



CALVARY
CHRISTIAN SCHOOL

2016-2017
CCS Parent-Student Handbook

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WELCOME

Welcome to the 2016-17 school year! We look forward to working with each CCS family this year. This handbook is to serve as a guide to the policies, practices and rules at Calvary Christian School. We encourage you to look for answers in this handbook. Should you need further clarification, please feel free to contact your child's teacher or the school office.

2016-17 THEME VERSE – One in Christ

"That they may all be one; even as you, Father, are in me and I in you, that they also may be in us, so that the world may believe that you sent me." John 17:21

CCS MISSION STATEMENT

To train up Christian young people to positively impact their world.

ENDS GOALS (*The Ideal Calvary Graduate*)

Students who love the Lord with all of their hearts, souls, and minds

- Students know Christ as their personal Savior
- Students evidence the fruits of the Spirit in developmentally appropriate ways
- Students are able to intellectually defend their faith
- Students have and can articulate a biblical worldview
- Students know, understand, and apply God's Word in daily life
- Students understand that their choices and actions have eternal consequences for both themselves and others
- Students know and understand that all aspects of life and education are seen as their spiritual act of worship
- Students show love, respect and kindness to all they encounter
- Students know how to pray and understand the importance of an value of an active and consistent prayer life

Students who achieve their highest academic potential

- Students are prepared for higher education and lifelong learning
- Students are well prepared in all academic disciplines and are skilled in writing, speaking, listening and thinking
- Student are proficient in mathematics, science, and reading as measured by:
 - Standardized test results using scaled scores to compare with other ACSI schools in the areas of mathematics, and English Language Arts.
 - Year-to-year comparison of numbers of students who are recognized for their performance in ACSI academic competitions
 - Test results for all grade levels (2-8) compared to State & National data
- Attention to academic and spiritual growth is the work of the entire faculty and staff, to this end, an annual report will be created by the school leadership outlining how students are approaching mastery in the following areas:
 - Students understand the difference between knowledge and Biblical truth
 - Students are critical thinkers
 - Students demonstrate excellence in writing composition
 - Students demonstrate a strong knowledge and understanding of math and science

- Students demonstrate knowledge and understanding of literature and the arts, and how these express and shape their beliefs and values
- Students demonstrate strong knowledge of technology and how to use it effectively and appropriately in their academic studies
- Students demonstrate a knowledge and understanding of people, events and movements in history (including church history)
- Students demonstrate a knowledge and understanding of other languages and, dispelling prejudice, promoting inter-ethnic harmony and encouraging biblical hospitality

Students who are lifelong stewards of their bodies

- Students treat their bodies as belonging to God
- Students value the need for physical activity
- Students value the need for nutritional health
- Students have opportunity to participate in team sports
- Students value themselves in modesty and self-respect

Students who impact the world for Christ

- Students effectively share their faith
- Students serve others
- Students know, develop, and use their God-given gifts and abilities in daily life
- Students model Christian character and conduct
- Students demonstrate a Christ-like attitude towards sportsmanship and competition
- Students work cooperatively with others and value a sense of community and teamwork
- Students accept accountability and consequences for their actions as well as make improvements in areas of struggle
- Students understand the Church's redemptive role in culture

To make an excellent Christ-centered educational experience available and affordable for as large and diverse a group of families as possible

- School promotes itself to Calvary Church families, Preschool families and the community
- Calvary Church promotes the School to Calvary Church families and the community

SCHOOL GOVERNANCE

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

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

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

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

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

The Head of School is the SMT's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the SMT is concerned, is considered the authority and accountability of the Head of School. The SMT holds the Head of School accountable for the mission of the school through its agenda and monitoring process. The SMT does not direct personnel, evaluate personnel other than the Head of School, or hire anyone other than the Head of School. The Head of School's performance is viewed as identical to the organizational performance of Calvary Christian School.

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

STATEMENT OF FAITH of Calvary Church and CCS

1. We believe the sixty-six books of the Bible, consisting of all the books of the Old and New Testaments, are the written Word of God. They are a supernatural revelation from God Himself. These books are inspired, inerrant and infallible, without error of any kind in every word and concept. They are the final authority on all matters they address, and all truth necessary for our salvation and spiritual life. (*Psalm 19:7-11 John 14:26 John 16:12-15 I Corinthians 2:12-16 II Timothy 3:16-17 II Peter 1:16-21 I John 2:27*)
2. We believe in the Trinity. There is only one God and in the Trinity there are three eternal and coequal persons: God the Father; God the Son (Jesus Christ); and God the Holy Spirit. (*Deuteronomy 6:4 Isaiah 46:9 Matthew 3:16-17 Matthew 28:19 II Corinthians 13:14 I John 5:1-8*)
3. We believe Jesus Christ is one Person with two complete natures, divine and human. He is true God and true man. Jesus is God incarnate, being born of a virgin and is completely sinless. He eternally exists as the Logos, God the Son, the second person of the Trinity. Jesus has all the attributes, characteristics, and works of God. And as such, He should be worshiped as God by men and angels. (*Isaiah 7:14 John 1:1-14 John 10:30-33 Colossians 1:16-19 Colossians 2:9*)
4. We believe that all people are born with a sin nature and commit sins by falling short of God's holiness and violating His commands. (*Romans 3:23 Romans 6:23 I John 3:4*)
5. We believe that Jesus Christ died for all people, offering His life as a substitute to atone for all sins. The salvation of any person is the work of God alone, by faith alone in Christ. All people who trust in Him as their only means of forgiveness for their sins will inherit eternal life with God. (*John 3:1-18 John 6:44-69 John 14:1-6 John 17:3 Hebrews 2:9 Titus 3:4-7*)
6. We believe in the physical resurrection of the Lord Jesus Christ and that He ascended bodily into heaven. He is now at the right hand of God as mediator, priest, and advocate for each believer. (*John 20 Acts 1:9-11 Acts 3:12-26 I Corinthians 15:12-28 Hebrews 7:25 Hebrews 9:24*)
7. We believe that Heaven is a real place of eternal blessedness in the presence of God and that Hell is a real place of eternal suffering and separation from God. (*Matthew 25:46 II Corinthians 5:1-10 Revelation 20 Revelation 21 Revelation 22*)
8. We believe the Holy Spirit indwells every Christian and spiritually baptizes them, placing them into the body of Christ, His church, when they are saved. There is only one baptism but many fillings. Christians are commanded to be filled with the Holy Spirit for power to live a holy and obedient life for Jesus Christ. (*Acts 2:38 Acts 13:52 Romans 8:14-27 Galatians 5:22-25 Ephesians 5:18*)
9. We believe in the Great Commission in our own community and around the world. Jesus commands all believers to go evangelize and make disciples of all nations. We are to baptize and teach each believer all that Jesus commands in His Word. (*Matthew 28:19-20 Luke 24:47 Acts 1:8 II Timothy 3:16-17*)

