

**Calvary Chapel Christian School  
ELEMENTARY SCHOOL**

Student and Parent Handbook



2010-2011

**“Transforming a Generation Through  
Christian Education”**

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# **CCCS ELEMENTARY SCHOOL** **STUDENT AND PARENT HANDBOOK**

## **SCHOOL OFFICE HOURS**

The CCCS office business hours are as follows  
(Unless otherwise posted):

Monday through Friday

During the School Year:  
8:00 a.m. – 3:45 p.m.

Summer Hours:  
9:00 a.m. – 3:00 p.m.

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**WELCOME TO CALVARY CHAPEL CHRISTIAN SCHOOL!**

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# **CCCS STUDENT AND PARENT HANDBOOK**

## **INTRODUCTION**

This Student and Parent Handbook has been designed as a tool to help familiarize you with the specific school policies of Calvary Chapel Christian School (CCCS) of Idaho Falls. The guidelines have been prayerfully considered and established with the students' best interest in mind. As a concerned parent putting your children under our authority, you need to know our philosophy and agree to it. Parents and students are asked to read the handbook together carefully, as you are both responsible to know and abide by the regulations.

We admit students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national ethnic origin in administration or our education policies, admissions policies, athletic and school-administered programs.

## **HANDBOOK AMENDMENTS**

The School Administration reserves the right to amend this Handbook, with School Board approval. The Calvary Chapel Christian School Board acts as a legislative body in approving policies and procedures for the school. All parents and students will be notified in writing of any changes at the time of the amendment.

## **MISSION STATEMENT**

The mission of Calvary Chapel Christian School is to train each child spiritually, academically, and physically in an excellent manner. To do this, we provide each child with an understanding of the Word of God. We also make every effort to inspire in them a lifelong passion to grow in the grace and knowledge of Jesus Christ through the empowerment of the Holy Spirit. We seek the richest fulfillment of potential for each student ("Now to Him who is able to do exceedingly abundantly above all that we ask or think, according to the power that works in us, to Him be glory in the church by Christ Jesus to all generations, forever and ever. Amen." Ephesians 3:20-21) and we diligently strive to prepare students to live victoriously as disciples of Christ ("But thanks be to God, who gives us the victory through our Lord Jesus Christ." 1 Corinthians 15:57).

## **TRAINING THE CHRISTIAN LEADERS OF TOMORROW**

Our purpose is to transform and train the whole person so that the student will develop according to the example of our Lord Jesus Christ to be a godly influence in the world (Matt. 5:13). As an extension of the Christian home, CCCS supports parents who seek to obey the Biblical instruction, which gives them ultimate responsibility for the education of their children. "Hear, O Israel: The LORD our God, the LORD is one! You shall love the LORD your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates" Deuteronomy 6:4-9 NKJV

## **OUR LIVING CURRICULUM**

The CCCS teaching staff has been “called” by God to serve in this teaching ministry. They are thoroughly dedicated to helping each student achieve positive spiritual, mental and physical growth. CCCS is a ministry of Calvary Chapel of Idaho Falls. The purpose of the Christian school staff is to fulfill God’s commandment to parents and to the church to train up the children in the fear and admonition of the Lord. CCCS is an integral and inseparable part of Calvary Chapel. All staff and faculty have a personal commitment to Jesus Christ. They will allow the Lord to minister through them by the power of the Holy Spirit. As a Christian school we are ever mindful that we instruct not just through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, we teach the faith by modeling the faith and by modeling faithfulness. This is why teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood, “Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another...Let no evil talk come out of our mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear.” Ephesians 4:25-29

Teachers minister to their students by providing them with faith experiences. They lead the youth (our leaders of tomorrow) in prayer, praise and mercy. Paul urged Christians: “Let all bitterness and wrath and anger and clamor and slander be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.” Ephesians 4:31-32

Teachers also model the Christian life by being active in their own church community and by serving as intermediaries assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith where their friends and family are around them.

“Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things. The things which you learned and received and heard and saw in me, these do, and the God of peace will be with you.” Philippians 4:8-9 NKJV

## **OUR PHILOSOPHY OF CHRISTIAN EDUCATION**

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

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

- To love the Lord our God with all our heart, soul and mind (Matthew 22:37)
- To glorify God in all that we do (I Corinthians 10:31)
- To promote the maturity of our students in doctrine and practice (Ephesians 6:4 & Colossians 1:28-29)
- To train our students in Christian service and ministry (2 Timothy 2:2)

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

We believe that our priorities and those we teach should be in the following order: Commitment to Christ, family and school. Our belief is that God is sovereign now, in the past and in the future. We believe we have been created in

God's image and the Bible gives us the moral principles by which to live. We strive to meet all the needs of the students – physical, mental and spiritual.

## GOALS AND STUDENT OUTCOMES

As students grow and mature at CCCS, we hope they achieve the following outcomes:

<p><b>SPIRITUALLY</b>, that they will</p> <ul style="list-style-type: none"><li>• Understand and commit to a personal relationship with Jesus Christ,</li><li>• Know, understand and apply the Bible as God's infallible Word,</li><li>• Be able to articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.</li></ul>	<p><b>INTELLECTUALLY</b>, that they will:</p> <ul style="list-style-type: none"><li>• Be well-prepared in all academic disciplines,</li><li>• Have the skills to ask questions, solve problems and make wise decisions,</li><li>• Know how to utilize resources, including technology, and to find, analyze and evaluate information within a Christian context.</li></ul>
<p><b>PHYSICALLY</b>, that they will:</p> <ul style="list-style-type: none"><li>• Treat their bodies as the temples of the Holy Spirit,</li><li>• Demonstrate self-control based on Biblical standards,</li><li>• Embrace the values of teamwork and sacrifice for the sake of others.</li></ul>	<p><b>VOCATIONALLY</b>, that they will:</p> <ul style="list-style-type: none"><li>• Learn to communicate effectively when speaking and writing,</li><li>• Understand that work has dignity as an expression of the nature of God,</li><li>• Respect the people with whom they work, play, and live and relate to them appropriately and with integrity.</li></ul>

## OUR INSTRUCTIONAL PROGRAM

The philosophy of Christian education promotes high academic standards by helping students achieve skills in creative and critical thinking, through the use of a Biblically based curriculum. CCCS utilizes A Beka Book and Bob Jones University Press curricula for all cores subjects. The Bible is not only a separate academic subject, but is also the foundation and motivational force for our curricula.

## ACCELERATED READER/MATH FACTS PROGRAM

In addition to the specified curricula, CCCS believes in the importance of reading and math facts. We are excited to be able to offer our students the Accelerated Reader Enterprise Reading Program and Math Facts in a Flash. We believe these are important components to our core instruction and response to intervention program. AR is one of the most popular and successful reading software programs available. Accelerated Reader quizzes compliment the reading curricula used in our classrooms. AR quiz results give us the opportunity to enhance personalized reading practice for our students by guiding them to books at appropriate levels. This program allows us to monitor their progress, and intervene with appropriate instruction when necessary. The built-in vocabulary software gets students excited about reading and vocabulary and inspires a love of words while they read their AR books.

