

**Calvary Chapel  
Christian School  
Student Handbook  
2021-22**

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***Love Like Jesus***

**“Don’t just pretend to love others. Really love them. Hate what is wrong. Hold tightly to what is good. Love each other with genuine affection and take delight in honoring each other.”**

**Romans 12:9-10**

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### **Mission Statement**

The mission of Calvary Chapel Christian School is to magnify Jesus Christ by offering students in the surrounding communities an academically sound Christian education.

### **Philosophy**

Our purpose at Calvary Chapel Christian School is to assist parents in their God-given responsibility to *“bring their children up in the training and instruction of the Lord.”* Ephesians 6:4

We believe that every child is a gift from God; each with their own interests and needs.

We believe that every child develops on his/her own level of growth. Therefore, we as partakers in this process need to develop a trusting and loving relationship with each child. We believe that we are instructed by God to teach the goodness and mercy of God’s unending love.

*“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love which binds them all together in perfect unity.”* Colossians 3: 12-14

The teaching of scripture is our foundation, and the Word of God provides the basis for all that we do. Students will be taught to be an example of the believer in word, deed, love, spirit, faith and purity. Our prayer is that our students, staff and parents will give themselves wholly to reading, exhortation and doctrine.

### **Diversity and Marriage Statement**

Calvary Chapel Christian School believes that an individual’s first responsibility is to the God of the Bible and that a person’s whole life should reflect His framework in a context of peace and selfless love. CCCS standard for diversity is found in the Bible. Individual differences in lifestyle that deny, ignore or reject biblical standards represent diversity in rebellion to God’s standards and are unacceptable for the families of CCCS. CCCS holds to the beliefs as stated in the King James Version of the Bible and asserts that marriage is the union between one man and one woman, and that from the beginning of the creation God made humans in two distinct sexes, male and female.

### **Statement of Non-discrimination**

It is the commitment of CCCS to provide Christian education by and for God’s elect, holy and beloved according to the faith of God’s elect, and the acknowledging of the truth that is after godliness, and in that context and for that purpose does not discriminate on the basis of race, color, sex and ethnic background. This policy is exercised during student admission, hiring of faculty and staff and all school-administered programs.

### **Absences**

If a student has been absent, a written excuse MUST be received from the parent and/or Dr. office. This excuse is to be returned the same school day that the student returns. If the school does not receive an excuse the absence will be marked as unexcused. We will send home an “oops” reminder, but if not returned within 2 days, the unexcused absence will stand. Also please remember that if a student has received an unexcused absence, they will receive 0% on all missed work for that day.

Applicable absences are to be defined by the parents with a written excuse sent to the school the first day a student returns to school after an illness. Any absence, in which the student does not have a doctor's excuse, will be included in applicable absences; however, permission from the teacher and principal must be obtained before it will be considered an excused absence.

When a student reaches a total of ten (10) applicable absences, a letter will be mailed to you the parent/guardian informing you that any absences following will require a medical practitioner's excuse for any further absences. Absences after that day, which are not accompanied by a medical practitioner's excuse, will be considered unlawful/unexcused.

Following three (3) days of unlawful/unexcused absence, the school will send an Official Notice of Unlawful/Unexcused absence to the school district in which you reside. The school district then will decide what action to be taken, which may include reporting of illegal absences to the district magistrate. At this point the school district may also refer the student to the Youth Service for truancy intervention.

We realize that when a student is absent due to illness, it can directly affect their academic record. Therefore, the school may require a parent conference once a student reaches a total of Ten (10) days absent. Once a student reaches a total of twenty (20) days absent, the school reserves the right to retain that student therefore they will have to repeat their grade level. Please remember that if you decide to sign your child out early from school after a field trip, they will be counted absent, according to the time you sign them out.

Please note that it is the student/parent's responsibility to be sure all past/missed work has been completed due to missed days. Please be sure your student has received their makeup work from their teacher. The student will only have a limited amount of time to make up that work.

Please note that we track early dismissals/tardiness.

**4 early dismissals/tardiness between these times will equal a ½ day of absence.**

### **Absences Continued**

**Tardies are cumulative** for the year and will be tracked by Attendance. If tardiness become an issue, the administration will meet with the student and/or parents.

<b><u>Arrive Time</u></b>	<b><u>Attendance</u></b>	<b><u>Leave Time</u></b>	<b><u>Attendance</u></b>
<b>8:31 - 9:10</b>	<b>Tardy</b>	<b>8:31 - 9:10</b>	<b>Full Day Absent</b>
<b>9:11 - 10:10</b>	<b>3/4 of the Day Present</b>	<b>9:11 - 10:10</b>	<b>1/4 of the Day Present</b>
<b>10:11 - 11:50</b>	<b>Half Day Present</b>	<b>10:11 - 11:50</b>	<b>Half Day Present</b>
<b>11:51 - 1:30</b>	<b>1/4 of the Day Present</b>	<b>11:51 - 1:30</b>	<b>3/4 of the Day Present</b>
<b>1:31 or later</b>	<b>Full Day Absent</b>	<b>1:31 - 2:30</b>	<b>Full Day Present</b>
		<b>1:32 - 3:05</b>	<b>Early Dismissal</b>

### **Absences/Make-up Work Elementary**

Students have 3 days to turn in all missed work, unless other wise instructed by teacher.

### **Absences/Make-up Work Middle/High School**

When a student is absent and or tardy, whether it is considered excused or unexcused, it is the student's responsibility to complete all work/tests missed. Please remember that if your student receives an unexcused absence, they will receive a 0% for any/all work missed that school day.

Be sure and follow the guidelines, the student will have one day per absence to make up and turn in any work to receive full credit. If students do not turn in missed assignments/tests by the deadline, mark their grade as a zero in gradebook.