10. We believe that all followers of the Lord Jesus are created in Him to glorify God by living holy lives and serving others in love with good works. These good works are evidence of a believer's salvation and not a means to gain salvation or favor with God. (*1 Corinthians 13 Ephesians 2:8-10 Ephesians 4:1-32 Titus 2:1-5, 14 Titus 3:1-11 James 2:17*)
11. We believe Satan and his demons are real, personal beings who are fallen angels in opposition to Jesus Christ and His church. (*Isaiah 14:12-17 Matthew 4:2-11 John 8:44 Revelation 12:9-10*)
12. We believe in the personal, premillennial second coming of our Lord Jesus Christ. He will come for His saints and then rule with them for a thousand years on this earth. He will then establish a new heaven and new earth for all believers to live eternally in the glory of God. (*1 Corinthians 15:50-55 1 Thessalonians 4:13-18 Revelation 19:19-20 Revelation 20 Revelation 21 Revelation 22*)
13. We believe that biblical marriage consists only of the union of one biological man and one biological woman, and that biblical marriage is the only legitimate and acceptable context for a sexual relationship. (*Genesis 2:24 Romans 1:26-27*).

THE IDEAL CALVARY GRADUATE

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

Social / Emotional

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

Spiritual

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

Academic

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

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

Physical

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

SCHOOL HOURS

Elementary	8:25 a.m. – 3:10 p.m.
Elementary Noon Dismissal	8:25 a.m. – 12:00 p.m.
Middle School	8:15 a.m. – 3:10 p.m.
Middle School Noon Dismissal	8:15 a.m. – 12:00 p.m.
School Office Hours	8:00 a.m. – 4:00 p.m.

ELEMENTARY & MIDDLE SCHOOL SCHEDULES

Morning Recess

Grade	Recess
2 & 3	9:45 - 10:00 am
4 & 5	10:00 - 10:15 am
K & 1	10:15 - 10:30 am
6 - 8	10:50 - 11:00 am 10:45 - 11:00 am on Wednesdays

Lunch Schedule

Grade	Lunch	Playground	End
2 & 3	11:40 am	12:00 pm	12:20 pm
K & 1	12:00 pm	12:20 pm	12:40 pm
4 & 5	12:20 pm	12:40 pm	1:00 pm
6 - 8	12:40 pm	12:55 pm	1:10 pm 1:25 pm on Wednesdays

Afternoon Recess

Grade	Recess
K	1:30 - 1:45 pm
1 & 2	1:45 - 2:00 pm
3, 4 & 5	2:00 - 2:15 pm

Chapel Schedule - Wednesday

Grade	Chapel
K-5	9:15 - 9:45 am
6-8	8:25 - 9:00 am
Combined Chapels	8:25 - 9:00 am

Middle School Class Schedule

Regular Schedule M, T, TH, F		Minimum Day Schedule Core Classes only (P1 - P6)	
P1	8:15-9:10	P1	8:15-8:50
P2	9:15-10:00	P2	8:55-9:25
P3	10:05-10:50	P3	9:30 - 10:00
Break	10:50-11:00	Break	10:00 - 10:15
P4	11:05-11:50	P4	10:20-10:50
P5	11:55-12:40	P5	10:55-11:25
LUNCH	12:40-1:10	P6	11:30-12:00
P6	1:15-2:00		
P7/P8*	2:05-3:10		
Chapel Schedule Wednesdays		Holiday Schedule All 8 Periods	
HR	8:15-8:20	HR/P1	8:15-9:00
Chapel	8:25-9:05	P2	9:05-9:45
P1 (45)	9:10-9:55	P3	9:50-10:30
P2	10:00-10:45	Break	10:30-10:45
Break	10:45-11:00	P4	10:50-11:30
P3	11:05-11:50	P5	11:35-12:15
P4	11:55-12:40	P6	12:20-1:00
Lunch	12:40-1:25	Lunch	1:00-1:40
P5	1:30-2:15	P7	1:45-2:25
P6	2:20-3:10	P8	2:30-3:10

*P7/P8: Periods 7 and 8 alternate: Students attend period 7 on Mondays/Thursdays and period 8 on Tuesdays/Fridays.

ATTENDANCE

All absences and tardies will appear on the report card. Notification is requested, via email, to the classroom (elementary) and homeroom (middle school) teacher for all absences. A doctor's note is requested for any absences lasting longer than three days.

Teachers are responsible for recording their class attendance (absences and tardies) promptly at the start of each school day.

Late students must be signed in to the office by an adult and get a pass. This is important in order for the attendance record to be updated to a tardy. Students in K-5th grade must be walked to class by the adult dropping them off.

Tardy Policy

Class begins promptly at 8:15 a.m. for Middle School and 8:25 a.m. for K-5th grade. Any student who does not arrive to their designated classroom or line on time is considered tardy. Students more than 10 minutes tardy must obtain a hall pass from the office before entering class.

Middle school: Students who accumulate 3 tardies will serve a study hall period to make up for missed class time. Parents will be notified.

If student has 10 or more tardies or absences per semester, it is considered excessive. Parents will be notified first by the teacher, and additional tardies/absences will be followed up by an administrator. An attendance plan may be established to support the parents and student.

Absences

The parent must notify the teacher(s) by email for any absence within 24 hours. Students will be given two school days for each day they are absent to make up all work missed for full credit. Students are required to make up the work to ensure mastery of the material within the allotted time, however a grade reduction may be given for completed work turned in past the deadline.