We also offer Math Facts in a Flash program which will give our students the opportunity to gain automaticity of their addition, subtraction multiplication, and division facts as well as other mental math skills such as squares and fraction/decimal/percentage conversion. These tools will help students with their computational fluency and mastering of math facts.

We are also excited about the opportunity to offer our students all of the above plus the use of the AlphaSmart NEO2 laptops to access the above programs. The standard features of the NEO2 laptops also offer our students opportunities for writing success. These laptops have been shown to increase student writing production, quality and technological fluency.

## **MINISTRY OUTREACHES**

At CCCS we seek to reach out to students in various ways by providing chapel services, Biblical guidance, Bible studies, discipleship groups and prayer meetings. In addition, we also provide opportunities for students to reach out and serve their classmates, communities, retirement facilities, soup kitchens, and encourage students to explore the possibility of a short term mission.

- Classes adopt a retirement facility each school year and minister there monthly
- Students in 4<sup>th</sup> grade through junior high are encouraged to help cook at the City of Refuge (a local homeless shelter) or engage in other similar community outreach activities at least twice during the school year
- In February we celebrate “Holy Spirit” week
- The junior high students are responsible for cleaning four miles of highway twice a year (two miles on 25<sup>th</sup> East and two miles on 49<sup>th</sup> South)

## GENERAL INFORMATION

### **SOME FACTS YOU SHOULD KNOW**

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

In accordance with Idaho State Law, the school staff is obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and will not, once suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Red, black and white are the school colors. We are the CCCS "Saints."

Parents are given the opportunity to actively serve within the school in a variety of ways. In fact, we ask that parents commit 10 hours per year of volunteer time to the school in some capacity. Please contact the School Office or your child's teacher for additional information.

### **OFFICE HOURS**

The CCCS office business hours are as follows - Monday through Friday (unless otherwise posted):

***During the School Year:***

8:00 am - 3:45 pm

***Summer Hours:***

9:00 am - 3:00 pm

### **SCHOOL HOURS**

Students are discouraged from being on the school grounds prior to 8:15 a.m. If students arrive at school prior to 8:15 a.m. they need to report to before-school care. Any student not picked up by 3:10 p.m. will be clocked-in to after-school care. Students are not permitted to leave the CCCS campus without parental permission.

### **EXTENDED BEFORE AND AFTER SCHOOL CARE**

Extended daycare is available for students from 7:15 – 8:15 a.m. and 3:10 – 6:00 p.m. School age children must be pre-registered for Daycare in order to participate at the regular rate (\$2.85/hour for first child and \$2.25/hour for additional children). Due to Idaho state regulations, we must have the appropriate adult to child ratio in daycare at all times. Therefore, if you are not pre-registered for daycare and your child is dropped off or picked up outside of the cut-off times, you will be billed a \$5.00 per hour early drop off charge and/or late pick-up charge assessed in full hour increments. Any child picked up after 6:00 p.m. will be charged \$5.00 per 15 minutes, per child. Daycare charges are billed weekly.

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

#### MORNING DROP-OFF:

Please use only the middle drive way when entering the school parking lot. You may exit from any driveway. In order to provide safety for our students, and to keep morning traffic to a minimum, please drop your children off at the coned area of the parking lot. Parents and children are required to walk within the cones.

#### AFTERNOON PICK-UP:

K – 2<sup>nd</sup> grade: Please enter school parking lot using North driveway and form pick-up line. Exit North driveway.

3<sup>rd</sup> – 6<sup>th</sup> grade: Please enter using far South driveway and form pick-up line. Exit from middle or far south driveway.

### **DONATIONS AND GIFTS**

CCCS is a non-profit ministry. Annual tuition and fees cover the teacher's salaries, curriculum costs, testing, student insurance, and office expenses. However, gifts, fundraising and donations cover all other expenditures. All cash gifts and gifts-in-kind are income tax deductible, as long as they are not designed for an individual. For information regarding proper procedure, contact the school office.

### **FIELD TRIPS**

Each class will be going on field trips during the year. Make sure that you have filled out the yearly field trip permission slip at the beginning of each school year. If there will be any extra field trip expenses (admission fees, souvenirs, food, gas, etc.) parents will be notified in advance by your child's teacher. These costs need to be paid for prior to the trip.

### **FIRE DRILLS**

The law requires that schools conduct monthly fire drills. The teachers will discuss instructions for these drills with their students. Students are expected to become familiar with these instructions so that all drills can be conducted with minimum confusion.

### **FUNDRAISING POLICY**

The school conducts various fundraising projects during the school year. Parents and students may be required to participate in fundraising activities to offset expenditures not covered by the operating fund.

### **LOCKS AND LOCKERS**

Certain classes will be assigned individual lockers. Students are issued their individual lock combination at the start of the school year.

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

Violation of the Locks and Locker Agreement may result in a detention, with continued violations resulting in losing the privilege of having a locker and a possible three day suspension. The Administration reserves the right to search a locker at any time and for any reason.

### **LOST AND FOUND PROCEDURES**

All personal belongings that have been turned in as lost will be kept in the Lost and Found bin in the Teacher's Resource Room. If you lose something, it is important to claim the item as soon as possible. Items left for over thirty days will be donated to a local charity. Personal belongings such as jackets, backpack, books, and Bibles should be clearly marked with the name of the student. Jewelry, watches, cell phones and other "expensive" items will be in the school office until claimed or donated.

### **STUDENT INSURANCE**

All enrolled students are covered by a student accident insurance policy through ACSI or ACTS. This insurance is supplemental only to any insurance a parent already has for their child(ren).

### **TELEPHONE POLICY**

The telephones are for teacher use only. If a student needs to call home in an emergency, they must obtain permission from their teacher to use the classroom phone. Use of cellular phones during school hours is prohibited. Students will be subject to discipline if they choose to disobey this policy.

### **CELLULAR PHONES**

Cellular phones are permitted for use before or after school only. It is not permissible, at any time, to use a cell phone to take pictures/videos while on campus. Cell phones are not permitted in the restrooms at any time. Use of cellular phones during school hours (which includes loaning your phone to another or your phone ringing between the hours of 8:00 a.m. and 3:10 p.m.) may result in disciplinary action. Students found using cell phones during school hours will have their phones confiscated and parents will need to pick up these phones from the teacher who confiscated the phone or from the school office.

In an increasingly technologically savvy world, the opportunity for our youth to connect to others via their cell phones and various social networking media (e.g. Facebook, etc.) is significant. **Parents are encouraged to monitor their child's activity on any or all of these media. Children should be instructed regarding appropriate communication when choosing to use technology to interact with others and Christian behavioral principles should be stressed in these interactions.** Please see our cyber-bullying section on pages 29 & 30. As a school we reserve the right to discipline any student for actions taken off-campus if they are intended to have an effect on a student or if they adversely affect the safety and well-being of a student while in school.