If a student turns in their work, 2-7 days late, they will receive a late penalty of 40%.

- It is the student's responsibility to check with/get any and all missed work, tests, projects, etc. Please note some teachers may choose to add a 0 in the gradebook when a student is absent for missed work then change the grade once the work is turned in.
- The student will have one school day per day of absence to finish and turn in any missed assignments or they will receive a 0%.
- In regards to missed tests/homework, the student will take the missed test/turn in any work due the missed day when they return to school.
- If a student is leaving early, they are to turn in all assignments due that day for all classes or they will be considered late and reflect so in their grade.
- NOTE: Students going in a school sponsored mission trip will receive make up work 2 weeks prior to the trip. Work received will be minimal and only include crucial assignments. We try to keep the work limited for mission trips.

### **Admissions Policy**

Our program is a disciple-based program and not every student who applies is automatically accepted into the program.

What is required? It is a simple requirement, we ask that the student have a desire to attend, we also ask that the student and parent have a personal relationship with Jesus Christ and be in attendance at your church.

What do you do to apply? We have 2 steps to this process.

1. Fill out the student application, get all required paperwork in.
  - A- Birth Certificate
  - B- Complete the online enrollment form/application found on our school website
  - C- Current Shot Records
  - D- Copy of the last 2 years report cards
  - E- Any/all IEP and/or ER or service plan reports (if applicable)
  - F- Pastor Reference Form (we can email your pastor directly or give you a hard copy of the form)
2. Family Interview/tour. Once we receive all the paperwork, we will interview time with you and your student. This is the final step. If accepted, once the financial paperwork is complete, your student may start!

### **Bus Behavior Policy**

In order to promote the safety and welfare of our students, the school has adopted the following rules of conduct for students while they are being transported to and from school by bus and/or van. The terms “suspension” and “expulsion” as used below refer to school vehicle suspension and expulsion only.

The penalties following each rule are for first violation, second violation, and third violation when applicable and shall be imposed in addition to the appropriate school discipline. Please remember that if a student’s actions cross both the bus rules of conduct and our school rules of conduct in the case of Major Infractions, the student will be held responsible.

### **Bus Rules of Conduct**

1. Fighting with other students: **First Offense** -three-day suspension **Second Offense**- two-week suspension **Third Offense**- possible expulsion.
2. Marking or destroying any part of the school vehicle: **First Offense** - two-week suspension plus costs **Second Offense**- possible expulsion plus costs.
3. Throwing objects within or from the school vehicle: **First Offense**- two-week suspension **Second Offense** one-month suspension **Third Offense**- possible expulsion.
4. The following infractions are punishable by
  - First Offense** - three-day suspension
  - Second Offense**- one-week suspension
  - Third Offense**- two-week suspension.
  1. Use of foul language and/or indecent gestures, name calling/Intimidation.
  2. Loud or boisterous noise.
  3. Spitting
  4. Use or possession of hazardous or disagreeable objects.
  5. Refusal to sit and/or remain in assigned seat.
  6. Pushing or rushing to the school vehicle exit door.
  7. Use, possession, or distribution of unspiritual content.
  8. Placing arms or other parts of the body out of the windows.
  9. Boisterous and annoying yells to passing public.

All of the above infractions are subject to damage costs and possible expulsion for repeated violations. For second and third violations, the parents must come to the school and conference with the principal, before the student's bus privileges are resumes.

### **Cafeteria/Hot Lunch**

The students may bring their lunches from home. Food/Drinks are to be eaten at lunch time only unless otherwise instructed. The school offers hot lunch. You may order lunch for your child weekly or monthly through Sycamore. Please be sure you have submitted payment by Friday of each week in order to receive their hot lunch. Unfortunately, we will not be able to take "last" minute orders as food is pre-planned/ordered. Menus can be found on Sycamore. However, from time to time as items are available, they will be offered.

Forgotten Lunch- Please note that if your child forgets their lunch box/lunch, you have 2 options,  
1- They can have a forgotten lunch provided by the cafeteria. Please note, they may not be served the same entree as hot lunch. Lunches will include an entree, chips, fruit and a drink.  
2- Your child can call home and ask you to bring a lunch. PLEASE NOTE: If we are unable to reach you by 10:00 am, we will serve your child a lunch. We would never allow a child to not have lunch!

Caffeine Use for students- It has been proven that students will excel in school with proper rest/nutrition. For this reason, students are **not permitted** to have in their possession or drink any energy or high caffeine drinks/items. Soda or Pop is permitted in the lunchroom at lunchtime. Students tend to drink the high energy drinks than "crash" which causes them to fall asleep in class. Please note that if a student is unable to stay awake during class, we will call the parents to come and pick up their student.

### **Cafeteria Rules Elementary (Kindergarten – 5<sup>th</sup>)**

*Please remember we are a peanut free school. Students are not permitted to bring anything in that contains peanuts.*

These rules were created to make the cafeteria safe and enjoyable for all students. Please encourage your children to follow these guidelines set by their school.

1. Stay in your seat, unless given permission from a teacher.
2. Use good manners, eat over your table.
3. Use your inside voice to talk to students at your table.
4. Please send in ONLY DISPOSABLE dinnerware for your student.
5. No sharing of food.
6. We use our “Calvary Chapel give me 5” for instructions on throwing away trash, etc.
7. Students will be called up by their table for trash disposal.

### **Cafeteria Rules Middle/High School**

*Please remember we are a peanut free school. Students are not permitted to bring anything in that contains peanuts.*

These rules were created to make the cafeteria safe and enjoyable for all students. Please encourage your children to follow these guidelines set by their school.