Extended Absences

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

If a student is to be taken out of school for any reason, the parents must give the teacher written notice five days in advance (email is acceptable). Families should contact teachers directly as well as notify the Dean of Elementary or Middle School. Middle school students will be responsible to check the Portal for additional daily work while they are absent. All assignments must be completed and turned in the day the student returns to school. Modifications to assignments may be made, but should reflect the concepts being taught during the absence. Tests and long-term projects must be completed before an extended absence. If the teacher is not notified five days in advance, the student may receive a grade reduction on completed work.

Grades K-5 Absent Work

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

Grades 6-8 Absent Work

If a student is out of school due to illness, they need to check the Portal for missed work after 4:00 p.m.. If a student misses a test or has a test on the day a student returns to school after being sick, students will be given two days for every day absent to prepare before taking the test. It is the student's responsibility to coordinate with the teacher which day he/she would like to take the test. If a term paper or project is due on the day a student is ill, the paper or project must be turned in regardless of attendance on the due date via Google Docs or dropped off in the office.

Illness and P.E.

Students may attend school but be excused from Physical Education activities due to injury or illness with a parent note for up to 1 week (there are two class periods per week) . If a student needs to be excused for more than two classes, a doctor's note is required.

Leaving Early

Leaving school early is discouraged. Students leaving school prior to 12:00 noon, will be considered absent for the day. When it is necessary for a student to leave school before the regular dismissal time, parents must sign the student out in the School Office. Parents will be given a pass to provide to their student's teacher. Parents of students in K-5th grade must walk to their child's class to pick them up.

STUDENT DROP OFF AND PICK UP

All students may be dropped off in the Fruit St. lot starting at 8:00 a.m. Parents wishing to escort their students to class or pick them up directly from class must park in the Wellington Street lot. Elementary students arriving before 8:00 a.m. must check into the After School Program (ASP) located in Room D4 next to the School Office. The Fruit St. gate will be closed and locked at 8:25 a.m. After that time, parents will need to utilize the Wellington lot to park and walk their student to class. After 8:35a, students need to be checked in at the School Office.

Students are not to be dropped off in the parking lot in front of the campus on Tustin Ave. or anywhere along Tustin Ave, Wellington Street, or Fruit Street. Students dropped off in these areas are considered out of bounds.

After school pick-up time: 3:10 p.m. – 3:30 p.m.

Students not picked up by 3:30 p.m. must check into ASP unless they are with an authorized adult or involved in an after school activity. Students are not allowed to be unsupervised at any time while waiting for parents.

Students in grades K-2 and those carpooling with a K-2 student are picked up in the Fruit Street parking lot. Students in grades 3-8 and carpools of students in grades 3-8 are picked up in the Wellington parking lot.

Students are not permitted to go home with anyone other than those listed on the emergency card. If you need someone who is not listed on the card to pick up your child, you must submit, in writing, a note documenting the person who will be picking up your student. Please submit that note to your student's teacher.

After School Program (ASP)

After School Program is an enrichment program provided for families at CCS whose schedules make it difficult to drop off or pick up their children at normal school hours. This program seeks to provide a service to families consistent with the overall vision of Calvary. ASP falls under the school discipline policy.

After School Program Hours are:

6:30 a.m. – 8:00 a.m. and 3:10 p.m. – 6:00 p.m.

Before School

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

Rainy Day Drop Off

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

Rainy Day/ Special Event Pick Up

If it is raining during pick up time or it is the day of a special event such as a class party, parents of K-5th graders will park and come to their child's classroom. Students in a carpool or with siblings may go to the youngest student's class for pick up. Middle School students will wait under the eaves of the Worship Center in the Wellington Street parking lot or they will wait in their youngest sibling's classroom.

Things to Remember for pick-up:

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

For the Safety of all our Children:

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

STUDENT HEALTH

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

Fever and/or Vomiting

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

Head Lice

Calvary Christian School has a "lice-free" policy. Lice/nit checks will be conducted as deemed necessary by the front office. If nits or live crawling lice are found in a child's hair, the parent/guardian will be notified via phone and the child will go home immediately. An email will be sent to all parents in the grade level to notify families of the lice case. The child must be treated and lice-free. Parents must verify treatment by providing documentation to the office.

Injury Report

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

Special Note on Head Injuries

All head injuries displaying serious physical or behavioral symptoms (confusion, dizziness, feeling sluggish, headache, nausea, etc.) must be reported to the office immediately. The teacher or Instructional Aide will document the event and provide a written notice to the office staff (using the injury report form) as soon as possible. The office will call the parent to alert the family regarding the seriousness of the situation. When in doubt, the parent will be asked to come check on the child. We take the well-being of your child very seriously, and will attempt to be as precise as possible regarding injuries. In cases we deem serious, parents may be required to come check on their child.

MEDICAL INFORMATION

Students entering CCS must provide copies of current immunization records in accordance with California State Law. In addition, those entering kindergarten and first grade must have a physical exam. All students entering 7th grade must provide a copy of their Tdap immunization.

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

Each school year, an emergency form must be completed for each family before the first day of school and returned to the school office. ALL information on this card must be kept current. For your child's protection, the student will be released only to those persons listed on the emergency form.

EMERGENCY CONTACT INFORMATION

Emergency Cards

Emergency Information Cards are required for every family. These cards contain pertinent information regarding the members of each family, including names, medications, persons authorized for release of students, and cell phones to be called in case of a disaster or other emergency. These cards must be returned to the school office prior to the child's first day of school and must be completed with both parents' signatures. One parent signature will only be accepted in cases in which one parent is deceased or otherwise unavailable for signature. After the Emergency Information Card is submitted, both parents must approve an additional authorized individual for release of students.

Special note on divorced parents

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

Because persons authorized for release of students can be disputed, Calvary Christian School requires that both parents sign the Emergency Information Card accepting the authorized individuals. If an individual is added after the card has been signed,

that person must be approved by both parents. The only exception to this is if your court paperwork has a specific determination regarding physical custody of the child(ren).