### **HOT LUNCH PROGRAM**

CCCS offers a hot lunch program. Costs for school lunches may be adjusted as food/milk prices change. At this time lunches are available for \$2.75 (includes milk or juice). For those opting to bring a sack lunch, milk or juice will be available for \$.35 per carton. Lunch and milk tickets are available in the school office.

Food and drinks are to be consumed in the lunchroom unless students have permission to eat outside. Students are responsible for cleaning their eating area and properly disposing of their garbage. Students may eat in their classrooms during class parties and/or with special permission from their teacher.

### **HEALTHY/SICK STUDENT POLICY**

Please do not send your child to school when they have a fever or other indications of an illness. Students should not be at school when they are sick. A child that has had a fever, vomiting, colored running nose or contagious eye

infection or diarrhea within the last 24 hours or a rash not related to an allergy will be considered sick. If your child is found to have a disease that is considered to be contagious you must have your doctor state in writing that your child is no longer contagious in order for him/her to return to school.

Students sent to school with any of the above symptoms, or that come down with them at school, will be sent home. We thank you for your help in keeping our school healthy.

Students that have head lice cannot return until they have been treated and are nit-free.

## **EMERGENCY AND HEALTH PROCEDURES**

The school office offers first-aid to all injured or ill students. If a student is injured on campus, the student should report this injury to a teacher, administrator or daycare worker immediately. If a student becomes ill during school hours, the student should report to their teacher who will dismiss them to go to the school office.

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

If a student is taking medication of any kind (including aspirin, cough drops, and all other prescription and non-prescription medications), medication must be brought to the school office or homeroom teacher.

The procedures listed below will be followed:

1. Parents will complete the CCCS Emergency Information & Medication Request Form included in their enrollment packet
2. Parents/guardians of students with ongoing medical conditions are required to disclose all relevant information to enable the administration to determine if CCCS is equipped to provide qualified medical care for the student. (Please note: CCCS does not have licensed medical personnel on staff)
3. Parents will provide their child's prescription medication in the original containers with the directions and the student's name clearly visible on the container. Their teacher will make arrangements to distribute the medication as directed by the physician's instructions
4. Non-prescription drugs may be administered to the students by the office staff or their teacher on an "as needed" basis, according to the agreement signed by the parent on the Emergency Information/Medication Form
5. In the event that a student requires non-prescription medication not documented on their medication log, the parent may give permission per telephone or fax to the school. Date and time of permission given will be documented.
6. A doctor's certification stating the need for a student to use an inhaler at school, along with permission from a parent/guardian, is required by the school office. It is recommended the student administer his/her medication in the presence of a staff member. The staff member will then notify the office where the dosage and time will be documented.

## **SECURITY CAMERA/SECURITY POLICY**

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

## ADMISSIONS

CCCS is a discipleship school maintained for the children of Christian families who desire a Christian education for their children. Applications are available in the school office.

CCCS seeks to bring our campus children of parent who are committed to personal, intellectual and spiritual growth. To be considered for admission, the applicant and contracting parent must be born-again Christians exhibiting fruit of this in their daily walk and weekly church attendance. Parent or legal guardian of all prospective students should be aware of the admissions procedure when applying for student enrollment in our school. All new students are on a 9-week probation period when first admitted.

### **ELIGIBILITY/PARENT REQUIREMENTS**

We believe the Bible mandates that the primary responsibility of each student's education rest with the parents. We view the school's role as one of partnership with the parents\* in this endeavor.

\*Parent – Whenever "parent" is used in this handbook, it denotes the contracting individual. Administration reserves the right to determine what the qualifications are to be named the "contracting" parent.

In order to establish and maintain a successful partnership, it is essential that parents be in agreement with the philosophies and intentions of the school. If, at any point during the school year, you, as the parent, find that you are in disagreement with the philosophy standards or administration of the school, you should make every effort to work with the administration for a solution by practicing the *Matthew 18 Principle*.

*[The Matthew 18 Principle for Solving School Problems (summary): In Matthew 18:15-17, Jesus taught clear principles for solving people-to-people problems.*

**Step one** - go privately, in humility and love to the person with whom you have a problem. If the matter is resolved, forgiveness and reconciliation will take place.

**Step two** - if the individual will not hear you, bring one or two witnesses and approach the individual in a spirit of prayer and humility. With godly people seeking God's counsel, most situations are resolved. If the problem is not solvable through the aforementioned steps, then a school Administrator may be brought into the situation. This is the Lord's way of solving people-to-people problems. A detailed pamphlet of "The Matthew 18 Principle" is available in the School Office. If a harmonious solution cannot be reached, your student(s) may be removed from the school.}

It is essential that the parents exhibit a lifestyle in keeping with the Christian faith. We recognize that parents alone have the single greatest impact on their children's lives and must therefore manifest, by precept and example, the highest Christian virtue, serving as a role model to their children. This includes, but is not limited to, refraining from such activities as are in violation of Scriptural principles of godly living (Romans 1:28-32). Further, the parents must acknowledge that the Scriptures admonish us to abstain from every appearance of evil (1 Thessalonians 5:22), i.e. an unmarried couple living together, and that such conduct violates Scriptural principles and would thereby either disqualify the student from enrollment in our school or be grounds for dismissal. Similarly, deviation from the Scriptural standards mentioned above is grounds for either non-acceptance into the school and/or dismissal of a student currently enrolled.

### **CHURCH REQUIREMENTS**

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

## **PRESCHOOL AGE REQUIREMENTS**

A child must be two years of age on or before September 1<sup>st</sup> of the year they are to enter the K-2 program; three years of age on or before September 1<sup>st</sup> for the K-3 program; four years of age on or before September 1<sup>st</sup> for the K-4 program; and five years of age on or before September 1<sup>st</sup> for the K-5 program.

## **PLACEMENT OF NEW STUDENTS**

CCCS has full discretion in the placing of each child in the grade appropriate to their level of achievement, regardless of the grade completed prior to transfer into our school. Before a decision is made, the teacher and/or the principal will conduct an interview with the parent and child. We may also require testing of the child.

## **ENROLLMENT PACKETS AND PROCEDURES**

Enrollment packets are available in the school office. In order for enrollment to be completed, a \$50 NON-REFUNDABLE fee towards registration must be included at the time the completed enrollment packet is submitted. Partial enrollment packets will not be accepted.

## **RE-ENROLLMENT PROCESS**

Students attending CCCS are given preferential treatment when re-enrolling for the following year. Parents and students are required to complete the re-enrollment paperwork, and if the student is entering Junior High or High School they will then be interviewed by the Administration.

