entire School Ministry Team. The School Ministry Team will only take action in cases that are out of compliance to the SMT Policy. All other cases should be resolved at the level of the Head of School and parent with moderation of the SMT Chair or a member of the Calvary Church pastoral staff.

***Parents to School Ministry Team:***

- If parents have a grievance or dispute about the general operation of the school, they should bring their concerns to the teacher or administrator involved.
- Communication with the School Ministry Team on official school matters should never take place in informal conversation. All official communication with the School Ministry Team should be made through the Head of School or by written request to the Chair of the SMT. Discussion items for the *public comment time* should be presented in writing one week prior to the scheduled board meeting. Parents may request the Chair's email address from the school office.
- Since the School Ministry Team speaks as one body, and not as individuals, discussion of *public comments* will only be for fact finding purposes. A response to the parent will be made within one week by the Chair or his representative and will be a prepared statement from the entire School Ministry Team.
- Parents are requested not to approach individual members of the School Ministry Team in hopes of resolving a school issue. This is to ensure that the School Ministry Team operates within its own governing principles of a *unified voice*.

***Parent to Parent:***

- Parents are encouraged to train their children in the appropriate resolution of matters within the community of believers.
- When possible, disputes between students or parents should be resolved face to face and with Christian charity.

- The Directors or Head of School will only be involved in disputes or actions that affect the student body of Calvary Christian School. Individual disputes should be handled by the parties involved at the individual level.

**Other Concerns and Suggestions.** For concerns not relating to a specific individual, the student should consider other options including:

- Students may give suggestions to one of their teachers for consideration.
- Students may request to meet with the Head of School individually or in small groups. As with individual teachers, students should certainly consider requesting parental assistance whenever appropriate.
- Students should be willing to accept the decisions, outcomes and wisdom of those whom God has placed in authority over them, even when they disagree.
- In many cases of discipline or discord in the student body, a teacher and/or administrator may request the attendance of the parents with their children. The primary goal in all cases is harmony between believers. When such meetings are requested, parents are expected to attend with a spirit of Christian charity and grace.

## WITHDRAWALS

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Any parent wishing to withdraw their student(s) must notify the school office before the student(s) is withdrawn to complete the Exit Interview, return books and pay fines or fees. The *entire year's tuition contract* is due upon withdrawal unless the withdrawal is the result of a family's move from Orange County. Calvary Christian School operates financially based on the yearly commitment of families. Parents are encouraged to consider seriously the commitment made by signing the enrollment agreement.

## LOST AND FOUND

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The Lost and Found is located in the closet at the end of B building. Those items not claimed will be given to charity one week after the conclusion of the school year. The school office has a lost and found drawer for small items such as jewelry, glasses, wallets, keys, etc. Parents should be sure to mark all clothing and items with the student's name using a laundry marker.

## UNIFORM STANDARDS (ANY CHANGES NEEDED?)

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CCS embraces a uniform standard which serves to honor God in the following ways:

- Unify our school community
- Maintain a focus on academics
- Foster a spirit of modesty
- Develop a sense of respect for ourselves and others
- Create a public symbol of excellence in our community

### Appearance Standard

All students must wear clean clothing that fits well and is the appropriate size. Students are to maintain a neat, clean, modest and well-kept appearance at all times. Calvary Christian School is aware that we cannot specify every rule for the uniform and student appearance. We, as a community, stand by and adhere to the uniform purpose as outlined above. CCS Administration reserves the right to determine the appropriateness of a student's uniform and appearance.

### Parent Responsibility

It is the responsibility of the parent to ensure their children are dressed according to the CCS Uniform Policy.

## Accountability

Our desire is to maintain a high standard of appearance within our school community. In order to follow our agreed pursuit of excellence, the following actions will be taken for non-compliance to the standard:

- A note is sent home on the first two occasions. On the third occasion, a phone call is made by the office asking the family to come with new clothes within an hour. The student will stay in class until the parent arrives.
- If non-compliance to the uniform standard becomes habitual, a parent conference will be scheduled.