Students in grades 6<sup>th</sup> – 9<sup>th</sup> will eat lunch in the cafeteria.

Students in grades 10<sup>th</sup> – 12<sup>th</sup> will eat lunch in the Coffee Shop.

1. Students that are tardy to lunch (after bell rings) will receive a warning the first time and then a demerit for each tardy after.
2. Students are required to ask permission and sign out to leave the lunch room. They must record time out, time back in, and reason for leaving.
3. Any discipline issues/warnings/demerits will be recorded in Sycamore.
4. Students are not to have inappropriate conversations in the lunch room.
5. No sharing of food.
6. Students are to clean up their area of all garbage/food left on table, seat or floor.
7. Students are not permitted to use the microwave in the kitchen.

### **Cafeteria/School Store**

The school store will be open during lunch if students would like to buy a treat. Students are encouraged to eat their lunch before shopping. School store guidelines are-

1. No Charging
2. No buying food for other students

### **Cell Phones**

- If a cell phone is used/visible or on, during school hours from 8:15 a.m. – 3:15 p.m., they will be confiscated and turned into the office.
- Cell phones must be turned off and stored during school hours.
- Cell phones should NOT be in students' pockets. Cell phones may be used during a field trip if given permission by the overseeing teacher.

### **Cell Phones**

Teachers are permitted to ask students to remove smart watches during a given class.

If a student needs to call home for a non-emergency purpose, they may come to the school office during their study hall and lunch periods.

### **Chapel**

Elementary chapel happens daily for students in K- 5th. Friday we will have extended chapel to include teaching chapel, which will replace their bible class that day.

Middle/High School chapel happens every Friday.

### **Communicable Diseases**

From time-to-time students may enter school not realizing they may have a contagious condition that may affect other students. Conditions such as pink eye, lice, impetigo, chicken pox, measles, to name a few, are in this category. (This is not a complete listing)

If any contagious condition is noted or observed, the student will be isolated from other students. Parents will be notified to come to the school and pick up their child and it is recommended that medical attention be sought when necessary.

The child will be readmitted to school upon receipt of a written report from a medical doctor when necessary, ensuring that the condition has been corrected and safe for other children in school. It is also standard policy for the child to be brought to school by the parent for the student to be cleared for re-admittance. Once the student has been cleared, they will receive all services including transportation. The school will send home a parent note school wide to inform parents of any communicable diseases that your child may have come in contact with.

### **Communication - School Communication**

C.C.C.S. desires to provide easy and convenient ways for our families to have access to their child's grades, homework, school announcements, etc. We offer an online website, where the parents can log in daily if they so choose, and check on their student's progress. We currently use Sycamore as our school management web system.

In regards to orders being placed for fundraisers, or school gear or field trips, or any communication deadlines that the school needs from you the parent, please submit all forms **ON TIME**. If we do not receive your order/permission slip on time, your student will not be able to participate in the event and/or your items will not be ordered.

Wednesday/Weekly Email- Each week we send home a weekly email on Wednesdays. It is very important you check that email weekly. Important information/forms will be sent home in this email. All the forms you need to submit will be sent home in the weekly email.



### **Communication - MS/HS Student**

We believe that at the Middle/High school level, the student should take on full responsibility for their own academic and behavior choices while being guided by parents and home. Students will be given daily planners as well to write down assignments and important upcoming projects and events. Each teacher does have a clear system that they have communicated to students regarding academic guidelines for the classroom as well as homework.

Please note that the responsibility of completing homework, knowing test dates, knowing the specifics of what is required of special projects/assignments, etc. belongs to the student. Please be sure you and your student have a plan in place to ensure academic success.

Steps for Resolving Student Issues- Occasionally a student will struggle with another student or teacher. We have put together some guidelines to help the student through these times so the issue can be resolved as quickly as possible.

Always support your fellow students and teachers.

1. Do not participate in gossip. If a fellow student continues to come to you and talk about another student or situation *repeatedly*, please take that student and go see your teacher or the principal to resolve the issue.
2. Please be very careful in how you “joke” with one another or about one another. We are called to build one another up in the most Holy Faith. Students *should never* put one another down or make jokes about each other with a negative tone.
3. If a problem arises, please see your teacher or principal.

*We will encourage the student to take the following steps when experiencing an issue.*

**1<sup>st</sup> Step:** Go directly to the student/teacher you are having an issue with and discuss the problem.

**2<sup>nd</sup> Step:** If you feel that the problem is unresolved after this meeting, set up a meeting with a neutral teacher and the student/teacher.

**3<sup>rd</sup> Step:** If you still feel that the matter has not been resolved, please set up a meeting with the principal.

If a student needs to make an appointment to talk to a teacher/principal or Pastor, they will need to schedule the time during their non-core classes, preferably during a study hall, lunch or free period.

### **Contacting a Teacher/Parent Conferences**

Parents are encouraged to visit the classroom and the teacher. Appointments can be made, by contacting your child’s teacher, anytime you feel a conference would be helpful.

Emailing your child’s teacher is the preferred and quickest way to get a response. Teachers do not get calls transferred to them during class time.