## **WITHDRAWAL PROCEDURE**

A student that is transferring from CCCS to another school should inform the school office at least one week prior to withdrawal. This will help expedite the transfer of the appropriate files to the next school. A CCCS withdrawal form will be completed for the transferring student. A copy of the withdrawal form will be given to the student officially completing the withdrawal process. When the student withdraws prior to the end of the semester, they will receive exit grades only, not semester end grades. The outstanding balance on the account must be paid in full for the withdrawal process to be completed. Registration, book fees and miscellaneous fees will not be refunded.

## TUITION

It is our commitment to keep tuition rates and operational costs as low as possible, yet reasonable enough to secure and retain quality teachers, staff and educational materials for your children. The fee schedule for 2010-2011 is:

### Pre-School Hours

K2	K3	K4 (3 Day)	K4 (5 Day)
8:30-11:00	8:30-11:00	8:30-11:30	8:30-11:30

### One Time Yearly Registration Fee Early Childhood Education

K2	K3	K4 (3 & 5 Day)
\$100.00	\$100.00	\$130.00

### K-2 Preschool ONLY Rates

*\$101.00/Month Tuition	2.5 hrs/day for 3 days
*\$134.00/Month Tuition	2.5 hrs/day for 4 days
*\$167.00/ Month Tuition	2.5 hrs/day for 5 days
\$ 22.00/Day-For All Day Child	Best Rate for 3-4 days a week (All Day Child)
*\$424.00/Month	Best Rate for Full-Time Working Parents

### K-3 Preschool ONLY Rates

*\$ 80.00/Month Tuition	2.5 hrs/day for 3 days
*\$101.00/Month Tuition	2.5 hrs/day for 4 days
*\$125.00/Month Tuition	2.5 hrs/day for 5 days
\$ 20.00/Day-For All Day Child	Best Rate for 3-4 days a week (All Day)
*\$403.00/Month	Best Rate for Full-Time Working Parents

### K-4 Preschool ONLY Rates

*\$ 92.00/ Month	For 3 Day Child
*\$154.00/Month	For 5 Day Child

**\*The monthly tuition must be paid whether your child is in attendance on their scheduled days or not**

### Preschoolers Before/After Daycare Rates

K2 - \$3.65/Hr.	Before Preschool 7:15 am to 8:15 am	After Preschool 11:00 am to 6:00 pm
K3 - \$2.85/Hr.	Before Preschool 7:15 am to 8:15am	After Preschool 11:00 am to 6:00 pm
K4 - \$2.85/Hr.	Before Preschool 7:15 am to 8:15am	After Preschool 11:30 am to 6:00 pm

### School Program Only Kindergarten (K5) - Ninth Grade

#### One Time Yearly Registration Fee

K5 – 5 <sup>th</sup> Grade	6 <sup>th</sup> Grade – 8 <sup>th</sup> Grade
\$260.00	\$296.00
9 <sup>th</sup> Grade - \$325.00	

**\*The Registration Fee includes student supplies  
with the exception of personal items**

**Monthly Tuition (9 Months)**

K5 – 5 <sup>th</sup> Grade	6 <sup>th</sup> Grade – 8 <sup>th</sup> Grade
\$250.00	\$281.00
9 <sup>th</sup> Grade - \$310.00	

**\*12 Month Tuition Available-June through May-  
Contact School Office**

**School Agers Before/After School Care**

2.85/Hr.	2.25/Hr. Each Add'l Child
Hours: 7:15 am to 8:15 am	Monday – Friday
Hours: 3:15 am to 6:00 pm	Monday – Friday

**Before and After School Daycare Facts**

<b>Ages:</b>	2 yrs. to 10 yrs.
<b>Discount: 2<sup>nd</sup> Child +</b>	20%
<b>Late Fee: (child picked up late)</b>	\$5.00 for every 15 minutes after 6:00 pm

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

Prior to contract signing, the parent and the student must meet the eligibility qualifications and church requirements as stated previously. The contracting parent is responsible for the payment of all fees and tuition, regardless of who makes the payments. Notification of non-payment of tuition, fees and other charges, as well as NSF checks, will be addressed to the contracting parent. There will be a \$25.00 NSF check charge in addition to the assessed bank fees.

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

The monthly payment plan allows nine (9) or twelve (12) equal monthly payments to be paid beginning Sept. 1 or June 1 respectively, with consecutive payments due by the 1<sup>st</sup> of each month. If the account is not paid before the 8<sup>th</sup> of each month, a \$10.00 late fee will be charged to your account. If daycare charges are added to your account, it will be necessary for you to pay both the daycare charge and the monthly tuition amount in order to avoid a late fee. You cannot designate your payment for tuition if other charges exist of your account. Failure to submit tuition payment within 45 days of the due date will result in the school's withdrawal of the student from all classes until payment is made. Accounts delinquent after 60 days will be sent to a collection agency which may result in a negative impact on your credit report. Students suspended from school due to a delinquent account are permitted to make-up missed schoolwork.

Families with more than one child enrolled at CCCS in K5 through 9<sup>th</sup> grade will receive a tuition discount. The oldest child pays full tuition; the second oldest child receives a 25% discount, while all remaining children receive a 50% discount. This same discount also applies for families with more than one child in our preschool program, K2 through K4. The finances of the school and preschool are separate; therefore, the tuition discount does not cross over between the two programs.

**TUITION REFUND POLICY**

If a student is removed by parents, by the administration, or for other reasons from CCCS during a month that tuition has been paid, our policy is to pro-rate the remaining days (based on an average 20 day month) and refund that money to the family provided all other fees or charges are current. Registration fees are non-refundable.\*

## **SPONSORSHIP FUND**

Calvary Chapel of Idaho Falls has a Tuition Assistance Fund to aid families in need of financial help for school attendance. Money in the fund comes from individual donations. After interviewing with the principal, the school office provides forms that parents must complete and submit to a third party with the required fee. The school is then notified whether or not the applicant qualifies for financial aid. The school board and administration reviews and prayerfully considers all sponsorship applications. The board and administration award sponsorship to help those most in need until all funds are expended. Sponsorship applications and information are available in the school office. Sponsorship/scholarships need to be applied for each year.

## **FEES OTHER THAN TUITION**

### TEXTBOOKS

Our textbooks have been chosen after prayerful consideration and evaluation and will be provided for all students. The registration fee that is paid at the beginning of the school year covers both consumable and non-consumable textbooks and workbooks. At the time of distribution, students are encouraged to cover all hardbound books. Book covers may be purchased locally. Lost textbooks are held in the Lost and Found box inside the Teacher Resource room. If the books are not found, the student should contact his/her teacher. New books must be purchased in the event that a student has had their book(s) damaged, lost or stolen.

### PHYSICAL EDUCATION

Physical Education classes are required to have the appropriate clothing. At the beginning of the school year, teachers will notify parents in writing which days their child(ren) will be participating in P.E. and the students should dress accordingly on those days.