## Where to Purchase & Dennis Uniform

Girls' plaid items and the field trip red logo polo must be purchased at Dennis Uniform in Yorba Linda or online at [www.dennisuniform.com](http://www.dennisuniform.com) (school code: ANOOEP). All other articles of clothing are also available at Dennis Uniform, or may be purchased elsewhere. **Any clothing purchased outside of Dennis Uniform must follow the guidelines of the Uniform Standards.**

## CCS Logo Polo

All K-8th grade students are required to purchase at least one short sleeved red polo shirt with the CCS logo to be used for classroom field trips. These are available at Dennis Uniform only. Students may only wear the newest CCS logo; all older styles have been phased out, including the embroidered eagle and silk-screened eagle. Red, navy and white polo shirts and sweatshirts with the CCS logo are available at Dennis Uniform. **No logos other than CCS are permitted on clothing.**

## General Guidelines

- Shirts must be tucked in at all times (except for Spirit T-shirts on Fridays).\*
- All bottoms must be a school uniform style (available at Dennis, Target, JC Penney, Old Navy, etc.).
- All red items must be classic red.
- For khaki items, dark khaki is preferred.
- Plain black, brown or navy blue belts must be worn if pants have belt loops.\* (Grade K **only**: belts optional)
- Boy Scouts, Girl Scouts & American Heritage Girls may wear official uniforms on a meeting day.

## Shoes & Socks

- All shoes must be flat soled, with a closed toe and closed heel. Shoes should be a neutral color.
- Logos are okay on shoes.
- Socks must be worn at all times.
- All socks must be plain white, navy or black, with no logos.\*
- Girls' tights must be solid colored navy blue or white.
- No wheels or lights on shoes.
- No boots or knee-high shoes (including leather, cowboy and Ugg boots).
- Rubber rain boots may be worn on rainy days only (if forecast calls for rain).

## Outerwear

- Sweatshirts and sweaters in solid navy blue, black, white or red only – small brand logos ok (less than 1")
- Jackets and windbreakers in solid navy blue, white or red only – small brand logos ok (less than 1")
- Official CCS sweatshirts from any year (must be free from fraying or exceptional wear).
- No restrictions on raincoats – to be worn on rainy days only (if forecast calls for rain).

## Hats, Jewelry & Accessories

- Girls only: stud earrings may be worn (one per ear, worn on the earlobe only).
- Other simple, complimentary jewelry may be worn, but not in excess.
- Plain navy blue or black gloves and scarves are permitted on very cold days.
- Hats are only permitted on specified days/times (no hats on free dress days).

## Hair/Nails/Make-up

- Hair color must be in a natural hair color shade that isn't extreme to the student's natural hair color. Highlights/lowlights are acceptable if they do not give student a dramatic appearance (i.e. zebra lines, two-tone coloring or tips dyed).
- Shaved-in/cut designs, lines, etc. are not permitted in hair.
- Boys' hair must be above the eyebrows, trimmed neatly on the sides so at least the lower half of the ear shows and trimmed off the collar in the back.
- Bows, headbands, barrettes, ribbons, etc. must be navy blue, red, white or Marymount plaid. Hair ties and rubber bands must be white, brown, black, red, white or navy.
- Clip-in hair pieces and feathers are not to be worn. Small red, white & navy flowers are permitted.
- Girls may wear tasteful nail polish in any color except black. Artificial nails are not permitted.

## Recommended Chapel Dress (Wednesdays)

Chapel is a time when we gather together to worship and study God's word. CCS believes we should dress more formally. Students are encouraged to wear:

- Boys: uniform pants and polo shirt OR oxford shirts with a tie
- Girls: skirt, skort or jumper and polo shirt/blouse, cardigans or blue blazers may be worn

## T-Shirt Tuesdays

On Tuesdays, the following T-shirts are permitted with uniform bottoms:

- Identity T-shirt
- CCS Athletics T-shirts

## Spirit Wear Fridays

- Plain blue denim jeans/capris/shorts/skirts (no jeggings) - no rips, tears, holes or appearance of holes
- Skirts must be of uniform length
- 2021/22 "Overflow" Spirit Shirts **ONLY**
- T-shirts do not have to be tucked in, no belt required
- Students not participating in Spirit Wear Fridays may wear jeans with a polo (shirt must be tucked in, belt required).