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

INSURANCE

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

ACADEMICS

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

Any student who earns a GPA of less than a 2.0 will be given an Academic Contract to provide support with the intent to help raise his/her grades. Once the student has successfully brought up their grades, the contract will be removed.

Report Cards

Academic grades are a tool for both students and teachers. It provides the student feedback on performance along with guidance as to instructional planning by the teacher. Report cards will be issued quarterly. An academic performance grade for each subject will be given, as well as citizenship grades and teacher comments. Middle school adds an effort grade in each subject.

Progress Reports

Mid-way through each quarter, all students in grades 3-8 will have a Progress Report posted on Calvary's online platform (Portal). Parents will be notified if their student has a C- or below in any subject, problems with their study skills, or a less than satisfactory behavioral status. In some cases, a hard copy of this report will be sent home to be signed and returned within two days. Progress report dates are listed on the school calendar.

GRADING SCALE: K – 2nd Grade

E = Excellent
I = Incomplete

G = Good
X = Not Introduced

S = Satisfactory
U = Unsatisfactory

N = Needs Improvement

E = Excellent

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

G = Good

Student is achieving at a high level

S = Satisfactory

Student is achieving at grade level expectations

I = Incomplete

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

N = Needs Improvement

Student is achieving below grade level standards

U = Unsatisfactory

Student is performing extremely below grade level standards

WORK HABIT & CITIZENSHIP MARKS: K – 2nd grade

E = Excellent

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

G = Good

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

S = Satisfactory

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

N = Needs Improvement

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

GRADING SCALE: 3rd – 8th grade

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

A = Superior Work

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

B = Very Good

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

C = Average

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

D = Below Average

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

F = Failure

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

CITIZENSHIP SCALE: 3rd – 8th grade**E = Demonstrates excellent behavior**

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

G = Good

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

S = Satisfactory

- Generally self-controlled.
- Does not disturb the learning process.
- Is cooperative when given instructions.
- Needs only occasional reminders.
- Is thoughtful most of the time.
- Generally follows the established school standards.

N = Needs to improve class behavior

- shows lack of respect for others
- needs reminders to follow class and school rules

EFFORT SCALE: 6th – 8th grade

E = Demonstrates excellent effort

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

G = Good

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

S = Satisfactory

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

N = Needs to improve class behavior

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

GPA in Middle School is based on all eight classes.

Valedictorian, Salutatorian, Calvary Scholar (6th-8th grades)

Qualifications for Salutatorian and Valedictorian are based on the six core class grades only across six semesters of middle school. Students enrolled in geometry are given a weighted math grade for the Salutatorian and Valedictorian awards.

Qualifications for Calvary Scholar include one who exemplifies the ideals of a Calvary student. They pursue Christ and live out Godly principles, they seek knowledge and have a hunger for learning, and strive to make a positive impact on those around them.

Honor Roll (3rd - 8th grades)

- *Head of School's Honor Roll*: Students earning an overall GPA of 4.0 for all four quarters.
- *Dean's Honor Roll*: Students earning an overall GPA of 3.5 to 3.99 for all four quarters.
- An unsatisfactory citizenship grade disqualifies a student from all *honor rolls*.
- Elementary grades year-end recognition is based on the cumulative average of all four quarters.
- Middle School year-end recognition is based on the cumulative average of the first four quarters of the school year.

Special Awards (1st - 8th grades)

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

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

Graduation Requirements

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

1. Attain a cumulative academic achievement of 2.0 GPA.

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

Graduation Ceremony

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

Homework Guidelines

Homework is assigned for the purpose of reinforcing, extending and/or strengthening skills previously taught in class. It is intended to develop academic self-discipline and self-motivation. Homework is the student's responsibility. In some cases, parents may need to give assistance. The daily amount of time required for homework will vary according to each grade level and individual needs of students. To allow for students to attend Calvary Church children's and youth events on Wednesday in the elementary school, homework is kept to a minimum. In Middle School, teachers are encouraged not to give tests on Thursdays and only to give minimal homework on Wednesdays to support church attendance. Reading for leisure, both with parents and silently, is encouraged and may be assigned for 20 minutes in addition to the average homework guidelines below.

Approved time allocations for assigned homework based on the average student are as follows:

Kindergarten	Reading and experiences with parents
First Grade	10 minutes four nights a week
Second Grade	20 minutes four nights a week
Third Grade	30 minutes four nights a week
Fourth Grade	40 minutes four nights a week
Fifth Grade	50 minutes four nights a week
Sixth Grade	60 minutes four nights a week
Seventh and Eighth Grade	90 minutes four nights a week

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

Homework Policy in Middle School

Students are responsible for recording homework in a planner. Teachers will post/assign homework during class for students to record. They will also post homework via the online Parent Portal, however, it may not be posted until later in the evening. Students are strongly encouraged to use the planner as the primary resource. A school-issued planner will be given at the start of the school year, however, any planner is acceptable as long as they have one.

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

If an assignment is not turned in on the teacher assigned due date, a student may turn it in the following day for a 10% reduction to the grade. The student will continue to lose 10% per day for each day the assignment is late. Late work will not be accepted past 5 school days and will receive a zero for the assignment. Late work will not be accepted once the chapter or section has ended. The goal of the 10% reduction is to develop responsibility and accountability in our students. Grade reduction is not for

punishment, but rather, for training. The success of all students is the goal of all Middle School teachers at Calvary. Parents will be notified if a student is late on two more assignments.

Middle School Test Calendar Guidelines

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

Accelerated Reader and Library

Beginning as early as Kindergarten, elementary students participate in Accelerated Reader (AR). Through this technology-based reading program, students are given personalized reading practice at their current level, assessed with online quizzes, and given an opportunity to build a lifelong love of reading and learning. Each classroom encourages 30 minutes to AR reading every day. Students take AR tests in the library, computer lab and some classrooms. All elementary classes are scheduled to visit the library once a week, at which time students may check out books. Library hours are 7:30 a.m. – 3:30 p.m.

Standardized Testing

CCS administers the Terra Nova standardized test to all students in grades 2-8 in the spring of each year. Results of individual test scores will be sent home with the student's final report card. Faculty analyses and uses data from Terra Nova testing to adjust curricular decisions, however, CCS avoids the tendency to teach to the test. We seek to choose the strongest curricular approach available and allow standardized testing to reflect the strength of our program.