### SUPPLIES

Classroom supplies are included in your registration fee. Therefore, you will not receive a supply list. Students in 2<sup>nd</sup>—9<sup>th</sup> grades are required to bring their own New King James Bibles to school for Bible class and chapel. The registration fee also covers the costs of annual standardized testing.

# ACADEMICS

## **ACADEMIC GUIDANCE**

We encourage all students to seek to do their best in all that they do. Our number one goal is to instill in our students the knowledge and love for Jesus Christ. We also desire to provide an education that will spark a hunger for truth and knowledge, and mold them into compassionate and considerate citizens.

## **GRADING AND REPORT CARDS**

The academic year is made up of two 18 week semesters (four, nine-week periods). Report cards are given at Parent/Teacher conferences that are held at the end of the first and third nine-week periods. They are sent home with the student or mailed to the student's home after the second nine-week period and at the end of the school year.

Pre-school students are graded as follows:

E.....	Excellent
S.....	Satisfactory
N.....	Needs to improve
U.....	Unsatisfactory
O.....	Area not covered this quarter

Students in kindergarten will be graded on a scale of:

85 – 100	Superior
60 – 84	Pass
0 - 59	Needs Improvement

First grade through 9<sup>th</sup> grade school students will be graded on the following scale:

A +	100% – 97.5%	C+	79.49% - 77.5%
A	97.49% – 92.5%	C	77.49% - 72.5%
A-	92.49% - 89.5%	C -	72.49% - 69.5%
B+	89.49% - 87.5%	D +	69.49% - 67.5%
B	87.49% – 82.5%	D	67.49% - 62.5%
B -	82.49% - 79.5%	D -	62.49% - 59.5%
		F	59.49% - 0

“Incomplete” is given only when the teacher feels there are justifiable reasons for work to be late.

## **PROGRESS REPORTS**

Progress reports are issued once each quarter of the school year. Teachers issue these reports commending the student for outstanding work or communicating the need for improvement.

## **QUARTER GRADES**

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

## **SEMESTER GRADES**

Semester grades are an evaluation of the student's work for an entire 18 week period, which includes mid-term or final exams. These grades are recorded on the transcript that becomes part of the permanent record. It is on the basis of semester grades that a student earns credit and grade points to complete the promotion requirements.

## **ACADEMIC PROBATION (For removed or withdrawn students)**

Administration has the option of placing a student on a conditional probation contract for such problems as attitude, behavior, excessive absences or tardies and homework. The School Board will make final decisions concerning probation and eligibility. Following removal or withdraw from the school for academic/behavior reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:

- The student must be in good standing at the current school attending
- The student received to grade lower than a "C" in any subject

## **TEST/EXAM POLICY**

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

## **ACHIEVEMENT TESTS**

Stanford Achievement Tests (SATs) are administered to all 1<sup>st</sup> – 9<sup>th</sup> grade students each year in order to help parents and faculty evaluate their progress. These tests are mandatory. Parents please note: The SAT test is not the only assessment that evaluates the student's progress or indicates the successful learning atmosphere in the classroom.

## **HOMEWORK GUIDELINES**

Homework refers to tasks that students are assigned to do on their own time, after school hours, as an extension of classroom work. Homework may also include work assigned in class that the student did not complete.

Types of homework include:

- Practice: Practice is the most common and simple type of assignment, this is given to help students master specific skills. Practice exercises should be limited to material presented in class
- Preview: Preview assignments are given to prepare students to gain maximum benefit from subsequent lessons
- Extension: Extension assignments are given to determine if the student can transfer a new skill or concept to a new situation. Extension assignments differ from practice assignments in the degree of application and abstract thinking required.
- Creative: Creative assignments require students to integrate many skills and concepts in the process of producing a response. Creative assignments normally take more time to complete (from several day to weeks) than the other three types. Book reports and research projects are examples of this type of assignment.

Purpose:

- Homework assignments should stem from class work, providing students an opportunity to apply, supplement and reinforce information they have learned
- Homework allows students to complete unfinished class assignments and make up work missed during absences
- Homework gives the pupil the experience of working by himself. This experience will help to develop initiative, self-discipline, responsibility and independence
- Homework can be a vehicle through which teacher expectation, student progress, and the school's curriculum are shared with parents

Recommendations:

- The relationship between homework and classroom activities should be evident. It should never be busywork nor construed to be punishment
- Homework should meet the ability and maturity levels of the individual
- The homework program should stress regularity and continuity. A maximum time limit of 15-20 minutes daily for grades 1-3, gradually increasing to 45-60 minutes daily by sixth grade. Consideration should be given to the total homework load of students, special school activities, weekends and holidays

Please note: These times are approximate and may vary by individual teachers and grades.

### **HOMEWORK REQUESTS**

A Student who has been absent more than one day may request homework from their teacher. Due to teachers' schedules, please understand that there may be a one day lag between the time of the request and a response from the teachers.

In most instances, teachers give out a weekly course calendar to which the student can refer in order to keep up with missed class work.

### **MAKE-UP WORK**

During the first week of school, teachers may send home specific policies and guidelines pertaining to make-up work in their class. These policies are broken into three categories: Homework, long-term projects, tests and final exams. These policies have been approved by the administration.

Please be sure to get a copy of these policies and guidelines for each of the classes in which your student is enrolled to ensure that you are aware of the teachers' expectations and to enable you to help your student succeed in school.

Students, who provide prior notification to their teacher for an extended absence, may work out a make-up schedule with their individual teacher. Students truant from class will not be allowed to make up work and/or test and exams missed during the truancy without approval from the administration.

### **TUTORS**

If your child's teacher believes your child needs tutoring, a meeting between parents, staff and administration will be arranged to look the available options.

### **CUMULATIVE RECORDS**

Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by CCCS must be granted to the legal parent of the pupil under the age of 18. Legal "parent" means a natural parent, adoptive parent or legal guardian having legal custody.

CCCS does not have the legal authority to prohibit or restrict the natural parents' access to a student's records or physical contact with that student in relationship to a custody case unless the legal papers are on file with the school office. The school can only carry out the instructions specified in the final custody papers, divorce decree, court order or restraining order. If there are conditions which prohibit either natural parent from physical custody of the student, it is the responsibility of the contracting parent who has legal custody to provide the school with the proper papers.

Parents may receive a copy of any information in the records at a reasonable cost per page. Policies and procedures relating to types of records, kinds of information retained persons responsible for record, directory

information, access by other persons, review and the challenge of records is available through the school administration. When a student moves to a new school, records will be forwarded upon the request of the new school. At the time of transfer, the parent may review, receive a copy and/or challenge the records.

### **PROMOTION AND GRADUATION REQUIREMENTS**

Promotion shall be based on satisfactory progress and shall be based on satisfactory completion of the requirements of CCCS. Students will be promoted to the next grade at the end of each year unless teachers, approved by Administration, recommend summer school completion prior to advancement and/or retention.