## Free Dress

All students are to have a neat, clean and modest appearance at all times, including free dress days. If there is any question that an item is inappropriate for dress, it should not be worn. Dresses, skirts, shorts and jumpers must be of uniform policy length (3" above the knee). Flat-soled boots, hair accessories and logos are permitted on free dress days. Students are not to wear: pajamas, sweats, hats, torn jeans, excessively tight-fitting clothes, spaghetti straps, cut-out or "peep" shoulder tops, tops that expose the midriff with arms down or raised (even if a tank top is worn underneath), costume-type clothing, any clothing with inappropriate language, advertising or pictures. **Leggings are not permitted unless worn under a dress/skirt of uniform length.**

## GIRLS

### Tops

- Short/long sleeve polo shirt in navy, red, white
- Short/long sleeve button-up blouse in white (to be worn with a jumper only)
- Long sleeve turtleneck in navy, red, white (to be worn under polo or jumper)
- Undershirts in navy, red, or white

### Bottoms - Color: khaki, navy blue, Marymount plaid (No jeans in any color)

- Twill/chino uniform pant or capri (jeggings NOT permitted)

- Twill/chino uniform short
- Twill/chino uniform skort or skirt

#### Dresses/Jumpers

- Polo dress - navy blue only
- Jumper - khaki, navy blue, Marymount plaid

#### Leggings

- Solid navy blue or white - only allowed if worn under skirt, skort, dress, etc.

**Please note:** Shorts/skirts/dresses/skorts must be no shorter than 3 inches above the knee, with navy blue or white bike shorts worn under jumpers, dresses and skirts at all times. Skirts may not be rolled at the waistline.

### BOYS

#### Tops

- Short/long sleeve polo shirt in navy, red, white
- Long sleeve turtleneck or crew neck in navy, red, white (to be worn under polo)
- Undershirts in navy, red, white.

#### Bottoms

**Color: khaki, navy blue (No cargo pants or khaki/blue jeans)**

- Twill/chino uniform pant
- Twill/chino uniform short

#### 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade Uniform Privileges

*\*In Middle School, students are given certain dress code privileges that are not available in elementary school. We believe that as they mature, students are able to manage these privileges responsibly. If at any time CCS staff determines these privileges are being abused, the staff reserves the right to revoke the dress code privileges listed below and revert to the elementary school policy.*

#### General Guidelines

- Shirts do not need to be tucked in except for Chapel and other special occasions as directed.
- Belts are required on Chapel days. Belts are not required other days unless pants are falling down and a belt would hold them in place.

#### Socks

- 6<sup>th</sup>- 8<sup>th</sup> Grade: white, navy, black, red socks – small logos (i.e. Nike/Adidas) and single-stripe sport socks are ok.
- 8<sup>th</sup> Grade only: sock color/pattern of your choice. No adornments or attachments are allowed (such as bells) on the socks. Patterns that are offensive, inappropriate or represent ungodly values are not permitted and will result in a uniform violation. If in doubt, don't wear it.

#### Hair/Nails/Make-up

- 6<sup>th</sup>- 8<sup>th</sup> grade girls only: Light and natural-looking makeup is permitted.

### Volunteers

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Any adult (including parents) who wishes to volunteer at school activities such as classroom help, driving for field trips or serving at events must submit to the CCS Volunteer Application Process. A CCS Volunteer Application and a Volunteer Background Check Authorization must be completed and returned to the school office no less than 7 days prior to the volunteer activity. Volunteers (including parents) who will be driving a vehicle must also complete a Parent Driver Form which includes a copy of their Driver License and Insurance.

## Volunteer Code of Ethics

The help and assistance that volunteers provide is very much appreciated and ultimately benefits our children. We thank you very much for the wonderful work that you do with our students and for the tasks that you perform which make our jobs in the educational professions that much easier. We love having you!

A volunteer:

- Agrees to and follows all confidentiality and FERPA regulations. Click here for a link to [FERPA law](#).
- Helps to create a positive climate and supports the faculty, administration, and staff by following schoolwide and classroom regulations.
- Is in the school to increase student confidence and strive to bolster each student's self-esteem.
- Deals impartially and fairly with students regardless of differences in background and nationality, intelligence, physical ability, or emotional maturity.
- Remembers that direct communication with parents about a child's schoolwork is the responsibility of the school's professional staff, and thus, refers parents to the appropriate teacher.
- Consults with the supervising teacher at appointed times so as not to interrupt the instructor's schedule. Follows school procedures for setting up a conference with own child's teacher and discussing their own concerns at an appropriate and convenient time, pre-arranged with the teacher.
- Agrees to abide by the two adult rule and will never be alone with a child without another adult or witness. Groups of students with an adult constitute witness and as such are acceptable for individual adult interaction.

As a part-time volunteer, one's view of classroom events is a partial one, and as such, perceptions may be incomplete. If a volunteer has concerns about any aspect of classroom events, they should start by talking directly and privately to the teacher. If concerns persist, contacting the administrator is then appropriate.