Student Conduct

The administration and staff at CCS are committed to providing a safe environment in which each student has the greatest opportunity to learn. It is the school's expectation that a student honor Christ in all behavior and activities on and off campus. Students are expected to show respect for the school facility and every person on the campus, to obey those in authority, and to treat each other with dignity and kindness.

Calvary's three basic rules are:

1. Respect yourself and others.
2. Respect your school.
3. Be where you're supposed to be.

STUDENT CODE OF CONDUCT AND DISCIPLINE

Discipline Policy

Recognizing that, as humans, we are born sinful, discipline is for the purpose of training us to live godly lives that are pleasing to God. For this reason, we hold students to high standards of behavior. The Bible calls for restitution, apologies, (public and private), swift/meaningful punishment, and restoration of fellowship, with no lingering attitudes. Parents are to be involved in all stages of discipline since this is their Biblical responsibility. We encourage parents to discuss the role of the teacher as their representative in the classroom with their children. Behind every teacher the student should see his parent. Teachers have the responsibility of bringing concerns regarding behavior and spiritual issues to the parent when they arise in a manner that recognizes our partnership in shepherding children.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at Calvary Christian School, *love and forgiveness* will be an integral part of the discipline of a student.

End goals regarding discipline:

- Orderliness will be maintained for the safety of students and the fostering of engaged learning.
- Self-control will be fostered in and expected by students to model a loving and purposeful learning culture.

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

In-class discipline addresses the vast majority of needs within the school. In general, most discipline is positive and for the growth of the developing child in self-control, respect for others, and stewardship of the gift of learning. Classroom management goes beyond the rules to develop skills of productive work, organization, and interpersonal interactions. Teachers are to thoughtfully consider all aspects of the classroom environment to ensure maximum engagement in the teaching/learning activity. All classes should have the following:

1. Clear expectations of behavior
2. Clear procedures for common tasks
3. Regular brain breaks to re-focus student attentiveness
4. Positive motivation for engaged learning
5. Common academic habits that are taught and maintained
6. A conveyed growth mindset
 - a. Replace "you are smart" with "you really showed diligence on that"
 - b. Replace "why can't you behave?" with "I believe you have the ability to show more self-control and I am committed to seeing you grow."
 - c. Replace "you are bad" or "you are good" with "today you didn't seem to put forth effort to control your _____" or "Wow, you really tried to be a good friend today."
 - d. Praise or, better yet, admire effort (growth) not intelligence (fixed or innate)
 - e. Listen for comments such as "I was bad today" or "I got an A, I am so smart" and help students replace those with growth-oriented messages.
 - f. When confronting bully-type behavior, invite the "bully" into problem-solving. Make him/her feel liked and welcomed into school each day.

Positive Discipline

Elementary: In-class marble/cotton ball/etc. jars

Positive group motivation is encouraged in every classroom to foster an atmosphere of teamwork. Teachers will create a system of reward that calls students in the class to work together to create a learning environment in which all students can concentrate. Through messages of community participation, students should come to see their individual behaviors as impacting the learning of others.

Middle School: Tickets

Students are encouraged to display positive behavior and actions. Teachers offer tickets to students who they see demonstrating Christian character, active academic engagement and positive attitudes. Students turn in their tickets for a twice a month drawing during middle school assemblies. Student may also collect their tickets to purchase items.

Playground

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

Whistles

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

Snacks

- Students are encouraged to bring nutritious snacks from home.
- The sharing of food is not allowed as it violates the parental authority and can lead to accusations of bullying.
- Snacks are to be eaten on the concrete area in front of the gym or at tables along the Fruit Street wall. No snacks or packaging are to be allowed on the playground.

Lunch Tables - Behavior Guidelines

When sitting at the lunch tables, students should sit at assigned tables until excused by an Instructional Aide. Students are not to throw food or any object and must clean up all trash after eating.

Office Visits

There are five basic behaviors that will **automatically** necessitate discipline from the appropriate Dean or Head of School (versus the teacher). Those behaviors are the following:

1. **Disrespect** shown to *any* staff member. The staff member will be the judge of whether or not disrespect has been shown and the severity of that disrespect.
2. **Dishonesty** in any situation while at school, including lying, cheating, plagiarism or stealing.
3. **Rebellion**, i.e. outright disobedience in response to instructions.
4. **Fighting**, i.e. striking in anger with the intention to harm another student.
5. **Obscene language**, including taking the name of the Lord in vain.

During the visit with the Head of School, he will determine the nature of the discipline. The Head of School may require restitution, janitorial work, parents' attendance during the school day with their child, formal attire to be worn by the student to school, or other measures consistent with biblical guidelines which may be appropriate. In all cases of discipline, the goal is reconciliation, restoration and forgiveness, however, there are times when normal steps of discipline fail to accomplish lasting fruit. When necessary, next steps will be taken and recorded.

Continued Misbehavior

If for any of the above or other reasons a student receives discipline from the Head of School or Dean, the following accounting will be observed:

1. The first *two* times a student is sent to the Head of School for discipline the student's father or mother will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The *third* office visit will be followed by a meeting with the student's parents and the Head of School.

3. Should the student require a *fourth* office visit, a **two-day suspension** may be imposed on the student.
4. If a *fifth* office visit is required, the matter will be considered for possible **expulsion**. Expulsion is a serious matter and will be considered by the Head of School in the counsel of faculty and other school leaders.

Serious Misconduct

If a student commits an act that has, or may have, serious consequences, the Head of School may set aside the office-visit process set forth above, and impose immediate **suspension** of the student. Depending on the severity of the offense, the Head of School may proceed to an expulsion. Examples of acts that have, or may have, serious consequences include endangering the lives or physical well-being of other students or staff members, gross violence, vandalism to the school facilities, violations of civil law, serious issues of integrity (cheating, plagiarism, lying to a staff member), or any other act in clear contradiction of scriptural commands.

Note on expulsion: Calvary Christian School realizes that expulsion of a student from school is a very serious matter and should be carefully considered, on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. Parents are expected to take part in the process. The final decision as to whether a student will be suspended or expelled, however, shall reside with the Head of School. His final decision will always be after much prayer, deliberation and consultation with faculty and other school leaders. In the event of expulsion, tuition and other monies due pertaining to the student for the current semester shall nonetheless be paid to the school, through the end of the month in which the student is expelled.

- **Re-admittance**
Should the expelled student desire to be readmitted to Calvary Christian School at a later date, the Head of School or a delegated committee will make a decision based on the student's attitude and circumstances at the time of reapplication.
- **Participation in school events**
Students who are suspended from school will not be allowed to participate in any school events on the days of their suspension.

Application

The discipline policies set forth shall apply at all times a student is on school property, as well as such times when the student is off campus, but is taking part in a school related function.

Bullying

Bullying is defined as an abusive relationship in which one child, or group of children, uses aggression to control and victimize another. It usually includes the following elements:

1. Hurtful intentions
2. Power imbalance
3. Recurring behavior

Though not allowed, the following are *not* considered acts of bullying when *both* children are having fun:

1. Teasing
2. Roughhousing
3. Play fighting

Teachers and school staff look for the following in order to ward off bullying:

1. Loss of interest in school.
2. Interference with dynamic in the class.
3. Loss of trust in valid authority of teachers and staff.
4. Loss of confidence from parents in the school's ability to deal with situation.

Calvary Christian School's approach to bullying is as follows:

1. Create a loving, growth-directed, and positive school climate.
2. Develop a chapel schedule that includes the regular addressing of issues related to bullying.
3. Provide active and engaged supervision on the playground and between classes.

4. Enhance classroom management skills that include respect for all members of our school community.
5. Development of a problem-solving plan with the collaboration of the student in order to address lagging skills associated with bully-type behavior.
6. Track and confront repeat cases of bully-type behavior.
7. Proactive work with the family to address bully-type behavior.
8. Provide direct and increasingly severe consequences alongside restorative work.

Calvary Christian School will not allow for repeated bullying to continue, however, care will also be taken to ensure that justice is upheld on the part of the victim and the accused. Our primary approach to counteract bullying is to positively impact behavior through ongoing reliance upon the work of the Holy Spirit. Accused bullies will be counseled in truth, prayed with, and disciplined in order to reconcile them to other students. Assuming both sets of parents are believers, oftentimes the administration will seek to bring families together to work in unison. While this is difficult, it is the belief of the leadership of Calvary Christian School that, as brothers and sisters in Christ, we are called to walk alongside one another. In cases in which families or children do not affirm belief in Christ, the appeal to biblical truth will still be made, however, the administration acknowledges the limited impact of Christian community upon those individuals.

TECHNOLOGY/SMART PHONE/ELECTRONIC DEVICE POLICY

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

Smart phones (and any other text-messaging devices)

The ability to continuously be connected to one another via a smartphone is now the norm. It is important to teach students proper smart phone etiquette, safety and responsibility prior to allowing students to carry them. Students may bring their smart phones/text-messaging device on campus under the following conditions:

- Devices must be turn off at all times.
- Devices must be stored in the student's backpack or locker at all times.
- Devices may be used ONLY with staff permission and in the presence of staff.
- Devices are not permitted to connect to campus wifi.
- The school is not responsible for any lost, broken, or stolen devices. The student is solely responsible for the monitoring of their device.
- If a student uses a cell phone in any manner without permission during the school day or the phone disrupts class, the phone will be confiscated and the student's parent may pick it up in the school office. A second violation will result in a \$20 fine to release the item to the parent. The fine will be billed directly to Smart Tuition. Further violations will result in additional fines and possible disciplinary action.

Personal Devices

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

TECHNOLOGY ACCEPTABLE USE POLICY

The Acceptable Use Policy ("AUP") is a document that "stipulates constraints and practices that a user must agree to for access to"¹ the computer network and all Internet services, including e-mail, available within Calvary Church of Santa Ana, Calvary Christian School, and Calvary Christian Preschool. It presents guidelines, policies for accessing and using the CCSA network,

internet, intranet, social media and anything accessed for work, school or personal use by CCSA-provided devices and personal devices. It provides consequences for misuse of any part of the network, internet, intranet, social media and anything accessed on campus whether on CCSA-provided devices or personal devices for work-related, school-related or personal use. This AUP is specifically for Calvary Christian School. However, the network will be referred to as CCSA.

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

The underlying premise of this policy is that all members of the School's community must support the mission of the school, strive to uphold the expected schoolwide learning results and demonstrate Biblical values in an active and engaging way online and in a world-wide community. This Acceptable Use Policy ("AUP") is designed to give the student and the student's family, as well as others on the School's campus, clear and concise guidelines regarding the appropriate use of technology. The AUP guidelines align with the three Calvary core rules:

1. Respect yourself and others.
2. Respect your school.
3. Be where you're supposed to be.

We expect our staff and students to exercise good judgment and to utilize technology with integrity to represent Christ and the values He sets for us.

Standards

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

Technology Tools

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

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

CCS NETWORK USE GUIDELINES FOR STUDENTS

Device Use and Maintenance

- Any electronic device that is provided by the school continues to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.
- Students are not permitted to install custom/individualized applications that require administrator privileges.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto any device.
- Do not delete any APPS, folders or files that you did not create or that you do not recognize. Deletion of certain files may result in device failure and will interfere with your ability to complete class work and may affect your grades.
- School account information is not to be given to ANY student websites, companies, or other third parties.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files. However, if inappropriate use of accounts or the school's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.

Internet Use

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

E-Communication

- Students will be issued a gmail account that is to be used for educational purposes only.
- Only school-issued G-mail accounts may be used during school hours for educational purposes.
- The use of personal e-mail during class is prohibited unless authorized by faculty or administration on a case by case basis. Students may not add or access personal accounts to any school device.
- No inappropriate online communication will be tolerated, including derogatory, obscene, or harassing messages. Messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.

- You are not allowed to re-post or forward any email, instant messages or pictures that were sent to you privately.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any message asking you to pass information or messages on to other individuals or groups or you will receive a consequence.
- Students are prohibited from accessing anyone else's account.
- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day (including Google) unless part of teacher-led educational activity.

Network Access

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

Plagiarism

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

Cyber-bullying

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

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

Personal Devices

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

Recognized Internet Laws

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

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

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

CLOSED CAMPUS

Calvary Christian School maintains a closed campus. Students may only leave campus during the school day if they are signed out by their parent or guardian or for a school sponsored event, in which case a signed permission slip will be completed.

Parents are welcome on campus, but after 8:25 a.m., they *must* check in through the school office or concierge and wear a visitor's badge. Advance notice to the teacher is appreciated as a courtesy.

Students who are not in class while school is in session, must have a pass from their teacher or other supervisor. The buddy system is used when students in K-5th grades need to leave the classroom for any reason. Teachers are responsible to know the whereabouts of their students at any time.

DISASTER PREPAREDNESS

Fire, earthquake and lockdown drills are conducted throughout the school year and are an important safety precaution. Students are expected to respond immediately when the bell signal is heard. They will clear the building by the designated route as quickly and quietly as possible. There should be no talking or playing in line. In the event of an actual lockdown, fire, or serious earthquake, families will be notified by e-mail and/or text as soon as possible.

Each CCS student should have an Earthquake Supply Packet that parents provide at the start of the school year. Please check the school website for a contents list. The school has enough water for three days as well as basic first aid materials and blankets for students. Supplies are kept in a shed that is accessible in the event of a major disaster.

CHILD ABUSE POLICY

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

FIELD TRIPS

Classes take field trips for the purpose of educational enrichment. Parents are notified in advance and must sign a permission slip. Permission may not be given over the phone, but may be faxed. Students who do not have a signed permission slip must remain on campus. Only parents/guardians and/or grandparents will be allowed to drive on field trips.

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

Booster Seats - According to California Law SB 929, children must remain in booster seats until they reach age eight or four feet nine inches tall or taller. Any child under 8 years old or 4'9" must bring a booster seat to school on the day of a field trip.

ATHLETICS

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

We believe in:

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

Calvary offers after school sports for 5th through 8th grade students. For each sport, athletes will have to tryout. Each team will carry twelve players, but will travel with ten players. Sixth grade students will be able to try out for the middle school team. If they do not make the team, they are able to try out for the elementary team.

FALL

Girls - Volleyball | Boys - Flag Football

WINTER

Girls - Basketball | Boys - Basketball

SPRING

Girls - Flag Football | Co-Ed - Golf

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

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

Player Eligibility

Academics

Participation on an after school team at Calvary is a privilege. Therefore, the student must earn the right to play. **Grades, citizenship, attitude, and attendance must be maintained in order to remain eligible to play on a team.** Student athletes at CCS must meet eligibility requirements in order to participate in practices and games. A student must maintain a minimum

cumulative “C+” (2.5) GPA in ALL subjects and have no unsatisfactory marks in citizenship on a weekly basis in order to remain eligible. The student’s cumulative GPA from the prior quarter will be taken into account to determine eligibility for fall sports. If a student has less than a 2.5 GPA in one quarter and a new quarter has started, the Athletic Director(s) and teacher(s) have the discretion as to when the player is eligible to return based on his/her improvement in academics and behavior.

Citizenship and Behavior

Players are only allowed to miss three entire practices throughout the season. Players who miss practice the day before a game will not start the following game.

Students may be excluded from a game at the discretion of the Administrative Team, teacher, Athletic Director(s) and/or coach for academic or disciplinary problems. A student may be suspended and/or dismissed from a team for excessive detentions and/or other behavioral problems. Students suspended from school will not be allowed to play at the next scheduled game. All suspensions will roll over to each season.

Attendance

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

Communication/Transportation

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

Concussion Information

The following information on concussions is adapted from the CDC’s Heads Up Program. More information can be found at www.cdc.gov/concussion.

What is a concussion?

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

What are the signs and symptoms of concussions?

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

SYMPTOMS REPORTED BY ATHLETE:

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

SIGNS OBSERVED BY COACHING STAFF:

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

Concussion Danger Signs

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

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

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

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

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

Why should an athlete report their symptoms?

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

Athletic Clearance

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

- Player Handbook Acknowledgement
- Student Athlete Medical Release

Once students have submitted all of their signed paperwork to the Athletic Director(s), the coach will be sent an Athletic Clearance Notification authorizing the student's participation. Student athletes will not be permitted to participate until these forms are complete. In addition, athletes are assessed a participation fee for each sport. This fee of \$125 helps defer the cost of coaches, insurance, tournaments, equipment, uniforms and trophies. The fee will be billed through Smart Tuition once the team roster has been posted.

Students may purchase a Sports Bundle for an additional \$50. The Sports Bundle includes a Calvary Athletics navy sports polo (can be worn to school on game day), an athletic sweatshirt, and a drawstring bag. The ordering and purchase can be made online through Smart Tuition. Should an athlete be cut from a sport, a refund will be issued upon request. However, no refunds will be issued after competition has started.

FINANCIAL COMMITMENT

Enrollment and Re-Enrollment Fees

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

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

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

AFTER SCHOOL PROGRAM

After School Program (ASP) is available to students who are enrolled at CCS for the convenience of families whose schedules make it difficult to drop off and pick up their children at regular school hours. Thanksgiving, Easter, and Summer Day Camps are available to currently enrolled students. Please remember once you decide on an After School Program plan, you will remain on that plan until you notify the school office in writing. We request no more than one plan change per year.

After School Program Hours

6:30 a.m. – 8:00 a.m. AND 3:10 p.m. – 6:00 p.m.

After School Program Rates

- After School Program payments are from August to May with the first monthly payment due on or before August 1st of the new school year.
- After School Program is available only to students currently enrolled at CCS.
- Students new to CCS for the fall semester will be eligible to participate in the After School Program beginning in the Summer Day Camp program.
- Any student remaining at school after 3:20 p.m. must sign into After School Program.

Hourly Rates

Hourly rates apply to students who are not on After School Program plan and require After School Program occasionally. A rate sheet for the after school program is available in the school or ASP office.

Late Pickup Fee

A late pickup fee of \$1.00 per minute, per child, payable at the time the child is picked up is charged when students are picked up after 6:05 p.m. on regular school days. An additional fee of \$5 is charged for each school day that the late fee has not been paid.

LOCKERS

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

clean and free from damage. It is a privilege to use a locker; any student abusing this privilege will have their locker privilege withdrawn and/or may be asked to repay repair costs. CCS is not responsible for any lost or stolen items. The CCS administration or designated faculty member has the right to enter and check the contents of a locker at any time.

PARENT COMMUNICATION

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

Parent Conduct

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

PlusPortals (Rediker)

CCS utilizes a software program called PlusPortals by Rediker. The portal is a communication tool for teachers, parents and students. It displays a student's current grades, assignments and progress reports. Parent login information is sent at the beginning of the school year to the primary parent email on file with the Office.

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

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

Friday Flash

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

Parent Conferences

At the end of the first quarter in November, parent-teacher conferences are held. Conferences are mandatory for parents of elementary students and students will receive their report card then. Middle school conferences are optional but encouraged for students receiving a C or higher in their courses. For students receiving a C- or lower, a conference is mandatory. Priority will be given to students requiring a conference. Report cards will be sent home with the students during conference week.

Grievance Procedures

The objective of this policy is to establish biblical guidelines for the resolution of day to day disputes and grievances in the operation of Calvary Christian School. It is expected that all teachers, parents, students, and administrators will approach one another with grace, recognizing each as members of the body of Christ. The guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Calvary Christian School's operations between any two parties connected in a

direct way to the school. This includes students, parents, staff, volunteers, administration, and School Ministry Team. In the event of a more serious, extraordinary grievance such as physical abuse, sexual harassment, or violations of law, the guidelines should be adhered to on an expedited basis, skipping consultations as appropriate, in order to address such matter immediately.

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

Students/parents to teachers:

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

Parents/patrons to administrator:

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

Parents to School Ministry Team:

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

Parent to Parent:

- Parents are encouraged to train their children in the appropriate resolution of matters within the community of believers.
- When possible, disputes between students or parents should be resolved face to face and with Christian charity.
- The Head of School should only be involved in disputes or actions that affect the student body of Calvary Christian School. Individual disputes should be handled by the parties involved at the individual level.

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

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

TELEPHONE / MESSAGES

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

WITHDRAWALS

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

LOST AND FOUND

The Lost and Found is located in the closet at the end of B building. Those items not claimed will be given to charity once each quarter. The school office has a lost and found drawer for small items such as jewelry, glasses, wallets, keys, etc. Make it a habit to check the closet periodically for lost items. Parents should be sure to mark all clothing and items with the student's name using a laundry marker. Items will be given to charity if not claimed by the end of each quarter.

UNIFORM STANDARDS

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

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

- Create a public symbol of excellence in our community

Appearance Standard

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

Parent Responsibility

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

Accountability

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

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

Where to Purchase & Dennis Uniform

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

CCS Logo Polo

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

General Guidelines

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

Shoes & Socks

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

Outerwear

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

Hats, Jewelry & Accessories

- Girls only: stud earrings may be worn (one per ear, worn on the earlobe only).
- Other simple, complimentary jewelry may be worn, but not in excess.
- Plain navy blue or black gloves and scarves are permitted on very cold days.
- Hats are only permitted on specified days/times.

Hair/Nails/Make-up

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

Recommended Chapel Dress (Wednesdays)

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

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

Spirit Day Dress (Fridays)

- Plain blue denim jeans/capris/shorts/skirts (no jeggings) - no rips, tears, holes or appearance of holes
- Skirts must be of uniform length
- Official Spirit Shirts in good condition
- T-shirts do not have to be tucked in, no belt required
- Students not participating in Spirit Day Dress may wear jeans with a polo (shirt must be tucked in, belt required).

Free Dress

All students are to have a neat, clean and modest appearance at all times, including free dress days. If there is any question that an item is inappropriate for dress, it should not be worn. Dresses, skirts, shorts and jumpers must be of uniform policy length. Flat-soled boots, hair accessories and logos are permitted on free dress days. Students are not to wear: pajamas, sweats, hats, torn jeans, excessively tight-fitting clothes, spaghetti straps, tops that expose the midriff with arms down or raised, costume-type clothing, any clothing with inappropriate language, advertising or pictures.

GIRLS

Tops

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

- Undershirts in navy, red, or white

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

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

Dresses/Jumpers

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

Leggings

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

Please note: Shorts/skirts/dresses/skort must be no shorter than 3 inches above the knee (top of kneecap when standing), with navy blue or white bike shorts worn under jumpers, dresses and skirts at all times (this length rule applies every day of the year). Skirts may not be rolled at the waistline.

BOYS

Tops

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

Bottoms

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

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

6th, 7th & 8th Grade Uniform Privileges

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

General Guidelines

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

Socks

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

Hair/Nails/Make-up

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

Google Apps for Education (6th-8th Grade Students)

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

Calvary Christian School has established a Google Apps for Education (GAE) account to support teaching and learning and to allow for easy sharing of documents, file storage, and connectivity within our school and classrooms. This service is available through an agreement between Google and Calvary Christian School and available currently in grades 6 – 8. This software will allow students and teachers to create, collaborate, and share documents, spreadsheets, presentations, websites, calendars, and more, allowing for flexible access from any computer – both at home and school – with Internet access and a web browser. While GAE provides for greatly enhanced flexibility over traditional desktop software, it also environment in our classrooms and promoting 21st century skills. Many high schools and colleges use GAE. We feel this is another step in preparing your child for the future ahead.

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

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

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

GAE Privacy and Safety

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

School-issued GAE account Prohibitive Conduct:

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

GAE Access

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

2016/17 PARENT/STUDENT HANDBOOK AGREEMENT

Student Name: _____ Parent Name: _____
Grade: _____ Teacher Name: _____

Student (Please initial below):

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

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

Parents (Please initial below):

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

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

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

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

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

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____



CALVARY

CHRISTIAN SCHOOL

Google Apps for Education Permission Slip 6th-8th Grade Students ONLY

Parent:

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

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

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

Parent Signature _____ Date _____

Student:

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

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

Student Signature _____ Date _____