CCCS added 9<sup>th</sup> grade for the 2010-2011 school year. In 2011-2012, CCCS intends to offer courses through 10<sup>th</sup> grade; 2012-2013 would see the addition of 11<sup>th</sup> grade, and 2013-2014 would include a 12<sup>th</sup> grade class, graduating in the spring of 2014. In keeping with Idaho Standards, the following graduation requirements are being considered for implementation at CCCS beginning in the 2010-2011 year for students on track to graduate in 2014.

## **CHAPEL**

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

- Bring a Bible to chapel (2<sup>nd</sup>-9<sup>th</sup> grades)
- Demonstrate proper courtesy and Christian hospitality to all speakers by listening carefully and behaving properly. Their attitude toward the speaker should be respectful and attentive
- At no time study or do homework
- Not participate in unnecessary talking, distract others, or cause a disturbance during chapel
- Not have any gum, food or drinks of any kind in the sanctuary
- Remove hats, caps, beanies and the hoods of sweatshirts prior to entering chapel

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

**“Allow God to speak to you and those around you!”**

## **ATTENDANCE**

### **ABSENCES**

The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up”. Attendance is extremely important, therefore; CCCS discourages long extended absences. Students who have excessive absences may be dismissed and/or not advanced to the next grade.

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

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

Administration reserves the right to determine whether the absence is to be considered excused or unexcused.

### **EXCUSED ABSENCES**

An “excused” absence is an absence with the knowledge and consent of parents and/or school staff. A student with an excused absence will be given a reasonable opportunity to make-up assignments and exams missed during the absence, as outlined under MAKE-UP WORK.

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

When a student will be out of school for an extended period, parent can contact their student’s teacher(s) to obtain the work assignments for the term of the absence. Students who have excessive absences (20% of the required attendance days) may be dismissed and/or not advanced to the next grade.

### **TRUANCY**

“Truancy” is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day, or staying out of a scheduled class or activity without permission. Possible consequences of being truant will include:

- 1<sup>st</sup> offense – Student suspended one day, parent notified
- 2<sup>nd</sup> offense – Student suspended three days, parent and student must meet with an administrator
- 3<sup>rd</sup> offense – Expulsion from CCCS (Expulsions will be reviewed and approved by School Board)

All coursework and homework assignments are due on the day the student returns to class.

### **TARDIES**

Tardies adversely affect the student and disrupt other students in the class. It is the parent and student’s responsibility to be at school and in class on time. All students are expected to be in class and seated at the time class begins. Any Kindergarten through 6<sup>th</sup> grade student who arrives after 8:30 a.m. is considered tardy and must

check-in to the office for a tardy pass before going to class. All tardies are considered “unexcused” unless the student has a written excuse from his/her parent explaining the reason for the tardy, i.e. doctor/dentist excuse from the medical office.

### **CLOSED CAMPUS POLICY**

Closed campus means that all students are required to remain on campus until the end of their school day unless parents have made arrangements to pick them up for lunch or other activities. All students should sign out in the school office when leaving school prior to dismissal. The school boundaries include the fence on the north and west, the edge of the parking lot on the south and 25<sup>th</sup> South (Hitt Road) on the east.

The student must bring a note from their parents to their teacher the next day when any part of a school day has been missed. The written note and sign-out sheet will be considered as verification for the re-admit slip. However, if the student must leave the grounds for valid reason such as a doctor appointment, family emergency, etc. the student should bring a note to their teacher when they return.

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

### **CAMPUS VISITORS**

All visitors are required to check in at the CCCS office upon arrival at campus. Their identification will be checked and they will be given a visitor’s badge once they have been approved to be on campus with the children.

## DISCIPLINE

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Every CCCS student has the following rights and responsibilities:

1. You have the right to be physically safe and free from harassment and bullying.
2. You have the right to express your thoughts and feelings, as long as they are conveyed in a manner that is respectful and Christ-like.
3. You have the right to learn, and the school will make every effort to help you to become a successful student and citizen.
4. You have the right to be treated with respect.
5. You have the responsibility to follow the school's policies and rules.
6. You have the responsibility to help create an excellent learning environment.
7. You have the responsibility to respect all CCCS faculty, staff, and students as well as school property and the property of your fellow students.

### **GENERAL SCHOOL EXPECTATIONS**

The rules at CCCS apply during school and at all school functions and activities, whether on or off campus (this includes the lunch room, athletic practices and games, field trips, etc.). The following expectations apply school-wide to all Calvary Chapel Christian School students:

- Follow adult instructions the first time given and without comment. Both your words and your body language should be respectful at all times (Heb. 13:17).
  - You may always ask for clarification of instructions, but you should not argue.
  - Always address an adult as Mr., Mrs., or Miss, unless given permission to do otherwise.
- Honor God with your mouth. Let the words you speak be encouraging and uplifting to those around you. Do not "tear down" others with your speech. Strive for honesty and integrity. (Eph. 4:29).
- Be respectful to the feelings and rights of others on campus. (1 Pet. 2:17).
  - Show respect and be considerate of others, including **all** faculty, staff, and students.
  - You are not allowed in the lockers or backpacks of other students.
  - You should take care of school property by not defacing it in any way.
  - Rough-play and wrestling is not suitable.
- Take responsibility for yourself and your actions (Col. 3:23).
  - Turn homework in completed and on time.
  - Do your best in all things as unto the Lord.
  - Take ownership of your school. Help keep it safe and clean.

"Listen to council and receive instruction, that you may be wise in you latter days."

Proverbs 19-20

### **CHRISTIAN LIFESTYLE**

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

- The use of illegal drugs, alcoholic beverages, or any form of tobacco
- Involvement in immoral activities
- Swearing, telling dirty stories or using language unbecoming of a Christian
- Fighting or dangerous horseplay
- Vandalism or graffiti
- Possessing weapons of any kind on campus or at school events

- Bullying
- Acts of dishonesty, such as lying, stealing or cheating

The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teachers. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27) Students who violate these standards will be subject to disciplinary action, which may include dismissal from school. Students should also make every effort to avoid compromising situations that might give the appearance of being involved in the above activities.

## **CCCS RULES**

### **School Rules**

- No, throwing snowballs, snow, ice, rocks, boulders, pebbles, etc.
- No throwing balls and other playground equipment inappropriately.
- Do not run in the building. Students need to walk between buildings while going to recess or lunch. A staff member should be with the students.
- Respectful, courteous language is expected of all.
- Each student and staff member is expected to follow the dress code.
- Wrestling or rough play is not allowed.
- All should be silent in the halls.
- Hats and sun-glasses are not to be worn in building.