As professionals, we respect the privacy and confidential nature of significant information regarding our students' written records, behavioral matters, and special circumstances; these are considered internal, private, and confidential. At times, when we open our classrooms and offices to volunteers, such information may become known, and we have to rely on the integrity and good judgment of our volunteers to keep such knowledge private. Please do your part:

- When asked in good faith about a student's problems or progress, you must refer all such questions to authorized school personnel. You may not share information about a student even with members of your own family or the student's family.
- You may not share information about a student even with others who are generally interested and care for the student such as a pastor, nurse, scout leader, youth leader, etc.
- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees. Even school employees should only be given information that is relevant to the student's educational and spiritual growth, safety, or well-being.

Thank you for respecting our code of ethics, and thank you for being a volunteer!

## Google Apps for Education (2nd - 8th Grade Students)

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Google Apps for Education allow students to work in a safe, protected environment in a private domain (ccschool.org). While all documents are stored online, no one outside our school can access them.

Calvary Christian School has established a Google Apps for Education (GAE) account to support teaching and learning and to allow for easy sharing of documents, file storage, and connectivity within our school and classrooms. This service is available through an agreement between Google and Calvary Christian School and available currently in grades 2 – 8. This software will allow students and teachers to create, collaborate, and share documents, spreadsheets, presentations, websites, calendars, and more, allowing for flexible access from any computer – both at home and school – with Internet access and a web browser. While GAE provides for greatly enhanced flexibility over traditional desktop software, it also provides an environment in our classrooms and promotes 21st century skills. Many high schools and colleges use GAE. We feel this is another step in preparing your child for the future ahead.

The Google student account name will be student ID@ccschool.org (100000@ccschool.org). Passwords are not kept by CCS. This account will be considered the student's official school account until such time as the student is no longer enrolled at Calvary Christian School. Students leaving CCS will need to transfer any work they wish to keep from the CCS account to their own personal account.

The ccschool.org account will be for school purposes only. GAE runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication. Emphasis will be made that this account is not to be used for any social or entertainment purposes, and should only be used for school assignments. Students will have access to email within CCS Google Apps. At this time, only the Google Drive and Calendar app will be enabled for student use. This is a supervised account to learn 21st century collaborative skills.

GAE is also available at home, the library, or anywhere with Internet access. The administration, technology director, and teachers will monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

### **GAE Privacy and Safety**

School staff, administrators, and parents have access to student email, docs, etc. for monitoring purposes. Students should have no expectation of privacy on GAE. Students may not use Apps tools for personal projects. Apps, sites, email, and groups, are not public forums. They are an extension of classroom spaces where student free speech rights may be limited.

### **School-issued GAE account Prohibitive Conduct:**

- Disguising or attempting to disguise your actual identity when sending emails or any other communication
- Sending an attachment with a virus
- Cyber-bullying - threatening or bullying another person online in any form
- Misrepresenting, slandering or defamation of CCS, Calvary Church, staff or students
- Using the account for commercial purposes (running a business or trying to make money)
- Displaying or propagating inappropriate sexual material, offensive content, violent content or promoting weapons  
Any unlawful activities
- Any prohibited conduct may result in suspension of GAE privileges and other disciplinary action as deemed appropriate by the administration.

### **GAE Access**

Students are not allowed to use a school-issued GAE email account to create any social media accounts. Doing so will be subject to loss of GAE privileges. Access to GAE is considered a privilege accorded at the discretion of CCS. CCS maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or CCS policies have occurred. In such cases, the alleged violation will be referred to the Head of School for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, CCS also reserves the right to

immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action, and additional disciplinary action may take place.

## 2021/22 PARENT/STUDENT MANUAL AGREEMENT

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

Parent Name: \_\_\_\_\_

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

Homeroom Teacher Name: \_\_\_\_\_

### Students in 2nd - 8th grades, please initial below:

\_\_\_\_ As a student of Calvary Christian School, I have completely read the school's handbook. I understand that if I violate this Policy, I [or the parent(s)/legal guardian(s)] will be liable for damages and am subject to appropriate disciplinary process, up to and including expulsion from Calvary Christian School.

\_\_\_\_ I will follow and obey the rules and guidelines set forth in the handbook by Calvary Christian School and Administration, with God's help, and for His glory.

### Parents, please initial below:

\_\_\_\_ I agree to and support all of the information in the handbook as set forth by Calvary Christian School and Administration, and will exhort my student to comply with all of the rules and guidelines set forth in the handbook, with God's help, and for His glory. I agree to work with and support the staff/administration of Calvary Christian School in fulfilling the information and requirements in this handbook for the ultimate benefit of my student.