### **Contacting a Teacher/Parent Conferences**

Class/Grade	Teacher	Email
Preschool Yr. 1	Kierra Cannon	<a href="mailto:kierracannon@ccbrownsville.org">kierracannon@ccbrownsville.org</a>
Preschool Yr. 2	Bailey Thorn	<a href="mailto:baileythorn@ccbrownsville.org">baileythorn@ccbrownsville.org</a>
Kindergarten	Heather House	<a href="mailto:heatherhouse@ccbrownsville.org">heatherhouse@ccbrownsville.org</a>
First Grade	Laura Leska	<a href="mailto:lauraleska@ccbrownsville.org">lauraleska@ccbrownsville.org</a>
Second Grade	Casey Burrows	<a href="mailto:caseyburrows@ccbrownsville.org">caseyburrows@ccbrownsville.org</a>
Third Grade	Julie Bundy	<a href="mailto:juliebundy@ccbrownsville.org">juliebundy@ccbrownsville.org</a>
Fourth Grade	Nicole Spohn	<a href="mailto:nicolespohn@ccbrownsville.org">nicolespohn@ccbrownsville.org</a>
Fifth Grade	Jason House	<a href="mailto:jasonhouse@ccbrownsville.org">jasonhouse@ccbrownsville.org</a>
Elementary Bible Teacher K-2nd	Renee Beck	<a href="mailto:reneebeck@ccbrownsville.org">reneebeck@ccbrownsville.org</a>
Elementary Bible Teacher 3 <sup>rd</sup> – 5th	Jodie Redshaw	<a href="mailto:jodieredshaw@ccbrownsville.org">jodieredshaw@ccbrownsville.org</a>
Class/Grade	Teacher	Email
HS Bible	Pastor John	<a href="mailto:johnthomas@ccbrownsville.org">johnthomas@ccbrownsville.org</a>
MS/HS Math & History	Rich Cramer	<a href="mailto:richcramer@ccbrownsville.org">richcramer@ccbrownsville.org</a>
MS/HS Literature	Madeline Giles	<a href="mailto:madelinegiles@ccbrownsville.org">madelinegiles@ccbrownsville.org</a>
HS Math & Science	Darci Gutosky	<a href="mailto:darcigutosky@ccbrownsville.org">darcigutosky@ccbrownsville.org</a>
HS English & Foreign Language & NHS	Shannon Sheppick	<a href="mailto:shannonsheppick@ccbrownsville.org">shannonsheppick@ccbrownsville.org</a>
MS Bible & Vocabulary	Kierra Cannon	<a href="mailto:kierracannon@ccbrownsville.org">kierracannon@ccbrownsville.org</a>
MS/HS History	Michelle Lewis	<a href="mailto:michellelewis@ccbrownsville.org">michellelewis@ccbrownsville.org</a>
MS/HS Math & Science	Beth Williams	<a href="mailto:bethwilliams@ccbrownsville.org">bethwilliams@ccbrownsville.org</a>
MS/HS Science & English & Stem	Debbie Roberts	<a href="mailto:debbieroberts@ccbrownsville.org">debbieroberts@ccbrownsville.org</a>
School Office/Administration	Name	Email
School Principal/Musical Theater	Beckie Cannon	<a href="mailto:beckiecannon@ccbrownsville.org">beckiecannon@ccbrownsville.org</a>
Administrative Assistant to Principal	Heather Bakewell	<a href="mailto:heatherbakewell@ccbrownsville.org">heatherbakewell@ccbrownsville.org</a>
School Secretary	Brenda Barnhart	<a href="mailto:brendabarnhart@ccbrownsville.org">brendabarnhart@ccbrownsville.org</a>

**Damaged books/devices/school property** – It is the student's responsibility to take care of their books. If a student damages a book, parents will be billed to replace the book. Any school property, devices, technology that a student may damage, will be replaced/repared at the cost of the parent.

### **Discipline**

One of the most important lessons for any student is to learn how to properly respond to authority. The students must be guided to a proper response to their parents, teacher and to God. In order to accomplish this goal, we must set discipline standards that are enforced fairly, consistently and lovingly. Listed below are the guidelines for dealing with major problems and also the day-to-day classroom situations.

### **Discipline – Technology mis-use and/or using mobile phone during school.**

We will collect the device immediately and it will be held in the principal's office. The parent may be required to pick up the item.

1st Offense- Student not permitted to bring devices to school for 2 weeks

2nd Offense - Student not permitted to bring devices to school for 1 quarter.

3rd Offense - Student not permitted to bring device for the remainder of the school year.

### **Discipline - Elementary**

We use the card system for grades K-5 in the elementary. Please note that students in kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> grade are always given a warning with a purple card between the white and blue cards. The classroom rules are posted in each classroom, large enough to be seen from any place in the room.

Also, once a student has pulled their green and/or yellow cards 8 times, the school may require a parent meeting and the students will be put on a behavior plan specifically designed for them. If a student fails to return their green card the next school day, they will be required to do their lines that next day in school.

If a student hits/kicks/pushes/uses aggressive behavior toward another student or uses foul language they immediately pull their red card. Also, if a student is blatantly disrespectful to a teacher, lies to a teacher this as well can be a red card.

**Red Card Consequences –** We do adhere to these guidelines; however, we have/can adjust as need be. If a student is pulling a red card due to struggling with non-aggressive behavior and we are seeing continued improvement, we may give more time before going straight to expel when the 3<sup>rd</sup> red card is given. Especially true in the lower elementary as students are adjusting to school.

However, we also can expel a student right away if aggressive behavior is observed.

1st Red Card - After School Detention/Parent Conference

2nd Red Card - Suspension and/or probation

3rd Red Card - Expelled for the remainder of the year.

### **Discipline - Elementary**

#### **Card System**

#### **White Card**

#### **Purple Card (Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> grade only)**

#### **Blue Card**

#### **Green Card**

#### **Yellow Card**

#### **Red Card**

#### **Consequences**

#### **Warning #1**

#### **Warning #2**

**Prayer & Counsel + 10 minutes off next recess/free time that day.**

**1 set of lines and note/email sent to parents**

**2 set of lines and note/email sent to parents**

**1 set of lines and note/email sent to parents**

### **Discipline - Middle/High School**

Teachers will give students 1 – 10 demerits at their discretion with the exception of Major infractions in which the student receives an automatic 10 demerits. Major infractions are listed on the following page. Please remember you can check your child's current standing with demerits on Sycamore.