### **Playground Rules**

- Safety first on all equipment and at play.
- Swings: No more than one person to a swing at a time, no bailing out of or twisting in the swings. Do not swing crooked.
- Take turns on equipment—if two students arrive at a piece of equipment at the same time, a coin toss or something similar can be used to decide who goes first.
- Students should walk to the playground area and walk back to the building. There should be silence at the doors and in the halls when entering the building.
- No climbing to inappropriate places: top of swing sets, top of tube slide, etc.

### **Lunch Room Rules**

- We do not provide microwaves for warming or cooking student lunches.
- Walk quietly to and from the lunchroom area.
- Students should observe five minutes of silence as they eat their lunch. Quiet conversation during the remaining time.
- All students are responsible for cleaning their area when they are through eating—this includes the floor and table area.
- No food or drink items are to be taken out of the lunch room area unless directed by the teacher or duty person. If students do go out for lunch, a cleanup crew needs to be appointed that will thoroughly clean the area when done.
- Proper respect needs to be shown to the lunch room staff and helpers: “Thank you,” and “No thank you,” or “Yes Ma’am” or “No Ma’am.”

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

- Displaying on one’s clothing or personal property such items as pictures or emblems which exalt groups/movements that are contrary to Biblical standards (this includes backpacks, lunch pails, notebooks and folders)

- Demonstrations of personal affection, i.e., familiar touch, holding hands, full frontal embraces, kissing, etc
- Bringing or possessing on campus fireworks, firecrackers, matches, lighters or other flammable materials
- Knives or other objects that could inflict bodily harm
- Chewing gum or eating unshelled sunflower seeds on campus
- Bringing radios, tape recorders, CD players, iPods, Mp3 players, electronic devices/games (please see phone policy)
- Tampering with personal belongings or taking items from another student's desk, backpack or locker
- Running in the halls
- Horseplay (such as pushing, shoving, slapping, grabbing and pulling on clothing or backpacks, etc.)
- Gossiping or spreading rumors
- Bullying, teasing, harassment, or language not becoming of a Christian

### **SPIRITUAL LIFE & CONDUCT OF THE STUDENT**

Each student should understand that attending CCCS is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to CCCS, the student indicates the desire to become a sincere, cooperative member of the student body.

Spiritual growth is never the result of superimposed rules, therefore; CCCS standards of conduct are not designed merely to produce a pattern of outward conformity. Our school desires that students demonstrate by their conduct an inward acceptance of Christ and an attitude of submission to His Lordship. It is our prayer that all students will be led by the Holy Spirit to live above the letter of the rules and standards of CCCS. To produce an environment that will encourage these goals, we expect every student to demonstrate by attitude and behavior a life committed to following Christ.

“Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.”  
1Timothy 4:12

While attending CCCS, all students are expected to follow the guidelines stated herein 365 days a year, both on and off campus!

### **BULLYING**

Bullying is not allowed at CCCS. Students should feel safe and not be hit or teased. Students should be treated fairly, and with respect. Students should be accepted for who they are and be free of negative peer pressure.

Bullying is repeated abuse that can take three forms:

- Physical: hitting, spitting, stealing or damaging another's belongings
- Verbal: threats, lying to cause trouble, name calling, sexual remarks
- Psychological: intimidation, social exclusion, spreading gossip

How to deal with a bully:

- Act confidently and tell the bully to stop
- Don't get physical or show emotion
- Quickly and calmly walk away
- Immediately tell a trusted adult or CCCS staff member

Cyber-bullying – If you're being harassed online or via cell phone:

- Ignore the bully or block messages

- Have your parents tell school officials
- Save emails and/or texts to help identify the bully
- If threats are made, call the police

If you see someone being bullied:

- Don't join in or encourage the bully
- Do your best to calm the situation
- Offer your support to the bullied kid
- Tell a teacher what's happening

You don't have to be mean to be popular, so:

- Realize that words can be harmful
- Don't let others choose your friends
- Don't talk behind other people's backs
- Don't start or spread gossip

## **CHEATING**

Cheating may be:

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

## **CLASSROOM ENVIRONMENT**

In order to maintain a classroom environment that allows for maximum learning, the teacher established those standards they deem necessary.

The following standards are for all classes and chapel:

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

## **HOW MISCONDUCT IS HANDLED**

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

make an appointment to speak with their child's teacher or the Daycare Supervisor (if the misbehavior was during daycare) to address their concern. Please see Matthew 18 Principle located in this handbook.

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

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

If, after a reasonable amount of time, the teacher feels that there is a continuing problem in behavior or attitude, the student will be referred to Administration for further disciplinary action. In this event, the Principal or School Pastor will deal with the situation. At that time the child will be counseled with and, if necessary, disciplined further. Believing that God's Word best prescribes the appropriate method of correction; the Principal or School Pastor may use the "rod" to discipline the child. We feel that when used wisely and correctly, the use of a "swat" will become a positive tool for change and growth. A swat is administered only after a third visit to the Principal or School Pastor or when fighting has taken place or an extremely rebellious attitude or disrespect to staff has been displayed. Parents will be called if there is a question about permission before the swat is administered unless otherwise indicated. Detention, scripture assignments, suspension or probation may be used as part of the discipline procedure. Students may be expelled for continued violations of school standards, or if a single offense is particularly serious.

### **PARENT INTERACTION WITH STUDENTS**

It is never appropriate for a parent to confront another student on campus about a behavior issue or incident that has occurred with that student. The proper procedure is to talk with the Teacher or Daycare Supervisor first. The discipline of a student and the "fact-finding" process is the responsibility of the CCCS Administration/staff. Thank you for your cooperation and understanding on this matter.

### **PROBATION FOR MISCONDUCT**

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

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

- Spiritual Growth
- Attitude
- Citizenship
- Academic Progress

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

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

### **EXPULSION**

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

## **RELATIONSHIPS**

### **PURPOSE AND GENERAL GUIDELINE**

It is our belief that parents (or guardians) are responsible for educating students about issues related to physical development and activities in the context of intimate relationships. When parents choose to share this type of information, and what information they choose to share, is solely at their discretion. Therefore, parents should encourage their children to refrain from discussing related issues with their peers. This type of information is not discussed in any setting at CCCS.

In regards to boy/girl relationships, we follow the advice of the Apostle Paul to Timothy. After encouraging Timothy to “let no one despise your youth, but set the believers an example in speech and conduct, in love, in faith, in purity,” (1 Timothy 4:12) Paul goes on in chapter 5 verses 1-2, “Do not rebuke an older man but exhort him as you would a father; treat younger men like brothers, older women like mothers, younger women like sisters, in all purity”.

By encouraging the relationships between boys and girls to model those of brothers and sisters, we eliminate note passing, flirting, “going out” or “breaking up”, holding hands or other romantic physical contact, or any interactions that are not part of a sibling relationship. Our desire is to promote and encourage healthy friendships consistent with the development of strong Christian character and to provide students with guidance in building long-lasting, appropriate friendships. If a student’s actions are not consistent with the brother/sister model that Paul gives, or are a disturbance or distraction to other students there will be a consequence. Depending on the nature and frequency of any unacceptable student behavior, such consequences may include a teacher talking with a student, a call to the student’s parents, having the student not participate in a social activity, or detention/suspension.