\_\_\_\_ I grant      \_\_\_\_ I do not grant permission for my child to be photographed and/or videotaped for future promotional materials including website and social media postings for Calvary Christian School. I do so without compensation and with the understanding that these photographs and/or videotaped images will be used exclusively by Calvary Christian School for its publications, website, social media and publicity purposes only. Students will not be identified.

\_\_\_\_ I have completely read the Student Computer Acceptable Use Policies (AUP). I understand that if my student violates the AUP Policy, I will be liable for damages and my student(s) is/are subject to appropriate disciplinary process, up to and including expulsion from Calvary Christian School.

\_\_\_\_ I understand the risks associated with allowing my child to use the Internet. Furthermore, in signing this policy, I affirm that the school made a reasonable attempt to educate me on the known potential risks of using the Internet and the school's rules and goals of Internet use. I understand that it is not reasonable for Calvary Christian School to directly supervise my student(s) at all times. I agree that when my child is not directly supervised, he or she will obey all school computer use policies, civil and criminal laws. Based on this adequate notice, I agree not to hold the Calvary Christian School and Calvary Church responsible for materials acquired or contacts made on the network. I have reviewed these responsibilities with my child, and he or she clearly understands this acceptable use policy and has agreed to obey all school procedures, civil, and criminal laws.

\_\_\_\_ I grant      \_\_\_\_ I do not grant permission to the Calvary Christian School to provide network and Internet access at school for educational purposes as directed by staff. *(Please be advised that if you check no your student will not be permitted to use Internet access for research and exploration, but your child will still be instructed through the use of Internet-based educational software deemed vital to your child's educational success.)*

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

## 2021/22 STUDENT CODE OF CONDUCT

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As a Christian school community, we want our behavior and conduct to be *guided by Jesus' command to love God above all and our neighbors as ourselves*. Specifically, students are reminded to follow the following Student Code of Conduct.

\_\_\_\_\_ (Student Initials) **MY RELATIONSHIP WITH GOD**

- I will speak of God in respectful ways.
- I will respect Bible reading, prayer, sharing and other habits that build relationship with God.
- I will respect myself because God created me in His image.

\_\_\_\_\_ (Student Initials) **MY RELATIONSHIP WITH THOSE IN AUTHORITY**

- I will be respectful in my speech and conduct.
- I will be obedient to those in authority over me.
- I will not condone disrespect displayed by others to those in authority.

\_\_\_\_\_ (Student Initials) **MY RELATIONSHIP TO OTHERS**

- I will be respectful of others and I will not engage in bullying actively or as a bystander.
- I will address everyone properly and not resort to name calling, swearing or dirty language towards others.
- I will respect everyone's property and use it only with permission.
- I will encourage everyone to feel included.
- I will respect everyone's person and remember, "no touching except for helping."
- I will learn to apologize when I fail and seek God's strength to continue building a community of love and respect.

\_\_\_\_\_ (Student Initials) **MY RELATIONSHIP TO SCHOOL PROPERTY**

- I will respect school property. This includes furniture, books, equipment and buildings.
- I will report any damage done and volunteer to pay for damages if I am responsible.
- I will accept responsibility for the cleanliness of the school and grounds.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Elem/MS

\_\_\_\_\_  
Date

**2021/22 GOOGLE APPS FOR EDUCATION PERMISSION SLIP (2nd - 8th Grade Students ONLY)**

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*Parent:*

Please initial next to the option below that you choose, then sign and date the form.

I agree to allow my student to have a Google Apps for Education account that can be used on any computer connected to the internet. I understand the account is for educational purposes and use must meet the expectations outlined above. Any misuse of the account will be handled exactly as if it were done in school on a school account.

	I agree to allow my student to have a Google Apps for Education account that can be used on any computer connected to the internet. I understand the account is for educational purposes and use must meet the expectations outlined above. Any misuse of the account will be handled exactly as if it were done in school using a school device and network.
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	No, I do not want my student to use the Google Apps for education resources in any form. I understand that my student may not be able to participate fully in all classroom exercises and that I need to provide similar alternatives to meet the needs of my student's coursework.
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Parent Name (print) \_\_\_\_\_

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

*Student* - Please initial next to the statement below then sign and date the form:

	I agree to all terms and conditions of the Google Apps for Education policy
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Student Name (print) \_\_\_\_\_

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