*Warning/Demerit Card-* Every classroom will use the warning/demerit card system to handle demerits during class time. It will be at the teacher's discretion if they receive a warning or demerits. The student will see the teacher after class to turn in their card and the teacher will use this as a time to counsel/pray with the student and the student will likewise have the opportunity to discuss the situation with the teacher.

Please remember, we have a "no touching" rule in the middle/high school, i.e. hand holding, knee touching, laying head on shoulder, hugging, etc. Students are not permitted to go off by themselves to a non-supervised area.

After school hours- Please remember that once school is dismissed there is to be no loitering on school grounds or in the church. If students have an after-school activity, they need to go directly to the location of that event. When the event is finished, the student will leave directly after the event. Students are NOT PERMITTED to stay after school to "watch" an event in which they are not involved in unsupervised. Students are also not permitted to stay after school in anticipation of attending church that evening.

If a student receives instantly 10 demerits for a major infraction, the student will be sent immediately to the office and the following steps will be followed.

10 Demerits- Once a student receives 10 demerits it will be an automatic office visit and the student will also meet with the principal. The parents may be called for a conference if deemed necessary.

### **Discipline - Middle/High School**

Major Infractions – Results in immediate 10 demerits per action and/or possible suspension and/or expulsion.

1. Drug or alcohol involvement or possession.
2. Sexual misconduct
3. Smoking any substance or possession of tobacco, chewing tobacco or any form of tobacco.
4. Fighting or Physical harassment.
5. Profanity (verbal or written)
6. Destruction of school property.
7. Cheating/Plagiarism.
8. Lying.
9. Stealing.
10. Disrespectful to staff:
  - Ignoring directions
  - Rolling Eyes
  - Talking Back

### **Discipline - Middle/High School Continued**

**Major Infractions – Results in immediate 10 demerits per action and/or possible suspension and/or expulsion.**

#### 11. Aggressive Behavior:

Slam Door/Books/any item

Kicking

Pushing

Hitting or any behavior in an aggressive manner.

### **Dismissal**

All students will be dismissed from their last period class when the bell rings. Students are to go directly to their bus. Please note buses pull out at 3:10, so if your student does not go directly to the bus, they may miss the bus.

### **Dismissal-Student Drivers**

Students are permitted to drive to school. When leaving and arriving students are to be considerate of buses and parents. Students will not be permitted to drive other students off campus or on field trips unless given permission by the administration and parent.

### **Dismissal - Walkers (Middle & High School)**

Walkers can be dropped off in the front of the building via the bus line. Students must be in the building by 8:30 a.m. The principal and/or a teacher will be at the door to greet students. Walkers will be dismissed at 3:10 it is the student's responsibility to know where to go at dismissal. It is the responsibility of the parents to pick up their children at that time. It is the Parent's responsibility to let their child know if they are a walker or to ride the bus. Parking for parents picking up their children will be on the flagpole side of the building.

**Dismissal - Walkers (Elementary K-5<sup>th</sup>)** will be dismissed at 3:10 from the exit on the right side of building as our driving in. If your student normally rides a bus, but you are picking them up, they are considered a walker that day. You must send an email to the school or phone in to let us know they will not be riding the bus that day. If you fail to notify us, your child will be put on a bus. When picking up your child as a walker, we ask that you do the following:

The procedure for pick-up is for parents to park on the side of the building and walk up to the door and a teacher will dismiss your child to you. After you have picked up your child, you can then leave the school, carefully. Please remember to yield for the buses.

Students are dismissed at 3:10 or 12:00 on a half day. We realize that there are extenuating circumstances, and we will work with you during these times. However, please be aware that a teacher will be waiting with your child causing that teacher to remain at the school after hours. The school feels that the responsibility to look after your child is of great importance. Please note late pickup will be logged. Therefore, a teacher will look after your child and a fee of \$15.00 per hour will be applied to your account. Walkers must be picked up at the Café door, not the upper lot. The first hour or part thereof will not be prorated and you will be responsible for the \$15.00. Pick up times are recorded for billing purposes. If an emergency arrives, please call the school before 3:10 and the rate will be based on a case-by-case basis.

### **Dress Code**

*“Do not let your adornment be (merely) outward-arranging the hair, wearing gold, or putting on (fine) apparel-rather (let it be) the hidden person of the heart, with the incorruptible (beauty) of a gentle and quiet spirit, which is very precious in the sight of God.”*

*I Peter 3:3*

**Ladies:** Please note this dress code applies to ALL STUDENTS in Kindergarten - 12th Grade.

- 3<sup>rd</sup> – 12<sup>th</sup> Grade - Shorts must be no shorter than 7 inches at the inseam. Shorts are NOT PERMITTED to have holes. Biker shorts are not permitted.
- Kindergarten – 2<sup>nd</sup> Grade – Shorts must appropriate, no shorter than fingertip length and student is covered when sittings, standing and playing.  
*NOTE: After 2 infractions of not following the guidelines, the student will NOT be permitted to wear shorts the remainder of the school year.*
- Dresses/Skirts are to be no shorter than 2 inches above the knee.
- 4<sup>th</sup> - 12<sup>th</sup> Grade - Leggings are to be worn with a shirt that covers their bottoms in front and in the back. *NOTE: After 2 infractions of not following the guidelines, the student will NOT be permitted to wear leggings the remainder of the school year.*
- Yoga Pants/tight fitness clothing is not permitted.
- The belly-button must be covered up, no midriff shirts.
- Spaghetti straps/Tank tops are not to be worn alone or to be seen.
- No Tank tops, all shirts must have sleeves.
- Modest necklines, an undershirt must be worn under a V-neck shirt, when needed.
- No inappropriate T-shirts, i.e. secular bands, derogatory messages, skulls, dark themed clothes.
- Jeans are permitted to have holes from the knee down.
- Jeans with holes above the knee must be worn with black/dark colored tights underneath.
- *NOTE: After 2 infractions of not following the guidelines, the student will NOT be permitted to wear jeans with holes the remainder of the school year.*
- Piercings are allowed; however, all body piercings must be pre-approved before wearing to school. Ear piercings do not need to be pre-approved. Example of approved piercings; Nose piercing (stud), eyebrow, Monroe. Examples of non-approved piercings; Nose rings, Chain from nose to ear, tongue piercings, belly button piercings
- No tattoos should be visible.

### **Gentlemen:**

- Blue Jeans & Pants must fit and sit at the waist,
- No undergarments are to be seen.
- No PJs or slippers
- No Hats or hoods up on hoodies (worn inside)
- No inappropriate T-shirts, i.e. secular bands, derogatory messages, skulls, dark themed clothes.
- No Tank tops. (Sleeveless shirts are permitted)
- No Piercings, body piercings or tattoos.

**Dress Code - Physical Education (MS/HS)**- Please note the same rules apply to gym class attire as listed above. Shorts are not to be shorter than 7 inches from the inseam and tank/spaghetti tops are not permitted.

Please note that for both the girls and the guys, that their clothing needs to fit properly, not too baggy and not too tight. Also, the school reserves the right to detain any students for clothing that is/fits inappropriately.

Any student who does not follow the dress code will have 3 options. The student will be sent to the Office. Please note after the first offense, a student will be given demerits for failing to follow the dress code.

- 1- Student is sent home
- 2- Parent can bring clothes in
- 3- If the parent is unable to bring proper clothes to school, the student can purchase school gear and/or clothing and change.

### **Dropping a Class**

If a student would like to drop out of an elective/class or request a schedule change, they may submit a request to the principal within the first two weeks of the class starting. Once they have passed the two weeks mark a student may NOT drop a class. Also, to drop a class they must enter another available elective.

### **Emergency Procedures/Sickness Policy**

The school will not give any student prescription medication without a slip from their doctor. This includes allergy medication, asthma sprays, and so on. If your student needs to take prescription medication while in school, the medicine must be kept in the school office. We will administer over the counter medications i.e., cough syrup, Tylenol with a signed permission slip. Please note that you must complete the form for your child to be given medication at school. All students must have a parent form, even those students who are 18, to be given over the counter medicine while at school.

### **Field Trips**

Each class will go on field trips during the year. For each trip, every child must have a permission slip signed by the parent. Transportation is usually carpools. The child's teacher will notify parents in advance of any extra field trip expenses. Remember if we do not receive your child's permission slip/money by the due date your child will NOT be permitted to attend the field trip.

Elementary Field Trips - Some of our field trips will be parent-required field trips; in order for your child to participate, an adult will need to be with your child.

### **Field Trips**

**Field Trip Attendance-** Taking your students home at the end of a field trip. In order to do this, you must sign your child out on the early dismissal sheet, located with your child's teacher. Also please note, when taking your child early, *they will still be subject to follow our attendance guidelines and will be applied accordingly.*

### **Grades**

Please note that grades will be recorded as percentages throughout the quarter. Final Exams for students in grades 9 – 12 will count for 10% of their final grade for that quarter. However, all student's 6th - 12 grades will have finals.

Also please remember that if your student receives an unexcused absence, they will receive a 0% for any/all work missed that school day.

### **Grading Scale**

Numerical Equivalent	Letter Grade	Honor Roll Calculations
90-100	A	Highest Honor – 4.0
80-89	B	High Honor – 3.5-3.9
70-79	C	Honor Roll – 3.0 – 3.49
60-69	D	
0-59	F	

### **Graduation Requirements**

Required Courses	Credits
Arts/Humanities/General Electives	6
Bible	4 - 1 Credit for each year attending CCCS
English/Literature	4
Health/Physical Education	1
Math	4
Science	3
Social Studies	4

High School GPA – All regular classes are on a non-weighted system. Dual enrollment/AP classes ARE on a weighted system.



**Holidays** - We certainly **CELEBRATE holidays!** However, when it comes to secular themes, we avoid using/celebrating them. Some families choose not to do Santa for example, and others do. Therefore, we believe it is up *to the parent to make that decision for your family*. Therefore, we do not discuss Santa, Easter Bunny etc. but rather focus on the spiritual aspect of the holiday.

Please note we do not celebrate Halloween at the school. We do ask that any/all holiday themed accessories be refrained from school for holiday parties/gifts and snack time. I.e. Santa Claus, Easter Bunny, etc.

We do not in any way feel it is wrong to participate in these things, however, we as a school have chosen not to address them and focus more on the spiritual aspects of the holiday. If you have any questions, please contact the school office. Thank you for your cooperation!

### **Homeroom**

The student will begin each day with homeroom. Their first period class is considered their homeroom. Homeroom begins when the bell rings promptly at 8:30.

### **Homework**

Homework is an integral part of the learning process; thus, each teacher assigns homework to assist the students in their studies. Each student is required to complete homework assignments on time. Homework is given for several reasons: reinforcement, practice, remedial activity, and to develop good study habits. Parent's full cooperation is expected in seeing that assignments are completed. Failure to complete homework will affect the student's grade. Also please remember all make-up work and homework will have a time limit to be turned in for a grade.

Elementary Homework Guideline/Grade Level	Time Limit
Kindergarten	20 minutes or less
First Grade	20 minutes or less
Second Grade	30 minutes or less
Third Grade	40 minutes or less
Fourth & Fifth Grade	60 minutes or less

Obviously, these are approximations, and we understand that different children work at a different pace. However, if on a regular basis, the time it takes your child to diligently complete the homework differs significantly from the times indicated above; please feel free to discuss this issue with your child's teacher.

Please note that unfinished class work/seatwork/homework will be sent home daily and we encourage you to finish it with your student, however, any unfinished/unreturned work not given to the teacher by Friday of each week will result in a loss of points and possible lower grade for students in 3<sup>rd</sup> grade and up. However, the school will not give a loss of points to a student if class work/seatwork is unfinished due to not having enough time in that subject or a school event.

### **Homework Continued**

*Homework Help/Tips*-Here is a “I don’t understand” homework procedure.

1. Did you find the teacher and ask for help?
2. Math- Write out the problem, try to complete if unable to then do/write out the example problem.
3. All other subjects- write out the directions or question. Write a complete sentence as to why you don't understand it.

### **Illness Policy**

It is school policy that if your child has a fever, is/has thrown up *in the last 12 hours*, persistent cough, or diarrhea that you please keep your child home from school. Thank you for your cooperation.

In the event of an “emergency sickness” with a student the school will first contact the student’s parents or emergency contact located in the student file. If unable to reach any of the above parties, the school will then decide if an ambulance is necessary for the safety and health of the student. If need be, the school will dial 911. In this event, the principal or a staff member will accompany the student to the hospital. The school will continue to try to contact the parent until they are reached.

If a student seems to be overly tired, and falling asleep in class, parents will be called to come and pick up their child.

CCCS does not have an area for students to lie down when not feeling well. Please be sure the school has updated and correct contact information.

### **Lockers**

It is the right and responsibility of CCCS to maintain a safe and secure environment; therefore, periodic and unannounced locker and campus inspection may be conducted. The school (lockers, classrooms, student backpacks, parking lot and cars) may be searched for contraband items such as alcohol, illegal substances, drugs and weapons. Please note we do not use locks here at CCCS. We do suggest that the student NOT leave anything of great value in their locker overnight.

### **Lockers**

1. Each student is assigned a locker.
2. Students are strongly urged **NOT** to share their locker with other students.
3. Any item found in/on a locker is considered the property of the student to whom the locker is assigned.
4. Any damage or vandalism to a locker is the responsibility of the student whom the locker is assigned.
5. Abuse of lockers will result in the loss of locker privileges and a fine to cover the cost of the damage as well as possible disciplinary action.
6. Lockers **must** be emptied and cleaned prior to or on the last day of classes for students. Any items that are left will be discarded.
7. Students are not permitted to leave items on floor in front of lockers.

### **Lost and Found Procedures**

All misplaced or lost personal belongings will be stored for two weeks in the office, in the lost and found container. Once a month has gone by any unclaimed items will be given to The Salvation Army or thrown away. Students should make every effort to reclaim belongings as soon as possible.

### **Outside Recess**

Please dress your child appropriately during the winter months because the students do play outside, with hat, gloves, scarves, etc. If they are not dressed appropriately, they will have to sit in the office and will not have recess. Our guidelines are if the temperature is above or at 32 degrees the students do play outside, of course for only 20 minutes.

### **Personal Belongings/Lockers**

C.C.C.S. reserves the right to confiscate any personal belongings that are not appropriate for the school environment. The safekeeping of any personal items is the responsibility of the student. Students may NOT sell personal items at school. No borrowing/loaning of items at school as well.

### **Plagiarism**

Calvary Chapel Christian School defines cheating generally as an attempt to take credit for someone else's work, using unauthorized materials, or otherwise acting to deceive the evaluator in an assignment, project, or test." CCCS distinguishes between two different degrees of plagiarism. They are defined as follows:

Intentional Plagiarism is defined as, but not limited to:

- Obvious, substantial, verbatim reproduction of information
- Fabrication of sources, falsification of page numbers, or other deliberate mis documentation
- Submission of others' work as the students' own. This applies to uncited paraphrasing of another's ideas as well as verbatim use of others' words. (Others' may refer to either scholarly sources, online "cribbed" essays, or the work of other students).

Technical Plagiarism is defined as, but limited to:

- Poor paraphrasing, amounting to "pearling" of "translating" another's work
- Improper citation or documentation that misrepresents a source
- Insufficient citation of factual information not held to be common knowledge (common knowledge is defined as facts readily available from a variety of sources)
- Poor integration of direct quotations with the student's own writing

### **Plagiarism**

Determination of Plagiarism/Cheating

Parents must be informed immediately when a student is suspected of plagiarism or cheating. Through the use of search engines, teachers will, *in most cases*, be able to provide documented evidence of plagiarism.

### **Consequences**

Evidence of intentional plagiarism shall result in the student's receiving a grade of zero for the assignment in which the plagiarism occurs. Adherence to departmental grading rubrics shall be negated by evidence of plagiarism.

**Evidence of technical plagiarism** shall result in a deduction of points – the number of points to be determined by the teacher, based on the severity and number of occurrences – for the assignment in which the plagiarism occurs.

### **Disciplinary consequences**

In addition to the academic consequences, CCCS also firmly believes that intentional plagiarism/cheating is an act of misconduct that merits disciplinary consequences as specified in the discipline grid.

In addition, our National Honor Society advisor should be informed of the verified plagiarism/cheating. Students who later apply for membership in NHS must disclose past offenses, which may result in an automatic disqualifying status. If a student is a NHS member their NHS advisor will be notified. Again, in all cases, parents must be informed of the suspicion immediately.

### **Rules for Inside the School**

No running

Hands must be kept to self at all times

All snacks and lunches are to be eaten in the lunchroom during break/lunchtime. Students must be seated. ***(Unless instructed differently by teacher)***

No Gum

No loud noises/yelling

No sitting on desks/tables

No touching

No loitering in the hallways

Students will follow all cafeteria rules posted in the cafeteria.

No Cell Phones/Smart watches are to be used AT ALL or AT ANY TIME.

All Cell Phones/devices/ must be kept in your student's backpack and turned OFF.

### **School Cancellation due to weather - Snow Day**

In case of inclement weather, we may delay or even cancel school. You can tune in to WPXI channel 11. However, please note that if the school district you reside in has a two-hour delay and/or cancellation, your child will NOT be counted as absent and/or tardy if we are still having school. We also use the app remind, if you would like to download the app on your mobile device, you will receive text alerts.

### **Technology**

Students will have access to computers and computer applications in order to learn and reinforce academic curricula, enhance student creativity, and assist in project development. Each student and parent will receive a set of guidelines for acceptable use of computers at school.

Middle/High School students may bring their own personal laptop or device to use during school however, they must follow the school computer guidelines and policies. If a student is found to not adhere and follow the guidelines set, they will lose the privilege of being permitted to use their laptop, iPad, tablet or readers at school.

Please also note that the school WILL be looking at our student's social media pages, and if deemed necessary will require a parent meeting and or proper discipline to the student.

### **Technology - iPad/Tablets/Laptops/Personal Devices**

We encourage the use of iPads/tablets in the classroom as an educational device.

#### **Students may:**

- Use eBooks
- Read approved books
- Take notes in class/studying
- May use google drive
- Research - Teacher approved
- Email (teacher/school related only)

#### **Students may NOT:**

- Use social media
- Play games
- Take photos and videos without permission.

We see the iPad/tablet/laptop as an educational tool. It is NOT a computer but a device to help be more efficient in learning as well as help students be better organized. If we see the device is a hindrance to the student, we will ask the student NOT to use it for school.

The Internet and other online services at Calvary Chapel School have been established for educational purposes. All students are expected to exhibit respect for the privacy of others, respect for law and for property. Students have limited privacy in the contents of their personal files and an internet connection.

### **Technology - Student Responsibilities**

1. Each student will be given a student login and password that will give them access to any school computer. Each student is responsible for any use of computers or network resources performed on that unit.
2. Accessing or attempting to access another user's data will be considered a serious offense.
3. Games are prohibited on school computers as well as any personal computers/devices of the students and may not be played during school hours.
4. Students will refrain from using obscene, profane, vulgar, rude, inflammatory, prejudicial, threatening, or disrespectful language.
5. Use of the network or computers to access or process pornographic material in text or graphic form is prohibited, and will be considered a serious offense.

### **Technology - Student Responsibilities**

6. Students must adhere to the rules established by Calvary Chapel Christian School for use of hardware, software, networks, and computer labs within the school as well as personal devices.

### **Tuition & Tuition Payments**

Calvary Chapel Christian School is a self-supporting ministry. All utilities, basic needs, and other necessary expenses are provided for through utilization of fees and tuition. All families who enroll, are given a tuition contract agreement form. Please refer back to this form for questions and details regarding missed payments, late fees, unenrolling midyear, etc.

### **Tuition Payments**

Payments are due the first day of each month. Tuition can be paid in three ways:

1. **MAIL** - You may mail your statement and check to the School Financial Office at the following address: **Calvary Chapel Christian School, 112 Thornton Road Brownsville PA 15417**
2. **IN PERSON** – You may pay tuition at the school office on the following days and times: Monday thru Friday 8:30 a.m. to 3:00 p.m.
3. **AUTOMATIC PAYMENT PLAN ENROLLMENT** – For your convenience we offer an automatic debit payment plan. This is the required method for all new enrollments, as well as for those with a past due balance and/or history of payment problems (See payment schedule below). Those wishing to participate in the automatic debit payment plan must enroll at the beginning of each school year.

### **Tuition - Past Due Accounts**

If a problem arises that will result in a missed tuition payment, it is your responsibility to contact the school office before the payment due date. This will allow you to resolve the matter so as not to jeopardize your child's enrollment in school.

In any event, if your account is not paid in full by the 15<sup>th</sup> of the month, your child will be withdrawn from the school.

If disenrolled for non-payment of tuition and mandatory fees, all charges are still due and payable and must be received before grades, transcripts, or diplomas are issued.

Please note that any student with an outstanding account will not be re-enrolled for the following school term. ***Please note that no report cards or student records will be issued if you have a balance.***

### **Tuition - Leaving During the School Year**

1. If you are leaving during the school year, the month that your child leaves, you will be expected to pay for the full tuition amount for that month regardless of the day of the month. You also will be refunded any tuition paid in advance thereafter. For example, if your child is removed from the school on November 3rd, you will be responsible for the entire month of November. If you have paid through December, you will be refunded for the month of December.

2. Make sure that you notify the school office immediately. If you fail to notify us, it will be assumed that your child is enrolled and you will be billed accordingly.

### **Valedictorian/Salutatorian Policy**

The Valedictorian and Salutatorian for the graduating class will be determined by the student's overall grade point average from grades 9 – 12. All courses on the student's transcript are included in the GPA. A student must be enrolled at CCCS for at least three full years in high school in order to be named to one of these positions.

**Please complete the agreement handbook form. You can do so by clicking the link below.**

Link: <https://forms.gle/asU3j7cqmJ2J5JYz5>