## **DRESS STANDARD**

### **PURPOSE AND GENERAL GUIDELINE**

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

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

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

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

### **SPECIAL NOTE TO PARENTS**

Parents are encouraged to guide their student(s) to have acceptable dress at school. Parents of students in violation of the dress standard will be notified and appropriate clothing will be issued to the student for that day. Parents are reminded to check their student(s) attire as they go out the door each morning. Clothing that seems appropriate may not be modest or appropriate when carrying books, wearing a backpack or when the student is bending over. For example, carrying a load of books may pull a top down in the front and wearing a backpack may lift the shirt up in the back, etc. All clothing must be in good condition and clean. All clothing must be of appropriate size and should not be too tight or too baggy.

We discourage students from "making a statement" or calling attention to their outer appearances through their clothing, hairstyles, jewelry and make-up. Our goal is to develop their inner beauty.

Clothing, jewelry or accessories related to a group/gang will not be permitted on campus or at any school activity. CCCS does not allow body piercing and tattoos. Ear piercing on boys is not allowed.

- Pants should fit at the waist and not be overly baggy. If they do not stay up, a belt should be worn. At no time should undergarments be visible.
- No undergarments should be visible through clothing or outside of clothing (this includes boxers, bra straps, etc.) no tank tops, bare midriff-type shirts, muscle shirts or half tops for either males or females, no displaying of undergarments, no low-riders (pants or shorts) that expose bellies, midriffs, boxers or undergarments.
- Shorts, dresses and skirt lengths must be within an inch of the knees
- No ripped or torn clothing should be worn
- No flip-flops
- No sweat pants or pajama pants should be worn to school
- Nail polish may be worn in moderation (no undue attention)
- Make-up may be worn in moderation
- Sunglasses or hats are not to be worn in the building at any time. This includes beanies and the hoods of sweatshirts
- Hairstyles should be neat, clean and appropriate. Bizarre or shocking hairstyles are not allowed
- Hair length for boys should not be below the eyebrows, it should be above the shirt collar in the back and is

should be above mid-ear. No mohawks or mullets are permissible

- Hair may be highlighted, and bleached tips are acceptable, but there should be no outlandish dyeing of hair (red, blue, green, purple, etc). Also, if hair is bleached, it should only be partial (i.e. tips only). Completely bleached hair is not appropriate. If in doubt, ask administration prior to changing hair colors
- Special dress days allow students to dress according to specific guidelines given for that special dress day. All clothing must be worn with modesty and appropriateness in mind.

As fads and fashions come and go they will not be part of CCCS Dress Standard. Thank you for your cooperation!

### **OUTREACH DRESS**

We require that those students visiting a retirement facility wear the appropriate dress clothes. It is the parents' responsibility to make sure their children are appropriately dressed.

- Girls are required to wear dresses, skirts or nice slacks and blouses or similar appropriate dress-up attire on outreach days
- Boys are required to wear slacks or trousers with a collared or other appropriate shirt. No t-shirts or jeans will be allowed.

Failure to wear the required outreach dress may result in a detention. Outreach dress clothing is to be worn the entire day.

## ATHLETICS

### **PHYSICAL EDUCATION REQUIREMENTS**

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

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

- Required P.E. clothing
- Due to extreme risk of knee and ankle injuries during physical education courses, cross trainers or running shoes are strongly recommended
- Girls hair should be tied back away from face
- To insure adequate hydration during physical activities, a water bottle should be brought to class. Water bottles must be filled prior to each class. Sharing water is absolutely prohibited
- Your child's P.E. teacher must be notified of any pre-existing medical condition, (i.e. weak knees, ankles, wrists and/or other medical concerns such as asthma)
- If a student requires the usage of an inhaler to control asthma or any medication to facilitate them in participating in P.E. a form must be completed and returned to the P.E. department
- To be excused from P.E. a written note from the parent must be presented to the student's P.E. teacher. A doctor's not is required in order for a student to be excused for a period longer than three days
- Female students must have a doctor's note to be excused from P.E. due to extreme menstrual cycle symptoms
- Students are evaluated on a daily basis. These daily evaluations are averaged out to a weekly grade. At the end of each semester the grade given to your child will be based on the accumulated grades
- To receive a passing grade specific goals set at the beginning of the year must be met.

Christian values and morals are a high priority to us, therefore, we encourage all students to uplift and share compassion toward one another. Some physical activities will be challenging and some students may find it difficult to accomplish a set goal. However, we believe a biblical word of encouragement or a kind gesture from a fellow student in the Lord will be appreciated.

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

## **TRANSPORTATION**

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

### **CARPOOL**

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

### **BUS AND VAN TRANSPORTATION**

Our buses are maintained to provide clean, safe transportation to the various CCCS activities. Care and conduct are essential to CCCS being able to provide this transportation. Bus guidelines are as follows:

- No students are to be on the bus without the driver being present
- Eating, drinking or chewing gum is not permitted on the bus
- Students must remain seated at all times and have no part of the body extended outside the bus. There should be no yelling or gesturing to persons outside the bus
- Damage to buses or any other vehicles will be paid for by the one doing the damage
- Girls and boys are not to sit together or share seats on the bus
- Be certain that all trash has been disposed of properly
- Parent must fully complete the Field Trip Permission Form
- Students must ride on the bus to the field trip
- It is not CCCS policy to allow parents to ride the bus. However, there may be an occasion when Administration will deem it necessary to allow a parent to ride the bus to help with supervision
- Parents will assume all responsibility for their child when the child does not report to school the day of the field trip to ride the school bus. Parents also understand that the child will be marked absent for the day
- All students who ride the bus to the field trip must also ride back to school on the bus. Only with written permission from the contracting parent, may a child leave with their parent from the field trip location. Parent assumes all responsibility for the child upon notification to the teacher that the student is departing
- If the parent wants their own child to ride with them to the field trip the student must be signed out in the school office. The parent will then assume all responsibility for the child on the field trip (i.e. supervision, transportation, etc.)

**THANK YOU FOR ALLOWING US TO PARTNER IN YOUR CHILD'S EDUCATION! WE LOOK FORWARD TO A GREAT 2010-2011 SCHOOL YEAR!**

**“Show me Your ways, O LORD; Teach me Your paths.  
Lead me in Your truth and teach me, For You are the God of my salvation,” Psalm 25:4-5**

Biblical Morality Statement

As the world continues to move away from biblical principles, we as a Christian school will continue to hold fast to those principles that God has established in His Word. Calvary Chapel Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teachers. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

I have read the Calvary Chapel Christian School's Biblical Morality policy, and I agree to abide by it.

Please return to the school office after signing.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature